

# THE Saltire

The Official Student Handbook of  
The St. Andrews campus  
**2017-2018**

**The Saltire IS THE OFFICIAL STUDENT HANDBOOK OF ST. ANDREWS. IT CONTAINS THE ESSENTIAL INFORMATION AND GUIDELINES STUDENTS WILL NEED TO FOLLOW AS MEMBERS OF THE ST. ANDREWS COMMUNITY. STUDENTS ARE EXPECTED TO BE FAMILIAR WITH THE CONTENT OF *The Saltire* AND WILL BE HELD RESPONSIBLE FOR ADHERING TO THE POLICIES WITHIN THE HANDBOOK.**

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*The university also reserves the right to make changes at its discretion and as might seem appropriate in such areas as, but not limited to, procedures, policies, rules and regulations, and structures. Any such changes will be incorporated into the electronic version.*

*NOTE: The electronic version of *The Saltire* is the official and authoritative version of the Saltire.*

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## **IMPORTANT NUMBERS**

### **Key to Abbreviations**

LA: James L. Morgan Liberal Arts Building

OSA: Office of Student Affairs

RD: Resident Director

In case of emergency

### **On-Campus**

Campus Safety and Security   Burris Hall

(910)277-5112

Officer on Duty

(910)280-2895

### **Off-Campus**

General Local Emergency

911

Laurinburg Police Department

(910) 276-3211

Laurinburg Fire Department

(910) 276-1811

Scotland Memorial Hospital

(910) 291-7000

### **For Campus Assistance**

The duPont Center for Academic Success

Pate                   Ext 5040

Academic Records (Registrar)

LA                     Ext 3975

Automobile/Bicycle Registration

Burris Hall         Ext 5112

(Campus Safety and Security)

Business Office

LA 138               Ext 5222

Class Registration (Registrar)

LA 133               Ext 3975

Clubs/Organizations Information

Belk/OSA           Ext 3959

(Director, Student Activities)

Campus Ministries

Belk/OSA           Ext 5145

Community Honor Code Violations

Belk/OSA           Ext 5145

Computer Services (Helpdesk)

LA 174               Ext 5014

Counseling/Healthcare Appointments

Belk/OSA           Ext 5271

Disability Services

Pate                   Ext 5667

Financial Aid

LA 188               Ext 5560

Graduate School Information

LA                     Ext 5546

(Career and Vocational Services Center)

Guests on Campus

Burris Hall         Ext. 5112

(Campus Safety and Security)

Housing Information

Belk/OSA           Ext 5151

Lost and Found

Burris Hall         Ext. 5112

(Campus Safety and Security)

Lost IDs

Burris Hall         Ext 5112

Reporting Theft

Burris Hall         280-2895

(Campus Safety and Security)

*The Saltire*

St. Andrews University, a branch of Webber International University

Parking/Traffic Tickets (Campus Safety and Security)	Burris Hall	280-2895
Payments for Parking/Traffic Tickets (Business Office)	LA 138	Ext 5222
Physical Education Facilities	PE Center	Ext 5274
Publications (St. Andrews University Press Office)	LA 166	Ext 5310
<i>Cairn</i> (literary journal)		
<i>Gravity Hill</i> (student literary journal)		
Reserving Rooms on Campus	Dean's Office	Ext 5240
Residence Hall Directors		
Residence Hall Director on duty		910-280-1753
Albemarle RD (Tim Rodgers)		229-563-5926
Concord RD (Brandon Standridge)		706-614-2291
Granville RD (Conor Moloney)		845-492-7661
Mecklenburg RD (Amber Hancock)		804-241-1561
Orange RD (Robert Hill)		919-633-6407
Pate RD (Amber Hancock)		804-241-1561
Wilmington RD (Mary Cross)		904-860-3276
Winston-Salem RD (Denzel Vaughan)		804-895-4304
Residence Hall Personal Problems (Also consult your Resident Assistant and/or Resident Director)	Belk/OSA	Ext 5151
Sales or Solicitation on Campus	Belk/OSA	Ext 5145
Student Affairs Office	Belk/OSA	Ext 5145
Student Conduct Issues	Belk/OSA	Ext 5145
Transfer/Transferring of Credits (Registrar)	LA 133	Ext 3975
Withdrawal from Class (Registrar) Or contact Course professor, Faculty Advisor	LA 133	Ext 3975
Withdrawal from University Or contact Faculty Advisor or Registrar	Belk/OSA	Ext 5145
Working On-Campus (Financial Aid Office))	LA 188	Ext 5780

## **INTRODUCTION**

### **Mission**

Webber International University and St. Andrews University (a branch of Webber International University) (collectively, The University)

The University's mission is to offer students an array of business, liberal arts and sciences, and pre-professional programs of study that create a life transforming educational opportunity which is practical in its application, global in its scope, and multi-disciplinary in its general education core. Students will acquire depth of knowledge and expertise in their chosen field of study, balanced by breadth of knowledge across various disciplines. Special emphasis is placed on enhancing oral and written communication, and critical thinking skills.

The University awards degrees at the associate, bachelor and master levels, and offers students educational opportunities at locations in Florida and North Carolina. Traditional classroom, online, and hybrid learning environments are available. Opportunities exist for students to draw on the courses and programs of study at both locations through online courses and/or periods of residence at either campus. Webber's programs in Florida focus on the worldwide business environment, and emphasize development of skills in administration and strategic planning, applied modern business practices, and entrepreneurship. The St. Andrews locations offer an array of traditional undergraduate liberal arts and sciences and pre-professional programs of study.

### **Student Responsibilities and the Community Honor Code**

As members of the St. Andrews community, students have responsibilities that are reflected in the St. Andrews Community Honor Code below and described in detail within *The Saltire*. Students are expected to be familiar with the content of *The Saltire* and will be held responsible for adhering to the policies within the handbook. Written complaints regarding a student affairs matter may be directed to Rev. Dr. Timothy Verhey, Dean of Students, Office of Student Affairs, William Henry Belk College Center, 910-277-5145, [verheyti@sa.edu](mailto:verheyti@sa.edu), who will direct it to the proper channels.

### **The Code of Conduct for the St. Andrews Community**

Accepted by the St. Andrews Community, spring 1996

#### **Preamble**

All members of the St. Andrews Community must be responsible for their choices of behavior and make sure that these behaviors do not infringe upon other community members.

The University has the authority and responsibility to establish rules and standards, which may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principal responsibility for proper conduct rests with students, and as much as

possible, they all are encouraged to resolve conflicts of individual rights and responsibilities themselves. The University will become involved, however, when a student cannot resolve a conflict her/himself; when there exists a reasonable basis to believe that local, state or federal laws have been broken; when there could be or is potential for personal harm or property damage; or when there exists a reasonable basis to believe that University conditions or policies have been violated. St. Andrews requires students to obey local, state and federal laws. The University does reserve the right to hold responsible those students whose behavior, either on or off campus, blemishes the University's general image or reputation, or otherwise evidences disregard for the safety, well-being or rights of others. If a student is involved in an illegal act off campus, the University does reserve the right to initiate disciplinary action.

