Key to the Future

Student Handbook
1981-82

What Are Students

STUDENTS are the most important people in our college.
STUDENTS are not an interruption of our work—they are the purpose of it.
STUDENTS are a necessary part of our business—they are not outsiders.
STUDENTS are not cold statistics—they are flesh-and-blood human beings, with feelings and emotions like yours and mine.
STUDENTS are people who bring us their needs—it is our privilege to fill those needs.
STUDENTS are deserving of our most courteous and attentive treatment.
STUDENTS are full partners in our effort to cultivate wisdom through knowledge.
STUDENTS are the life blood of this and every college.

STUDENT HANDBOOK

1981 - 82

COLLEGE OF THE ALBEMARLE
P.O. Box 2327
Elizabeth City, N.C. 27909
Phone (919) 335-0821

Student's Name _____

Address _____

Phone _____

Foreword

This Handbook has been prepared with YOU, the student, in mind. As you will see, a variety of information including many on 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, in officially dropping and adding classes, and in officially withdrawing from school, if necessary. It is also important that you know your program advisor, members of the Student Services staff and other officials who can either help you or refer you to the appropriate person, department or office for 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.**

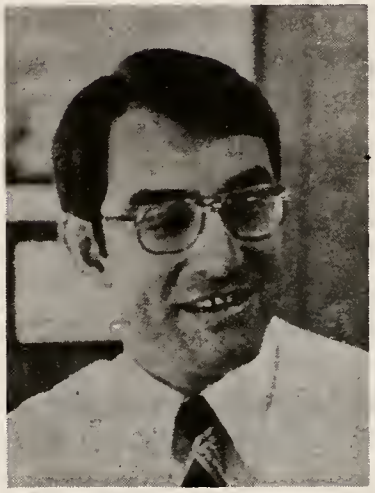
Equal Opportunity Policy

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, national 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.

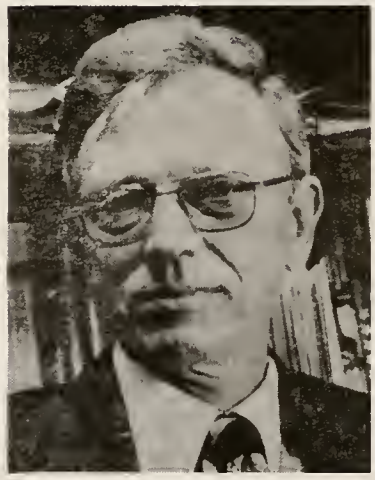
Table Of Contents

Meet the Administrative Officers of the College

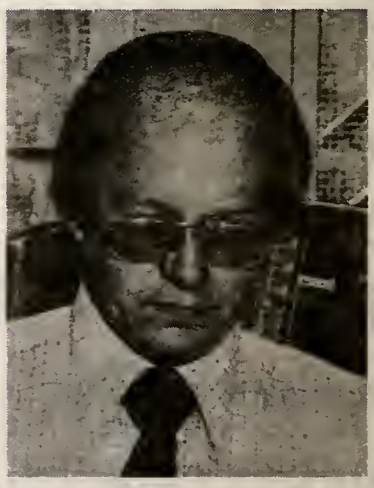


Dr. J. Parker Chesson, Jr.
President

Mr. Norman L. Norfleet
Dean of Instruction

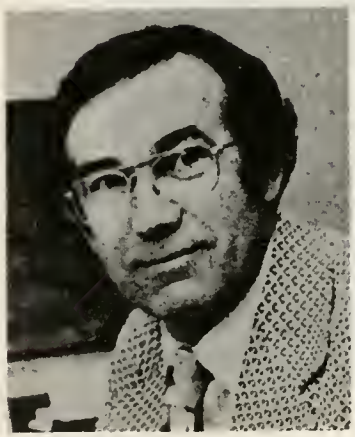


Dr. Gerald W. Bray
Dean of Administrative Services



Mr. G. John Simmons, Jr.
Dean of Student Development Counselor

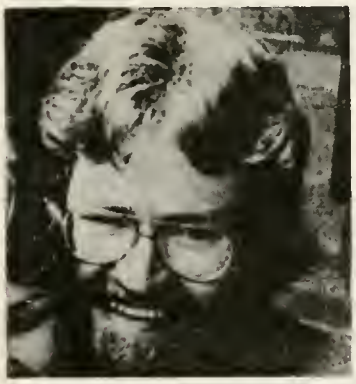
and the Student Development Staff . . .