### **Community Honor Code**

**I promise to be a contributing member of the St. Andrews Community and supportive of its mission: to be responsible for my choices of behavior, to be honest in all my academic endeavors, to be respectful of the property and person of others, and to live in harmony with the social and natural environments which sustain this community.**

### **Class Attendance**

Refer to the current Academic Catalog Academic Policies section for the Class Attendance policy.

### **Family Educational Rights And Privacy Act (FERPA)**

#### **Student Rights**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education record within 45 days of the day the University receives a request for access.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The release of educational records to parents of a dependent student does not require the consent of the student. (See Parent Rights below.)

The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Andrews to comply with the requirements of FERPA.



## **Parent Rights**

### **What are parents' and students' rights under FERPA?**

At the K-12 school level, FERPA provides parents with the right to inspect and review their children's education records, the right to seek to amend information in the records they believe to be inaccurate, misleading, or an invasion of privacy, and the right to consent to the disclosure of personally identifiable information from their children's education records. When a student turns 18 years old or enters a postsecondary institution at any age, these rights under FERPA transfer from the student's parents to the student. Under FERPA, a student to whom the rights have transferred is known as an "eligible student." Although the law does say that the parents' rights afforded by FERPA transfer to the "eligible student," FERPA clearly provides ways in which an institution can share education records on the student with his or her parents.

While concerns have been expressed about the limitations on the release of information, there are exceptions to FERPA's general rule that educational agencies and institutions subject to FERPA may not have a policy or practice of disclosing "education records" without the written consent of the parent (at the K-12 level) or the "eligible student."

### **When may a school disclose information to parents of dependent students?**

**Under FERPA, schools may release any and all information to parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.**

### **Can a school disclose information to parents in a health or safety emergency?**

The Department interprets FERPA to permit schools to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

### **Can parents be informed about students' violation of alcohol and controlled substance rules?**

Another provision in FERPA permits a college or university to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

### **Can a school disclose law enforcement unit records to parents and the public?**

Additionally, under FERPA, schools may disclose information from "law enforcement unit records" to anyone – including parents or federal, State, or local law enforcement authorities – without the consent of the eligible student. Many colleges and universities have their own campus security units. Records created and maintained by these units for law enforcement purposes are exempt from the privacy restrictions of FERPA and can be shared with anyone.

### **Can school officials share their observations of students with parents?**

Nothing in FERPA prohibits a school official from sharing with parents' information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record. Therefore, FERPA would not prohibit a teacher or other school official from letting a parent know of their concern about their son or daughter that is based on their personal knowledge or observation.

### **How does HIPAA apply to students' education records?**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law passed by Congress intended to establish transaction, security, privacy, and other standards to address concerns about the electronic exchange of health information. However, the HIPAA Privacy Rule excludes from its coverage those records that are protected by FERPA at school districts and postsecondary institutions that provide health or medical services to students. This is because Congress specifically addressed how education records should be protected under FERPA. For this reason, records that are protected by FERPA are not subject to the HIPAA Privacy Rule and may be shared with parents under the circumstances described above.

Source <http://familypolicy.ed.gov/content/disclosure-information-education-records-parents-students-attending-postsecondary>

For questions regarding FERPA, please contact the Dean of Students or The Registrar's Office.

### **Student Complaint Policy**

St. Andrews seeks to provide an environment supportive of its educational and residential aims. If a situation should arise in which a student feels compelled to voice a complaint, various appropriate avenues are available. ***In all instances, except sexual harassment, the informal resolution of a perceived problem through reasoned and collegial dialogue is ideal, and should be the first step taken.***

### **Grade Appeal Procedure**

In the event that a student feels the grade for a course is not a fair evaluation of the student's effort and performance, the student should consult the grade appeal procedure that is found in the Academic Catalog.

### **Review of Conduct Hearing Sanctions**

Should a student wish to request a Sanction Review after a conduct decision has been rendered, he/she may use the Sanction Review Process found in *The Saltire* under the section titled "Student Conduct System."

### **Sexual Harassment Complaint**

In the event a student feels that he or she has been the object of some form of sexual harassment, a procedure for dealing with the concern is found in *The Saltire*, Appendix F.

### **General Complaint**

A complaint of a more general nature should be expressed to the appropriate university office (Academic Affairs, Student Affairs, Business Office, etc.).

## **ACADEMIC RESOURCES**

For information on academic programs and regulations, please consult the *Academic Catalog* or contact the Office of the Registrar, 910-277-3975.

### **Academic Advising**

The academic advising program is an integral part of the University's educational program. Faculty advisors assist students in the development of educational plans compatible with career and life goals. The University recognizes that the ultimate responsibility for making informed decisions about career and life goals and educational plans rests with the student, and ascribes to the academic advisor the role of helping students to identify and assess alternatives and consequences of decisions. Although faculty advisors help students plan their course of study, students are responsible for making sure that the courses taken meet the requirements for graduation.

Upon enrollment, each student is assigned an academic advisor. When a student officially declares a major, a faculty member in that major discipline then becomes the student's advisor.

### **The duPont Center for Academic Success**

The Center for Academic Success serves as a focal point for student educational support. The goal of the Center, located in Pate Hall, is to support the educational programs of the University by providing opportunities for all students to develop strategies that will help them become effective learners. The Center provides resources, services and programming that assists students in developing their academic potential. Resources include: a computer lab with campus network and internet access, space for individual and group studying, and a staff of Academic Specialists who can assist with learning strategies. The Center for Academic Success was funded by a grant from the Jessie Ball duPont Fund.

The *Writing Center*, located in DeTamble Library, works closely with the Writing Faculty and has trained tutors able to assist students with specific writing needs including the organization, development, and editing of written work.

The *duPont Center for Academic Success* also provides accommodated testing for students registered with the *Office of Disability Services*. In addition, adaptive technology is available for students with disabilities. An Assistive Technology tutor is available to provide training on the adaptive technology available. For questions about the duPont Center for Academic Success call 910-277-5149.

### **Disability Services**

Disability Services, located in the *Center for Academic Success* in Pate Hall, provides assistance to students with disabilities. Students with a physical or mental condition that impacts them in academics or campus life may be eligible. The goal is to help students devise strategies for meeting University demands and to foster independence, responsibility and self-advocacy.

Students requesting accommodations from St. Andrews must submit adequate, appropriate and current documentation to verify eligibility under the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendment Act of 2012. Information on specific documentation requirements is available from Disability Services at 910-277-5667.

Accommodations cannot be provided until completion of registration with the Program Coordinator for Disability Services and determination of eligibility. All disability documentation will remain strictly confidential and is not a part of the student's academic record.

Accommodations and support are provided on an individualized basis determined by disability documentation and conversations with the student. Services may include: note taking and lab assistance, alternative testing arrangements, alternate formatting of documents, adaptive technology, individual counseling for academic concerns related to disabilities, and counseling to help students learn effective self-advocacy skills. Other services may be available after consultation with the Program Coordinator for Disability Services.

## **Honor Organizations**

Honor organizations provide opportunities for students with similar academic achievements and educational interests to gather. These are some of the honor organizations at St. Andrews:

- *Alpha Chi*—National Coeducational Honor Society
- *Pi Gamma Mu*—International Social Science Honor Society
- *Beta Beta Beta* (Tri-Beta)—Biological Sciences Honor Society
- *Omicron Delta Epsilon*—Business and Economics Honor Society
- *Sigma Alpha Pi*—The National Society of Leadership and Success
- *St. Andrews Honor Society*

## **STUDENT RESOURCES**

### **Business Office**

The Business Office is available to assist students in financial transactions related to their university attendance. Members of the St. Andrews Community are expected to demonstrate financial integrity and responsibility and to meet their financial commitments. The University will serve neither as a collection agency for debts incurred elsewhere nor as a shelter from creditors.

The University has a responsibility to inform a student of his/her indebtedness to the University in advance of his/her departure, and the student must remove such indebtedness in order to graduate or receive transcripts from the University.

### **Campus E-Mail**

Students have campus e-mail and computer accounts through Computer Services. ***The St. Andrews campus e-mail system is the official means for communication between students, faculty and staff. All students are expected to check their campus e-mail regularly for communications from the University or their professors.***

### **Campus Ministries**

The University Chaplain is Rev. Dr. James Henery. He is available to all students of all religious backgrounds for pastoral counseling and is also responsible for regular interdenominational worship services on campus. In addition, there are student run religious organizations including the Fellowship of Christian Athletes and the Christian Student Union. Assistance is also available to students of all faiths who seek places of worship in the wider community. Students, faculty and staff may participate in various community service projects at faith-related organizations. For more information about Campus Ministries, contact Rev. Dr. James Henery, 910-277-5326, or the Office of Student Affairs, 910-277-5145.

### **Campus Safety and Security**

The Office of Campus Safety and Security, located in Burris Hall, provides leadership for developing and implementing safety and security measures for the entire St. Andrews community.

Activities include, but are not limited to:

- vehicle registration
- guest registration
- traffic regulations enforcement
- patrol of University property and facilities
- first-line response for situations involving students, staff, and faculty safety
- fire safety

- hazardous weather alerts and implementation of emergency text messaging and voice mail communications
- crisis intervention
- prevention programs

The Office also maintains close communication with Laurinburg and Scotland County law enforcement. Working within a framework of federal, state, and local laws, Campus Safety and Security also maintains compliance with the institutional policies and educational philosophy of St. Andrews. Detailed information about Campus Safety and Security regulations is available in this handbook. ***The on-call duty officer can be reached anytime at (910) 280-2895.***

## **Computer Services**

St. Andrews has eight computer labs available to students in different buildings around campus. Lab hours are posted in each lab. DeTamble Library, Vardell, the lab in Morgan Jones, Avinger Auditorium and Piper's Café are equipped with Wi-Fi. All residence hall rooms have Wi-Fi and high-speed network connections to allow students to connect their personal computers to the Internet. The Computer Network is owned solely by St. Andrews.

For the St. Andrews policies on the acceptable use of information technology resources, please consult "Computer and Network Services" in *The Saltire*.

In order to help them with their academic work, all students are provided with a subscription to **Office 365** through the University. Office 365 is a collection of applications which assist students with projects, assignments, and papers (including the most up to date versions of Word, PowerPoint, Access, Excel, and SharePoint). ***To access Office 365 and the free products, follow this link: <https://goo.gl/K3FVMP>.*** All that is required to register is the student's login information (St Andrews University email and password). If you decide to download the products to your computer (rather than simply use them online), be sure to set aside time for the installation.

***If students are having problems with computers, software, or connection they may email [helpdesk@sa.edu](mailto:helpdesk@sa.edu) or call the Computer Services Helpdesk at 277-5014.***

## **Dining Services**

Knights Dining Hall is located in the Belk Center and serves three meals daily (brunch on Saturday and Sunday). In addition to traditional hot meals, Knights Dining Hall offers a multi-item salad bar, soup station, a sandwich bar, a grill station, a rotisserie station, pizza, desserts, and a prepared 'before your eyes' daily special.

Pipers Café is located in the James L Morgan Liberal Arts Building (Morgan LA) and offers prepared to-go items for breakfast and lunch. Knights Dining Hall is open throughout the regular academic year except during campus holidays and breaks. Pipers Café is open while classes are in session. Commuter Students, staff and faculty may purchase a long-term meal ticket. Even though the university dining services offers a range of options to meet the nutritional

requirements of most students, there may be circumstances in which the selections must be modified to accommodate the unique dietary needs of a student.

For more information about meal plan modifications, see "Meal Plan Modifications" in *The Saltire* or contact the Office of Student Affairs at 277-5145. Dining services at St. Andrews are provided by Pioneer College Caterers. The Director is Brian Johnston, who can be contacted at [johnstonb@sa.edu](mailto:johnstonb@sa.edu).

## **Financial Aid**

Located in the James L. Morgan Liberal Arts Building in Room 188, the Office of Student Financial Planning offers a comprehensive program designed to provide students with assistance in financial planning, to disseminate scholarship and grant information, to assist students in finding on-campus employment, and to assist students in securing educational loans. The phone number is 910-277-5560.

Financial Aid is awarded for the period of one academic year (August-May). It is necessary to complete financial aid application forms each year to be considered for financial assistance. It is important to apply as soon as possible after January 1st to ensure the best award packages possible.

Students who are not making satisfactory academic progress toward a degree will be placed on financial aid probation. Two consecutive terms of financial aid probation will render the student ineligible for financial assistance. If students drop below full-time at any time during a term, they may become ineligible for certain aid programs.

## **International Student Assistance**

The University is dedicated to encouraging a racially and culturally diverse student body. Such diversity is critical to a compassionate and worldly individual in our global society. The Coordinator of International Student Activities, Tricia Hernandez, in the Office of Students Affairs, 910-277-2345, provides personal assistance and programing for international students. Information on student visas and other government documentation is available through the Registrar, located in LA 133, 910-277-3975.

## **DeTamble Library**

### **Mission Statement**

The mission of DeTamble Library is support the educational programs of St. Andrews by providing access to information and training in its use. To accomplish this the Library provides students and faculty access to information through local resources, cooperative programs and agreements with other educational institutions, and service as a Selective Government Depository for government documents distributed by the Government Printing Office. The Library further accomplishes this support by individual, class, and group training to prepare students to become self-sufficient lifetime users of library resources. DeTamble Library

demonstrates its service to the community by sharing its resources with local patrons, and its service to the University by maintaining the University Archives, a collection of materials and records of permanent and historical value to St. Andrews.

## **Services and Resources**

DeTamble Library provides a full range of library services and resources that support our students' education. A professional Librarian provides students, faculty and staff with reference and information services, including library orientation and assistance in locating, retrieving and evaluating information in various formats. The Librarian works closely with faculty to provide library instruction sessions, both in the classroom and in the Library, and to identify and purchase materials supporting the curriculum.