O. Lloyd Armstrong
Director of Student Financial
Aid Counselor

G. Curtis Newby, Sr.
Director of Placement
Counselor

Andrea Williams
Tutor/Coordinator
Special Services



Don L. Boyette
Director of Student Activities
Counselor

Belinda P. Patterson
Director of Admissions
Counselor

Elizabeth W. Fuller
Registrar

ALSO— **Donna L. Moore**
Evening Counselor

Academic Calendar 1981 - 82

FALL QUARTER 1981

August 31-Sept. 4	Registration for all fall classes—day and night.
September 9	*Wednesday* - Freshman and transfer student orientation and counseling.
September 10	*Thursday* - First day of classes. Late fees apply.
September 16	*Wednesday* - Last day to register for add. classes.
September 21	*Monday* - End of refund period.
October 14	*Wednesday* - Last day to withdraw without penalty.
November 18	*Wednesday* - Last day of classes.
November 19-20, 23-25	*Thursday-Friday, Monday-Wednesday* - Exam Week.
November 25	*Wednesday* - Fall quarter ends.

WINTER QUARTER 1981-82

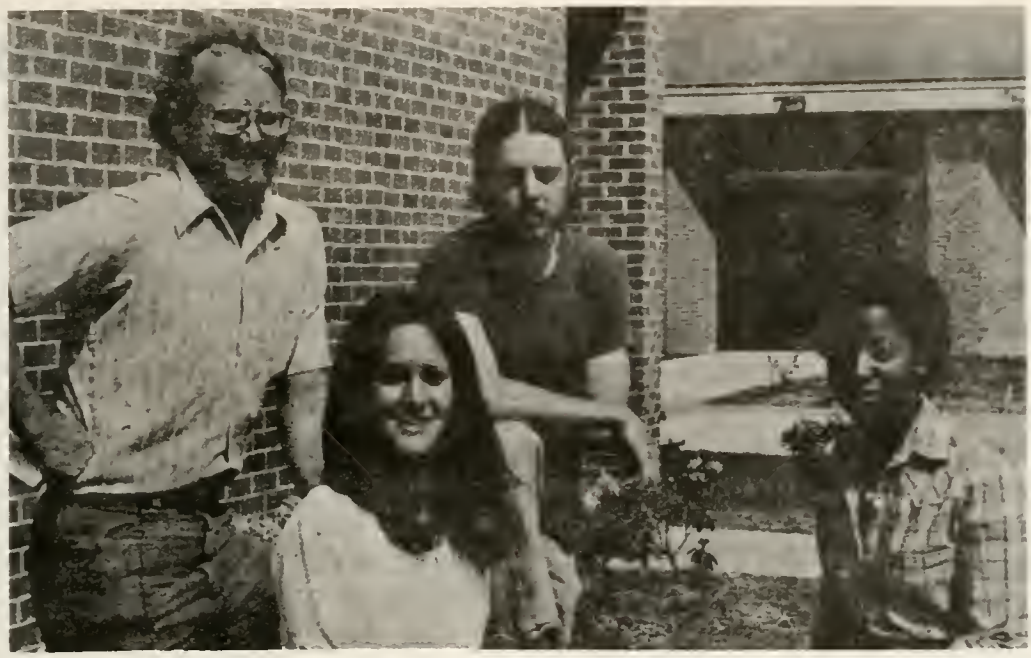
November 16-20	Registration for all winter classes—day and night.
December 1	*Tuesday* - Freshman and transfer student orientation and counseling.
December 2	*Wednesday* - First day of classes. Late fees apply.
December 8	*Tuesday* - Last day to register for add. classes.
December 14	*Monday* - End of refund period.
December 18	*Friday* - Christmas holidays begin after last class.
January 4	*Monday* - Classes resume.
January 19	*Tuesday* - Last day to withdraw without penalty.
February 23	*Tuesday* - Last day of classes.
February 24-26, March 1-2	*Wednesday-Friday, Monday-Tuesday* - Exam Week.
March 2	*Tuesday* - Winter quarter ends.