DeTamble Library houses over 106,000 printed books, and over 16,000 other resources in various formats including microfilm, print journals, DVDs, and maps. Electronic resources include more than 70,000 e-books and access to over 120 online databases via NC LIVE, all accessible through the Library's catalog and its website. These databases include journal indexes with over 26,000 full text titles, as well as reference resources such as encyclopedias and directories. As a selective depository for United States Government Documents, the Library provides access to a vital source of government-authored information on a variety of subject areas. Through cooperative agreements and interlibrary loan services, DeTamble Library has access to a wide range of other information resources.

The Library's catalog, made possible by a grant from the R. J. Reynolds III and Marie Malouk Reynolds Foundation, allows students to search for print, electronic and audio books, streaming videos, reserve items and periodical titles, as well as to check their individual patron records and to renew materials online. The Library has twelve computers for research, two of which are adapted for use by students with disabilities, plus computers on each floor for searching the Library catalog. Ten Laptops are also available for students to check out and use in the Library. The Library provides wireless Internet access on all floors and three laser printers.

The Library's three-floor building has seating space for almost 200 students to gather, study and read. The R.J. Reynolds III Reading Room has study tables and comfortable chairs available for small groups, classes or meetings as well as for reading and study. The student lounge includes drink and snack machines, and a third floor classroom also serves as the Writing Center.

The University Archives, a collection of materials pertinent to the history of this institution, is housed on the first floor of the Library. Special collections in DeTamble Library include the St. Andrews Collection, the Hal and Delores Sieber Collection of Ezra Pound Materials, and the Amos Abrams Collection.

The Library is open 75.5 hours each week during the semester and provides extended hours during exam weeks. General Library policies and additional information about the Library, the staff, hours and services can be found on the Library's web pages, as well as helpful information including research guides and NC KNOWS - 24/7 online help from Librarians. The Library's website is <http://www.sa.edu/detamble/>.



## **Mail Services**

All St. Andrews students are required to have mailboxes on campus in the Belk Center. Administrative Support Center (ASC) assigns mailbox numbers to all students. There is no general delivery service to students' residence halls or rooms. Magazines and mail will be placed in the student's mail box in the Belk University Center. Special Delivery letters and packages will be held in ASC (LA 187). Students will receive an email when they have packages to pick up in ASC. Students residing off-campus must inform ASC of their addresses. ASC/Mail Room hours are Monday through Friday, 9:00 a.m. to 5:00 p.m.

The St. Andrews student mailing address follows the following format:

Student Name  
St. Andrews University  
1700 Dogwood Mile  
Laurinburg, NC 28352

### **Important procedures regarding student mailboxes:**

To be in compliance with US Postal Service (USPS) procedures, the ASC office, which handles all US Mail on campus, needs your cooperation. ASC will be clearing out all student mail boxes once a month on or around the 1st of the month.

We will hold that mail for 14 days, giving you one last chance to retrieve your mail in ASC. After that time, any mail not picked up from the month before will be returned to sender. It is important that you pick up your mail on a timely basis. This keeps the boxes clear to receive new mail. If there is mail you do not want, it is your responsibility to throw it away. There are trash bins located in the hallway by the student mailboxes.

*For questions about Mail Services, call ASC at 910-277-5064 or 910-277-5671.*

## **Registrar**

The Office of the Registrar is located in LA 133. Changes to student schedules, requests for transcripts, course offering schedules, and calendar information are available from this office. Grades, address changes and major declarations are also processed. The phone number is 910-277-3975.

## **Healthcare**

### **Counseling Services**

Being at a university is a time of transition and growth. In addition to the opportunities for intellectual development, St. Andrews also provides opportunities for students to learn how to deal effectively with relationships of all kinds, balance work and recreation, manage emotional, physical, and mental stress, improve time management skills, and make positive decisions about how they want to live their lives. All information discussed in counseling is held in confidence to the limits provided by the law. No record of counseling is made on students' academic

transcripts. St. Andrews has teamed with Robeson Health Care Corporation to provide counseling services to students.

***All students who feel the need to talk with a counselor should contact Dean Verhey in the Office of Student Affairs (910-277-5145, verheyti@sa.edu).*** The Office of Student Affairs staff will make an appointment with a counselor located just a few blocks from campus. This service is available Monday – Friday from 8:30 am – 5:00 pm. All degree seeking students are required to be covered under medical insurance. Medical providers will expect students to present their insurance card and copayment to receive services.

### **Medical Services**

St. Andrews has teamed with Scotland Health Care to provide medical services to students. The Office of Student Affairs will make an appointment or do a “call ahead” with a physician located just a few blocks from campus. This service is available Monday-Friday from 8:30 - 5:00. ***To make an appointment, please contact Tricia Hernandez by 11:00 a.m. (910-277-2345, hernandeztr@sa.edu) or go by the Office of Student Affairs. After 11:00 a.m., students may need to wait until the next day for an appointment.*** Medical services are also available daily from 8:00 a.m. until 6:30 p.m. at Scotland Urgent Care located on the Scotland Memorial Hospital campus. There is no need to make an appointment to be seen at Urgent Care. The phone number is (910) 277-8300. All degree-seeking students are required to be covered under medical insurance. Medical providers will expect students to present their insurance card and copayment to receive services.

***In the case of a class absence, students should provide Tricia Hernandez, in the Office of Student Affairs, with documentation from the treating physician in order to receive an excused absence. Excused absences cannot be approved without proper documentation.***

***For emergencies after hours and on weekends, students should contact, the RD On-call at 910-280-1753, the Campus Safety Duty Officer at 910-280-2895, 911, or go to the emergency room at Scotland Memorial Hospital.***

## **CAMPUS LIFE**

### **Clubs and Organizations**

Clubs and organizations at St. Andrews encompass a variety of interests including academic, athletic, religious, political, and social. Membership in most is open to any interested individual; a few require a selection process. If by some chance a student cannot find a club that meets his/her interest, the Office of Student Activities will assist in organizing one that does. Students wishing to learn more about general student activities as well as clubs and organizations should contact the Director of Student Activities, Jennifer Roberts, in the Office of Student Affairs at 910-277-3959.

### **2017–2018 Clubs & Organizations**

Bible Study  
Ethics Club  
Eventing Club  
Events & Productions Society (EPS)  
Fellowship of Christian Athletes (FCA)  
Fortner Writers' Forum  
GANZA Core  
Gay-Straight Alliance (GSA)  
Gender Justice Club  
International Students Union (ISU)  
Knights Activities Planning (KAP)  
National Society of Leadership and Success (NSLS)  
Pre-Med Club  
Pre-Vet Club  
Psychology Club  
Riding Council  
Science Club  
St. Andrews Press (The CAIRN, Chapbook)  
Student Government Association (SGA)  
Therapeutic Horsemanship Club  
Tri-Beta

### **Guidelines for Chartering an Organization**

All charters are granted by the Office of Student Affairs, in consultation with the Student Services Sub-Committee. A charter is the University's official recognition of an organization and entitles the organization to apply for funds from the Student Government Association (SGA) and from other University sources. It also entitles the club to be listed in university publications and to be included in events that give recognition to clubs and organizations. ***Applications for charters as well as the Constitution/By-laws Creation Guide and Budget Request forms are available from the Director of Student Activities in the Office of Student Affairs.***

In the spring of each year there will be issued a call for charters for the next academic year. The Director of Student Activities is the university administrator who has oversight of the process. The Director of Student Activities sets the deadline for these applications in order to ensure that charters can be reviewed in a timely manner. The Director of Student Activities reviews applications and makes a recommendation to the SGA and the Student Services Subcommittee. A club or organization wishing to be recognized by the University must submit an application, constitution and by-laws to the Director of Student Activities. Once approved by the SGA and Student Services Subcommittee, a club will remain chartered for the full academic year until it is either deemed inactive or in violation of its constitution and by-laws. Clubs are deemed inactive based upon many different factors including but not limited to membership enrollment, programming activity, and financial spending. New clubs may be chartered mid-year, but funding may not be available.

In order to ensure the diversity of Student Activities, the SGA and Student Services Subcommittee do not grant charters to clubs or organizations whose functions would overlap with those of an already existing campus organization or academic program.

### **Advisors**

Advisors to student organizations are selected from the faculty and staff of St. Andrews by the members of the organization and are subject to the review of the Dean of the University and the Dean of Students. Advisors to student clubs serve in a capacity designed by the club or organization. Advisors serve as official liaisons to the University administration and faculty.

### **Financial Business**

The Treasurer of the Student Government Association (SGA) is solely responsible for all funds of the SGA. No requisitions for funds of the SGA will be accepted by the Business Office without authorization of the Treasurer and Cabinet. The Treasurer receives proposed budgets from chartered organizations and club then formulates the budget. Final action to the proposed budget by the SGA will be taken within one month of the beginning of the fall semester. It is the organizations' responsibility to keep detailed financial records; all organizations are subject to audit by the SGA. All forms requesting funds (Request for Payment, Requisitions, Request for Employee Compensation, Requests for Reimbursement, etc.) must be given to the Director of Student Activities for approval, before they are given to the Business Office. Club funds may not be used for any other purpose outside of club activities. Examples of inappropriate use of funds include, but are not limited to: academic department purchases, activity expenses outside of club activities, programs not open to all club members, monetary compensation for works performed by members, etc.

Student groups may not open bank accounts using University or student funds. All student and University funds must be handled through the St. Andrews Business Office. In order to access Club funds the Club officers must attend training sessions mandated by OSA that may address risk management, financial record keeping, charter compliance, and other issues brought up by Club Officers.

## **Community Service Opportunities**

Volunteer opportunities at St. Andrews promote unity between the University and the community through involvement with community agencies. There are many opportunities for students to share their talents, resources and time. Students have worked for:

- Ride-Like-A-Knight
- Habitat for Humanity
- Scotia Village
- Domestic Violence and Rape Crisis Center
- Scots for Youth
- Scotland County Literacy Council
- The American Red Cross
- Scotland County Schools
- Scotland Memorial Hospital Medical Auxiliary
- Church Community Services
- Hospice
- Scotland County Cooperative Extension

*For more information about how to get involved, contact the Assistant Dean of Students, Liz Hernandez, in the Office of Student Affairs, 277-5271.*

## **Leadership Development and Opportunities**

Opportunities to exercise leadership skills and abilities are also available at St. Andrews. Many positions exist in the Student Government Association ranging from the SGA executive board to the student conduct system to residence hall councils. Also, each club and organization has its own set of officers. One of the officers or members of each club is a part of the Leadership Council, which meets each semester to discuss issues facing student organizations, keep open the lines of communication, plan campus-wide programs, and receive on-going leadership training for themselves and their organizations.

## **Recreation and Fitness**

### **Intramurals**

Most St. Andrews students participate in competition through the NAIA athletics or Equestrian programs. To offer a recreational alternative to their designated sports and as general stress buster activities, the Office of Student Affairs as well as student clubs and organizations may offer intramural events and activities, such as Ultimate Frisbee, basketball, flag football, capture the flag, kick ball, dodge ball, pool tournaments, card games, board games and video game tournaments. Other activities are possible based on individual student's suggestions and support. *A variety of sports equipment is available for check-out to students clubs as well as individuals through the Office of Student Affairs. Students interested in creating intramural events should contact the Director of Student Activities in the Office of Student Affairs at 277-3959.*

## **PE Center**

The PE Center and other facilities are open to faculty, staff, and students during designated hours. Some areas may be used at times normally set aside for the Physical Education Program if the program is not utilizing those areas. Indoor facilities include Harris Court, the Carl F. Ullrich Fitness Center, and the O'Herron Pool which is an indoor heated swimming pool. Harris Court serves as the home court for the Knights men's & women's basketball, volleyball, and wrestling programs. Harris Court provides wireless internet access.

Outdoor Facilities include the Knights outdoor track, the Clark baseball field, the Knights Softball field, the Knights Soccer/ Lacrosse field, a golf practice facility/course and several practice fields. *An SA student identification card* is required for students using the Physical Education indoor facilities. All others are required to have appropriate credentials issued by the Athletic Department. Guests of the university wishing to use the Physical Education facilities may request a visitor's pass from the Athletic Department. Students are allowed guests only if special arrangements are made through the Athletic Department and only if the host accompanies the guest. For questions about using the PE Center, contact (910) 277-5274.

## **Student Activities**

### **Social Events**

Many opportunities for involvement in social activities are provided for St. Andrews students. Catering to a diverse student body, St. Andrews offers something for everyone. An array of social events sponsored by residence halls, Knights Activities Planning (KAP), and other clubs and organizations fill the calendar. Movies, parties, dances, athletic events, performing artists, comedians, coffeehouse entertainment, novelty/variety shows, and intramural competitions are all highly anticipated events. ExtravaGANZA is a weeklong event held annually every spring with many traditional, fun events scheduled often including live music, parties, cook-outs, etc. Student groups may elect to host an event on campus in one of several venues:

*Carol Grotnes Belk Main Room* is often used for large parties and formal events. The double doors can be opened out onto the verandah overlooking the lake. This space works well for large student groups. It is in the center of the campus and dining services facilities available for catering are nearby.

*Knight Life* is used for coffeehouses, comedians, movies, club meetings and a place for students to congregate, study, and socialize. It is located in the Belk Center adjacent to the Chapel. *Knight Life* is equipped with Wi-Fi.

*Farrago* is used most often for club-style parties and has a patio area, and stage with the capability to handle electrical needs of small bands. Farrago is slightly removed from the residential portion of campus, located near the woods just south of the Concord parking lot.

### **Campus Parties**

Social occasions are an important part of the living and learning community at St. Andrews. Students are encouraged to host a variety of events that are fun, yet demonstrate responsibility and respect for fellow community members and university property.

## **Parties Defined**

*Party*—A party is defined as a gathering of seven or more people contained in one room or small area in which the noise from the event can be heard from outside a closed door (for example, a residence hall room or suite). Parties in large areas (for example, a courtyard or Farrago) may be organized by the KAP, SGA, clubs and organizations, or other groups of students. All parties with alcohol must follow the Guidelines for Campus Parties with Alcohol (see below).