SPRING QUARTER 1982

February 22-26	Registration for all spring classes—day and night.
March 5	*Friday* - Freshman and transfer student orientation and counseling.
March 8	*Monday* - First day of classes. Late fees apply.
March 12	*Friday* - Last day to register for add. classes.
March 17	*Wednesday* - End of refund period.
April 7	*Wednesday* - Easter holidays begin after last class.
April 14	*Wednesday* - Classes resume.
April 15	*Thursday* - Last day to withdraw without penalty.
May 20	*Thursday* - Last day of classes.
May 21, 24-27	*Friday, Monday-Thursday* - Final exams for spring quarter.
May 27	*Thursday* - Spring quarter ends.
May 28	*Friday* - Commencement, 8:00 p.m.

SUMMER QUARTER 1982

May 17-21	Registration
June 1	First day - Summer quarter
June 1	First day - Mini quarter I
June 28	First day - Mini quarter II
July 26	First day - Mini quarter III
August 11-17	Exams
August 18	Commencement, 8:00p.m.



Student Senate
Executive Council Officers

President ..... Richard McElrath

Vice President ..... Jami Meiggs

Secretary ..... Gloria Felton

Parliamentarian ..... Ross Adderholdt

Get Involved

Academic Information/Regulations

Counseling Services

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, and 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/her stay at COA to help facilitate the accomplishment of their educational objectives. The counselors are also available for confidential personal-social counseling if students desire to take advantage of this service.

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 admissions 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 Counselor.

Although no formal faculty advisement system exists at the College, students are encouraged to seek the advice and counsel realm of training and expertise of respective-faculty.

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.

Schedule Changes (Dropping and 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 faculty and their Counselor, or in the counselor's absence the Dean of Student Development. 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 counselor agrees that a change is in order, the drop/add form, called a Registration Change Notice, is completed and signed by the 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 and validated by the Cashier.

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.

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 3.25 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.

HONOR SEALS

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.

summa cum laude (with highest honors)	4.80 - 4.00
magna cum laude (with high honors)	3.60 - 3.79
cum laude (with honors)	3.40 - 3.59

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.

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 withdrawel 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 satisfactgory (S), unsatisfactory (U) basis. These courses are so indicated in their course descriptions.

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.

How Quality Points Are Computed

Study this example; English 101, "C"; Biology 101, "C"; Math 121, "F"; History 101, "D"; Physical Education 104, "A". The quality point average 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	add
		14				21	

1.5 = Grade Point Average (GPA)

Divide: 14) 21.00
14
70
70

The 1.5 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" in the section which follows.

General College 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.

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 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 the office of Student Development. A counselor 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.

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:

Credit Hours Attempted	Minimum G.P.A.
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

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

Notice: Students on Conditional Status may enroll for a maximum of 12 credit hours. In addition, they must fulfill these conditions: enrollment and participation in Personal Development (D-PSY 100), which is part of the 12 credit hours, and regular attendance in appropriateSkills Labs for specific subjects.

Notice: The status of students transferring to COA will be determined by computing the G.P.A. 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: Students transferring from COA should be aware that the receiving institution may include all college work ever attempted in computing G.P.A.

(3) *Academic Suspension*

Students who are unable to meet the requirements 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.

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

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

Students who receive institutional financial assistance (Pell grant, SEOG, NDSL, CWSP, NCSIG, nursing loans, and scholarships) and who have been academically suspended will *not* be eligible to receive aid until they meet the requirements of the Academic Progress Scale. Financial aid recipients who are on Conditional Status II and who earn a 2.5 G.P.A. at the conclusion of any quarter will be eligible for financial assistance for the succeeding quarter.

Students receiving educational assistance under the G. I. Bill who have been academically suspended will not be recertified until they meet the requirements of the Academic Progress Scale.

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 suspended because of unsatisfactory academic progress. A quorum of three committee members is necessary for it to consider appeals. It is chaired by the Chairperson of the Faculty Executive Committee, who is responsible for distributing letters of appeals and students' transcripts to members of the committee prior to an assigned meeting.

Students wishing to appeal their suspension must submit a written appeal to the Chairperson of the Academic Appeals Committee. In order for the chairperson to notify appellants of the date, place, and time the committee will discuss their appeal, students should include their address and telephone number in their letter of appeal. Students may attend the committee meeting and speak on their own behalf.