*All-Campus, All-Hall, and All-Suite Parties*—All-Campus Parties are open to all members of the St. Andrews community and their registered guests. All-Campus Parties may be held in Farrago, Belk Main Room (alcohol-free only) or residence hall courtyards. All-Hall Parties are restricted to residents of the hall and their invited guests. All-Suite Parties are limited to residents of the suite and their invited guests. The number of guests allowed is limited by the location of the party and the fire safety occupancy restrictions.

## **Guidelines for Parties with Alcohol**

Students and approved guests who choose to consume alcoholic beverages are responsible for their behavior and expected to comply with federal laws, local laws and university policy.

- **Party Permits**—Student-organized parties where alcohol is consumed are permitted only when the host has obtained an approved Party Permit from the Office of Student Affairs.
  - Orange Hall is the only residence hall where students of age may have BYOB parties without a permit.
  - Parties in Orange where alcohol is dispensed by host(s) to other students must have a permit.
  - Students must submit a completed party permit to the Office of Student Affairs at least 48 hours before a party is to take place.
  - Parties requiring Campus Safety officers (or their designees) must be planned in advance of this 48 hour limit in order to assure that officers (or their designees) are available to work these extra hours.
  - Hosts are required to show their approved Party Permit when asked by a University official or the party will be disbanded
  - Maximum number of people permitted is dependent on location and must be within the County Fire Safety Code regulations.
  - Party Permits can be obtained from the Director of Student Activities, in the Office of Student Affairs—Party Permits must be picked up in person.
- **Sober Hosts**—All parties in which alcohol is consumed must have Sober Hosts present at all times. Sober hosts are students or off-duty staff who commit to not drink alcohol before or during the party. In addition they assume responsibility for monitoring the party to prevent underage drinking and excessive/disruptive intoxication, and may be held responsible for damages related to the party if no one else accepts responsibility.
  - Six Sober Hosts for an All-Campus Party
  - Four Sober Hosts for an All-Hall Party
  - Two Sober Hosts for an All-Suite Party
- **Security**—Sponsors of All-Campus parties where alcohol is consumed must hire at least two Campus Safety officers, one to check IDs and another to patrol the event. All-

Campus parties must also have a supervisory staff member (such as an RD) present at all times. Sponsors of night-time All-Hall parties must hire one Campus Safety officer to monitor the hall for underage drinking and also have an RD present at all times. All-Hall parties during the day must have an RD in attendance, but are not required to have a Campus Safety officer there. All-Suite Parties do not require an officer or RD to be present; however, the RD must sign off on the Party Permit. Campus Safety Officers may be requested through the Director of Student Activities in the Office of Student Affairs at 277-3959.

- **Beverage Station (aka “Beer Cage)** — Alcohol for All-Campus parties is kept and dispensed at a designated Beverage Station. At least one university official or a Sober Host 18 years of age or older must be at the station at all times.
- **St. Andrews ID** —Students are expected to carry their St. Andrews student IDs at all times and present their student IDs at the door when first arriving to ANY Party. During the party the student must present the ID to any University official or party staff if asked.
- **Guest Registration Form and ID** —Each guest must present the Guest Registration Form and a valid photo ID, such as a student ID, driver’s license, military ID, or passport when first arriving to a party. Guests must be at least 18 years of age. The student host must be with the guest at the party at all times—Guests cannot be left at the party if the student host leaves. Guests must have their valid IDs with them at all times and present these IDs to any University official or party staff if asked.
- **Wristbands**—Wristbands of two colors will be issued to students and their guests at All-Campus parties: one color for legal age and the other color for underage. No member of the St. Andrews community may provide a legal age wristband to a person who is underage.
- **Clean up**—Out of respect for the community, clean-up is to occur immediately after a party unless previous arrangements have been made. In Farrago, cleaning can be delayed until the next day if trash is removed from the building that night.
- **Food and Nonalcoholic Beverages**—All parties where alcohol is served must have water available at no cost. It is recommended that high-protein snacks (for example, mixed nuts or cheese) are offered at the party. Clubs and organizations are allowed to sell snacks and non-alcoholic beverages (for example, sodas or Gatorade) or offer them for free. Arrangements for purchasing food and beverages can be made through the Director of Student Activities in the Office of Student Affairs.
- **BYOB**—For BYOB parties, students or guests of legal age may bring no more than six containers of beer or a bottle of wine to a campus party and deposit them in the beverage station. All beverages must stay within their original container, unless glass, where secondary containers will be provided.
- **Kegs & Multiple Serving Containers** —Multiple serving containers (for example, kegs or containers of more than 32 fluid ounces) are not permitted in the residence halls or at campus events held in other buildings. For more information please refer to the "University Policies Regarding the Consumption and Handling of Alcoholic Beverages" in *The Saltire*.
- **Open Containers**—Open containers of alcohol are not permitted outside designated areas of campus. This includes walking from one residence hall to another or to Farrago. Open



containers will be confiscated and disposed of by University officials. Tumblers, water bottles, open primary alcohol containers, etc., are all considered open containers.

- ***Excessive Intoxication and Disruptive Behavior***—University officials and party staff have the right to ask students and guests to leave a party if the students or guests appear excessively intoxicated or are disruptive. If the students or guests have alcoholic beverages remaining at the Beverage Station, a Campus Safety officer will confiscate the beverages for 24 hours after which time the student or guests may make arrangements to retrieve the remaining alcoholic beverages at the Office of Campus Safety and Security.
- ***Bag Check***—Upon arriving at a party, students' bags (including backpacks, purses, etc.) are subject to inspection by Campus Safety, University officials, or party staff. For parties in Farrago, all bags must be checked at the Beverage Station (Beer Cage) for the duration of the party. No unsealed outside beverages are permitted in Farrago. This includes opened water, Gatorade, or soda bottles; personal tumblers; fast food cups, etc. Water is available at the Beverage Station (Beer Cage) at all Farrago parties.

## **Swimming and Boating**

Swimming and boating on Lake Ansley Moore are permitted only at special events held by the University. St. Andrews' liability insurance requires that a certified lifeguard supervise water activities at such events. All participants must wear life jackets, and no alcohol is permitted.

## **Fishing**

North Carolina State regulations require that anyone fishing must possess a valid NC fishing license. Fishing from campus locations on Lake Ansley Moore is restricted to students, employees and their immediate family members (spouses and dependents only). Students must have a valid student ID on their person when fishing on campus.

## **“The Wall”**

The purpose of “The Wall” is to offer members of the community a venue for expression. Community members are allowed to paint on the white surfaces of the wall on the east side of the lake only. Painting elsewhere on campus will be considered vandalism and misuse of University property and will be dealt with appropriately. Any expression is acceptable as long as it is not a personal/slandorous attack or profane for profanity's sake. The front part of the wall, facing the Belk Center building is reserved at all times for Student Activities (KAP, SGA, Clubs & Organizations) to advertise community events. Spray paint for students groups can be picked up from the Director of Student Activities in the Office of Student Affairs for the purpose of advertising campus events. The Director of Student Activities can also assist with work orders for painting the wall.

## **RESIDENCE LIFE**

### **Introduction**

The Residence Life program is designed to enhance students' total educational experience by utilizing the residence halls as living/learning environments. Social and educational programming, small group discussions, and personal attention are all common to the education that occurs within the residence halls at St. Andrews.

St. Andrews seeks to challenge individuals to develop autonomy and competence, manage emotions, establish identity, develop positive interpersonal relationships, appreciate and celebrate differences, resolve conflicts effectively, and live with purpose and integrity. The residential community at St. Andrews is designed to provide the structure necessary for academic success as well as to ensure that students can experience the freedom of university life.

### **Residency Requirements**

#### **On-Campus Residency Policy**

At residential liberal arts universities, the daily living experience is considered to have an important role in student learning and development in conjunction with the academic experience. To support that role, St. Andrews expects all full-time students to live on campus and participate in the University meal plan. Exceptions are rarely granted.

#### **Age Limit on New Students**

New students who are 26 years or older require permission from the Dean of Students to live on campus. Permission is granted only in special circumstances.

#### **Part-Time Students**

The University normally does not offer on-campus housing for part-time students. The University will review, on a case-by-case basis, special requests from part-time students who want to live in the residence halls. A written request specifying the reason for living on campus as a part-time student must be submitted to the Dean of Students (or designee).

#### **Non-Residency Policy**

Exceptions to the residency policy may be granted when one or more of the following apply to a full-time student:

Living with parent, guardian, or other responsible relative within driving distance of the University,

Married or a parent with custody of children,

21 years of age prior to matriculation (first entering) at St. Andrews,

In need of personal assistance beyond what the University can provide.

Requests for special permission to reside off-campus will be handled on an individual basis. Written requests specifying significant documented reasons for living off campus should be

submitted to the Dean of Students (or designee) at least 30 days prior to the first day of classes of the semester for which the exception is intended. Students living off campus without permission risk loss of financial aid and conduct action.

### **Restriction from University Housing**

The University reserves the right not to house students who may be disruptive to the residential environment. It also reserves the right to cancel a housing contract when, in the judgment of the University, a student has been found responsible for a serious violation of University policy. Since residency is a requirement, if students lose the privilege to reside on campus, their ability to continue as full-time students at St. Andrews may also be in jeopardy.

### **Change in Residential Status for Medical Reasons**

Students are required to notify a University official if they are temporarily leaving the residential community overnight(s) for a medical reason. Students are not required to give details of the medical reasons for the leave of absence.

### **Meal Plan**

The meal plan is included in the comprehensive fee that each residential student pays. Access to meals is limited to 19 meals per week. Students must present their St. Andrews ID cards for scanning at all meals. Food or utensils may not be carried out of the dining hall area without permission of the Director of Operations for Pioneer Dining Services. Students removing dishes or other equipment from the dining hall, providing food to unauthorized guests, letting other students use their student ID's to eat, or throwing food or other items may be reported to the Office of Student Affairs for violating the Community Honor Code and University policies.

### **Meal Plan Modification Requests**

Even though the dining services offers a range of options to meet the nutritional requirements of most students, there may be circumstances in which the selections must be modified to accommodate the unique dietary needs of a student.

Students seeking a Meal Plan modification should:

- Submit a request, in writing or via email to the Assistant Dean of Students detailing the modification request.
- Submit documentation from a licensed physician including a sample nutritional plan to support the modification request to the Assistant Dean of Students.
- Submit the request and accompanying documentation to the Assistant Dean of Students at least 30 days prior to the first day of classes.
- Completed request will be given to the Director of Operations for Pioneer Dining Services to determine appropriate modifications (if any).
- Assistant Dean of Students and Director of Operations will meet to review meal plan modification request and may ask for additional information to assist with planning.
- Assistant Dean of Students will submit a recommendation to the Dean of Students for approval if appropriate.

- Assistant Dean of Students will notify the student in writing of modifications (if any).
- Meal Plan modifications are good for one year only.

In rare cases, a student may be exempt from the meal plan because his/her dietary needs cannot be met by dining services.

Students participating in student teaching may be permitted to make modifications to the meal plan. Contact the Office of Student Affairs at 910-277-5271 for information.

### **Residence Hall Room Deposit**

All students living on campus must purchase a *Residency/Commuter Contract* from the Director of Residence Life before a room assignment will be made. The cost is \$50 payable upon purchase of the contract. A designated period is established by the Director during Spring Semester for students to purchase a housing contract prior to the Room Selection period. The housing deposit allows returning students to participate in Room Selection to request housing options for the following year (see "Returning Student Options"). The housing deposit is fully refundable if requested before June 1st prior to the academic year of the Residency/ Commuter Contract. New students who have paid enrollment deposits at the University also receive Residency/ Commuter Contracts prior to their arrival to St. Andrews. Students who do not pay the \$50 housing deposit will have an opportunity to sign up for housing after the designated housing period or be assigned a room by the Director of Housing and Residence Life.

### **Housing Options**

There are four multi-story single-gender halls (two are for upperclass students and two are for first year students). There are four single-story co-ed halls. Each hall has four to eight suites consisting of six to eight rooms, a large bath and suite lounge. Halls also have laundry facilities and a larger main lounge with a television. Microwaves are provided in each suite lounge. All halls are smoke-free. Concord, Wilmington, and all suites in Granville are alcohol-free. In Granville Apartments, Albemarle, Mecklenburg, Pate, and Winston-Salem, students of legal age may elect to use alcohol in their individual rooms. Orange is the only hall where alcohol may be consumed in a public area (i.e. the hallways, suite lounges, main lounge, and courtyard). Alcohol use is not allowed in the public areas of any other hall, unless there is a sanctioned party.

### **First Year Options**

New first year students are assigned to one of the single-gender first year halls. Transfer first year students typically are assigned to the same halls as first year students depending upon their age, stated preference, and the space available.

### **Transfer Student Options**

Sophomore, junior, and senior transfer students will be assigned to halls depending on their stated preferences and the space available. For transfer first year students, see "First Year Options" above.

## **Returning Student Options**

Returning students who purchase a Residency/Commuter Contract are allowed to request housing options for the following year during and after the Room Selection held each Spring Term. Priority is given based on cumulative GPA and class rank.

## **Housing Options Include**

Single Gender Residency in alcohol-free multi-story buildings for first year students.

Co-ed Residency in a single-story building with alcohol-free suites for sophomores, juniors, and seniors. In addition, the hall has several two-bedroom efficiency apartments for sophomores, juniors, and seniors where alcohol may be consumed responsibly by those 21 or older.

Single Gender Residency in multi-story buildings for sophomores, juniors, and seniors where alcohol may be consumed responsibly by those 21 or older.

Co-ed Residency in single story buildings for sophomores, juniors, and seniors where alcohol may be consumed responsibly by those 21 or older.