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 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 of 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 accusor 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 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) General misconduct by students (or their guests) at school functions will subject to disciplinary action by the Disciplinary Committee.

(6) Each student is held responsible for information published in the College **Catalog** and **Student Handbook** and announcements placed on the student bulletin boards.

(7) 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.

(8) 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 entering 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.

(9) 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.

(10) 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.

(11) 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 all areas of shops and classrooms.

(12) 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 soley for instructional or school sanctioned ceremonial purposes, in any College building or vehicle, or other property owned, used, or operated by the College.

(13) 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 educational 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.

Students interested in campus demonstration information are required to consult with the Dean of Student Development.

(14) 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.

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.

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.

Smoking

Students may smoke at College of The Albemarle in the halls, outside the building, in the lobbies, and in the Student Center. Smoking is not allowed in the Learning Resources Center.

Elevators

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

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.

Student Accident Insurance

All full-time students may purchase either of two Pilot Life Accident Insurance policies during the registration period each quarter. The cost is approximately $4.50 per year. For coverage **at** COA and **to** and **from** COA. Another policy providing 24 hour coverage is approximately $24.00 per year. Insured students who receive injuries are reminded that they are responsible for completing appropriate forms in the Business Office.

College Services

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 on the vocational wing of "C" Building and is open during the first week of each quarter. Students can both sell and purchase any college textbook at the Used Bookstore.

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.

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.

Emergency Procedures

I. Emergency cases occuring 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 Services representative will notify the Elizabeth City-Pasquotank County 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 Development 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.

II. Emergencies occuring 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 will be notified instead of the Student Development Office.

B. 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.

III. Emergencies occuring 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.

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 the 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.

(2) 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 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.

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.

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.

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 9:00 p.m., except for Friday when it closes at 4:00 p.m.

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 m.p.h., except the speed limit on roadways within parking lots is 10 m.p.h.

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, an 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.

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 that responsibility and the requirements of the Family Rights and Privacy Act of 1974, as enacted by Congress, the College makes the following information known:

Types of education records and information which directly relate to students and which are maintained by the College.

Permanent Student Files: Transcripts of work at other institutions,health forms or records, recommendation 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 a 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 student 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, 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. Weight, height, grade point average, number of hours enrolled during present and past quarters, and number of years of participation in sports prior to present season for members of intercollegiate athletic teams
6. Dates of attendance
7. Degrees and awards received
8. The most recent previous educational agency or institution attended by the student
9. Graduation honors

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. In Elizabeth City, the address of the North Carolina Department of Veterans Affairs is 203 West Ehringhaus Street.

Most curriculum courses listed in the catalog are approved for veterans training, as well as the Adult High School Completion 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 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 person 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 ant change of address to which assistance checks are mailed. Forms for this purpose are available from the Registrar's Office.

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 accordingly. Following is a chart for determining student status for payment purposes:

   Credit Hour Enrollment:

12 or more	—full time	6-8	—½ time
9-11	—¾ time	less than 6	—tuition only

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 and other eligible persons to be submitted to the Registrar on the last class day of each month.

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 finacial 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. Public Law 93-508 states:
   "Where two or more unit subjects are undertaken and the veteran fails or withdraws from all, the veteran will be determined to have made unsatisfactory progress. Veterans who fail to maintain satisfactory progressive average may be placed on a one-term probation period. Veterans who are terminated for unsatisfactory progress must go through Veterans Administration Counseling before they can be re-certified for educational benefits." This means (1) if you fail or drop all courses attempted in any quarter, your certification of enrollment will be cancelled for unsatisfactory progress, or (2) if your grade point average does not meet minimum standards after one probationary term, your certification of enrollment will be cancelled for unsatisfactory progress."

9. Public Law 95-202 states:
   "The school will report unsatisfactory progress when a student accumulates unsatisfactory punitive grades in the equivalent of more credit hours than the minimum full-time load for VA purposes (12 credit hours)."

10. 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 progress toward the veterans administration approved educational objective as determined by appropriate college officials.

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

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.

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, and the college does not assume responsibility for the acquisition, approval, or suspension of such housing.

A list of local realtors is available, however, in the Student Development Office.

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 the 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 registranta who need information about job opportunities.

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

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.

Athletics

The opportunity for students to participate in an athletic program is made available in two — 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 exibited 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,* Student Senate Awards, and the President's Service Cup.

Student Clubs/Organizations & Advisors

ADN Class of 1981 ..... "To be elected in September"
ADN Class of 1982 ..... "To be elected in September"
ARGUS ..... George McKecuen
BEACON ..... "TBA"
Chorale ..... Leland Chou
Cosmetology Club ..... Faye Hoffman
Foreign Arts Club ..... Barbara Riccardo
Minorities in Unity ..... Curtis Newby
OLD SALT ..... Bill Haskett & Robert Stephens
Phi Beta Lambda ..... Jill Walton
Phi Theta Kappa ..... Ron Riccardo
Practical Nursing Club ..... "To be elected in September"
Satyrs ..... Lucy Vaughan
Tec Club ..... Gerhardt Wesner

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

If you are interested in investigating the possibility of forming a new club or organization, see Don Boyette in the Activities Office in the Student Center.

College of The Albemarle
Student Senate
Constitution

Table of Contents

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 or 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 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: seven (7) executive council officers, one (1) Executive Senator, a senator from each club or organization recognized or chartered by the Student Senate, 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 ⅔ 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 pirpose 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 Services 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 a student to hold an office in the Student Senate,

they must have attained a 2.0 overall grade point average and be a full-time student when nominated, and must maintain it during their tenure. They must have earned 42 hours credit by the beginning of fall quarter of the academic year for which they are elected. An officer in the Student Senate may not hold the office of president of any club or the editorship of any College peblication. 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 have a 2.0 overall grade point average and be a full-time student after the fall quarter and must maintain that average during their terms of office.

Section 3. Qualifications for Club Senators

Each Club Senator who is a returning student must have a minimum 2.0 grade-point-average and be a full-time student at the time of election and must maintain that GPA and status during his/her tenure. Club Senators who are freshmen must have a minimum 2.0 GPA after the fall quarter and must maintain that minimum GPA and full-time status.

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. The Student ¾Senate meetings shall be open to all students. 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 not later than Thursday of the week prior to the meeting they wish to attend. The Parlimentarian 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, and Parliamentarian.

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 X, Section 4 applies.)

B. Expected to function in an ex-officio capacity in assiting the new Executive Council Officers in May of each year.

C. Expected to exhibit exceptional pride and responsibility to the position that they hold.

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, an place of all meetings and to cancel meetings. He/she also has authority to grant excused absences to students who are absent from meetings.

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 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.

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 record of the activities of the Student Senate.

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 - It shall be the duty of the Parliamentarian to maintain parliamentary order at the Student Senate meetings. It shall be his/her responsibility to have a workable knowledge of Robert's Rules of Order. He/she shall also be responsible for holding a parliamentary procedure workshop twice yearly.

Section 4. Election of Club Senators

The chartered clubs and organizations shall elect their respective club Senator. The Club Advisor shall submit the name to the Senate Advisor by the second full week of classes in the fall quarter.

Article VII - Oath of Office

Before entering upon their duties, all Executive Council members shall at their first meeting in May, take the following oath in unison in the presence of the departing Executive Council members.

"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 by the third week of October.

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 elections. It shall be the duty of the Election Committee to prepare voting places and to provide all necessary election materials and personnel to staff the polls. The Election Committee shall also be responsible for the counting of votes, in the presence of the Senate Advisor. Each candidate shall have the privilege of being represented to witness the counting of votes. 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. In the event during the counting of ballots for any election there appears an illegible ballot, it shall be considered void.

B. Calendar/Publicity Committee: This Committee shall be responsible for the preparation and posting of all announcements, posters, etc. for all Senate events onto bulletin boards. 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 Public Information Officer and/or the Senate Advisor.

C. Executive Committee: The Executive Committee shall consist of the seven (7) 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 steering committee of the Senate especially in matters relating to 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 self nomination in writing to the Vice-President of the Student Senate.

B. By nomination from the floor during a Student Senate meeting.

C. Any Executive Council office left vacant after April elections shall be filled by elections among the Student Senators. Candidates for office may be either of the following:

1. Any qualified Student Senator
2. Any qualified candidate who ran in the April elections but did not receive a majority vote.

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 objectives. 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 one (1) 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 (1) week prior to the date of election.

D. The Election Committee shall hold at the polls an alphabetical list of eligible voters who have paid the student activity fee for the spring quarter. 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. No ballot shall be numbered.

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.

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. An illegible ballot shall be considered void.

H. All ballots shall be counted by the Election Committee in the presence of the Advisor.

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 to be held within one (1) week.

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 request to the Elections Committee. The decision of the Elections Committee may be appealed to the Student Affairs Committee of the College, 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 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 from among themselves one to occupy the position or the Senate may elect one who was nominated during the spring elections but did not receive a majority vote.

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

D. 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 Articles II 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 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 September and campaign speeches will be made the following week. Elections will take place the first week of October, and the officers will be elected by the entire student body.

Article XI - Student Senate

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.

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. Recommend a student activity fee to the administrative officers of the College.

B. Appropriation and confiscation of funds for/from:

1. student publications
2. all other agencies of the Student Senate including chartered and unchartered 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. 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 who has the right of appeal to the Student Affairs Committee of the College.

F. Replacement of 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 Students Affairs Committee of the College.

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

To be submitted by the last day of classes of each quarter.

Clubs and organizations failing to submit their financial reports on the date due per Article X, Section 3, subsection g-1 will be sent only one (1) delinquent notice by the Dean of Student Services 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 Services 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 reports are deliquent. All monies collected in

fines shall revert to the Student Activity Fund.

The Student Senate shall have the authority for whatever reason it deems appropriate to waiver Article X. Section 3, subsection g-2.

H. 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.

I. Grant/revoke charters to clubs and organizations.

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

K. 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 organization's stated objectives and fiscal responsibility. If a club or organization is not meeting its objectives, not 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 organization's 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.

L. 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.

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

Section 4. Absences

Attendance at Student Senate Meetings is required; however, if a student realizes that he/she will be unable to attend a meeting, they should notify the President of the Student Senate prior to the absence if possible. 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 Senator or officer.

Any Senator or officer absent for more than three (3) meetings 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 to inform the club or organization's advisor of the Senator's

dismissal in writing, within one (1) day after the third 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 ⅔ majority vote of the quorum present.

Article XIII - 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 and the editors shall be elected by the respective publication staff.

B. The editors must be a full-time student and must have maintained a 2.0 grade point average.

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 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 XIV - 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 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 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).
6. Dues, fees, assessments, etc.

After these prelimimary steps have been taken, a copy of the club's proposed constitution and applicable by-laws shall be given to the Dean of Student Services or his/her designee for review. The Dean of Student Services 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 3, subsection (j) applies.

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 events/activities of such meetings.

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.

Did You Know . . .

- *It takes at least 16 hours or* ***more*** *per quarter in most programs to graduate on time?*
- *June 1 is the deadline for applying for institutional scholarships?*
- *Our faculty has posted office hours for answering questions, giving extra help, and individual conferences?*
- *You can get money to go to school from our full-time financial aid officer and that he can help you with your financial problems?*
- *If you think you have VD you can dial 1-800-227-8922 TOLL FREE for help? (Call between 11:30 a.m. & 1:30 a.m. EST.)*
- *It's* ***your*** *responsibility to know your graduation and/or transfer requirements?*
- *March 15 is the deadline for applying for the N.C. Student Incentive Grant?*
- *If your GPA (that stands for Grade Point Average) goes below 2.0 you can't graduate or transfer plus you may be put on Academic Alert or Conditional Status?*
- *One of the counselors can help you find a part or full time job off campus?*
- *You cannot apply for financial aid for the rest of the school year until* ***after*** *January 1 and that* ***all current*** *applicants* ***must*** *re-apply?*
- *All full-time students are members of the Student Senate and may attend Senate meetings on Mondays at 10:00 a.m.?*
- *The Student Development counselors are available to help you with transfer and graduation questions at times* ***other*** *than registration?*
- *There are special regulations for veterans attending under the G.I. Bill?*
- *Tutoring is available for technical and vocational students?*
- *If you're unsure about a college major or career/job plans, the Student Development counselors may be able to help with some interest and aptitude testing?*
- *You don't have to be a drama major to participate in a play nor a published author to be on the* ***Old Salt, Beacon,*** *or* ***Argus*** *staffs?*
- *The Learning Assistance Center can probably help you make better grades in certain courses?*
- *The Learning Lab is open from 8-4:30 Monday through Friday and that by checking it out may mean the difference between success and failure?*

Index