## **Single Rooms**

Single rooms may be available for an additional charge if there are designated single rooms available. Students requesting a single room must provide written documentation to the Director of Residence Life from the responsible financial party (usually a parent or guardian) stating that they are aware of the single room upgrade charges. Students requesting a single room for reasons related to a disability must contact Disability Services located in the Center for Academic Success in Pate Hall, 277-5667. The single room rate will still apply. Typically, first year students do not receive single rooms during their first semester at St. Andrews.

If a student is in a double room and the roommate moves elsewhere, the student who remains must find a new roommate or accept a new roommate or housing assignment selected by the RD or Director of Residence Life. However, if the remaining student wishes to upgrade the room to a single and this option is authorized by the RD, he or she will be assessed the single room upgrade rate with the written permission of the responsible financial party (see "Room/Roommate Change").

## **Disability Related Accommodations**

Disability-related housing accommodation requests should be submitted to the Office of Disability Services. The Program Coordinator for Disability Services will verify that appropriate disability documentation is on file to support the request and coordinate the request with the Director of Residence Life and the Dean of Students.

## **Room Inventory**

During Check-In and Check-Out each student must complete a "Master Room Condition Report" (MRCR) to document the condition of the residence hall room. A proper Check-In and Check-Out must include a member of the Residence Life staff. Any changes in room conditions and/or damage not noted on the MRCR will be identified at Check-Out and appropriate charges will be assessed to the responsible student. If responsibility cannot be assigned to one person, the

responsibility for the charge will be split equally between the two roommates. Failure to complete a proper Checkout may result in a minimum of a \$50.00 fine, plus other applicable charges.

## **Roommates and Roommate Agreements**

During Orientation first year roommates will complete a Roommate Agreement form as a way to formalize their agreements about how they want to live together during the upcoming year.

Returning students also are encouraged to talk openly with their roommates about the arrangement and use of their shared living space. If students have difficulties with their roommates they are expected to take the following actions:

Talk with their roommates and attempt to resolve the problem

If the difficulty persists, they should ask their Resident Assistants and/or Resident Directors for assistance

If the problem is not solved at that point, contact the Director of Residence Life at 277-5151

## **Room/Roommate Change**

Students are given one week during each semester (following the 1<sup>st</sup> hall census) to change room assignments and/or roommates. The Director of Residence Life will publish the dates at the beginning of each semester. Students must notify their RDs if they plan to change rooms or roommates during that time. Students are not allowed to change room assignments or roommates after the designated change week, except in cases of extreme emergencies. Emergency moves must be approved by the RD in consultation with the Dean of Students (or designee). Any student who changes rooms without prior approval will be required to pay a \$50 administrative fine.

## **Change to a Single Room**

Single room upgrades are approved by the Director of Residence Life as space allows. (First year students usually are not approved for single rooms during their first semester.) A student who wants to upgrade to a single room must provide written documentation from the individual financially responsible for paying for the single (usually a parent or guardian) stating that this person is aware of the single room upgrade charges. This documentation may be sent through letter, fax, or email to the Director of Residence Life. Students will not be assigned to a single room without this documentation.

## **Loss of Roommate**

There are times when a student might be left without a roommate. If a student does not have a roommate, for whatever reason, he/she must be assigned a new roommate or be charged for a single room upgrade. When students find out that they do not have roommates, they should notify their RDs immediately. The RD will inform them of the following options:

- The student may choose a new roommate from the list of other students who also need roommates.
- The student may choose to have the RD assign the student a new roommate.

- The student may choose to retain the room as a single room at the single room upgrade rate. Note: written permission must be received from the person financially responsible for paying for the single (usually a parent or guardian) before the single room will be assigned.

*Note: Failure to follow this procedure will be understood as a statement of "no preference" and will result in an automatic single room upgrade charge.*

### **Mandated Room/Roommate Moves**

At times, it may be necessary for the RD or Director of Residence Life (or designee) to mandate changes of room assignments or roommates within the residence halls. Students from one room or hall may be split up or moved to another room or hall. Mandated moves usually occur for reasons of conduct, safety, health, irresolvable conflicts, or for other situations deemed necessary by the University.

The students involved usually will be given at least 48 hour notice when a move is to be made. However, in emergency situations, this may not be possible.

### **Liability Renters' Insurance**

*The University does not assume any liability for the loss, damage, or theft of any personal property; or for damage or injury resulting from explosion, fire, mechanical failure of water, steam or gas lines; or from any defective wiring; or from the negligence of any other occupants of the building.* Students who want to protect themselves from the possibility of such losses should cover their belongings with an appropriate insurance. It is to the student's advantage to contact an insurance agency and obtain "renter's insurance" (Ask for the HO-4 type policy). These policies can be obtained for relatively small costs and may be a very wise purchase. In some cases, students may find they are covered under the terms of an existing homeowner's policy carried by their parents or guardians.

### **Room Inspection and Entry**

The University reserves the right to inspect residence halls periodically for the purpose of assuring fire prevention, sanitation, safety, and the maintenance of the University physical plant.

### **Residency Agreements**

Resident students have the primary right to study, learn and sleep in residence halls. Members of the Residence Life staff and other University employees are expected to respect the privacy and dignity of individual students at all times. Students, however, do not rent (as in an apartment) or own the space they are assigned on campus. Their living space is owned by the University and governed by institutional policies.

Students living on campus sign *Residency/Commuter Contracts* that include terms and conditions of residency as set forth by the University. In doing so, they have accepted that they share with the institution, as defined by the institution, terms and conditions that govern their use of University-owned space. Those terms and conditions are set forth in *The Saltire* and *Academic Catalog* and their Residency Contracts.

## **Maintenance and Safety**

Normal maintenance procedures may require University employees to enter rooms at various times during the year, including vacations. Additionally, students or Residence Life staff may make maintenance requests that require entry into a student's room. Whenever an occupied student's room is entered for maintenance or repair purposes, the Physical Plant/Maintenance or other repair staff will leave a notice for the student occupant explaining the time and purpose for the entry signed by the person(s) performing the repair or maintenance. Each residence hall is inspected at least twice a semester for health, safety, and maintenance evaluations. Unless an immediate correction is specified, a student who has committed a safety violation found during a safety inspection must correct it within 48 hours or administrative action might be taken.

## **Authorized Room Search**

The Dean of Students (or designee) is the University official authorized to approve residence hall room searches for suspected violations of University policies or the law. The Dean (or designee) will sign a letter which states the reasons for the search and the objects or information sought. If feasible, the student(s) will be notified prior to room entry. The student should be present, if possible, during the search. If not in attendance at time of entry the student will be notified of entry and/or search as soon as possible.

## **Unauthorized Parties or Possible Emergencies**

In the event that it appears an unauthorized party or a possible emergency is occurring behind closed doors, Campus Safety and/or Student Affairs professional staff may knock on the door and announce who they are and enter the room, even when there is no response from those within the room.

## **Holidays and Breaks**

Detailed listings of University holidays, breaks, opening and closing dates are specified in the Academic Catalog or on the website <http://www.sa.edu/Admissions/mainacademiccalendar.php>. Typical breaks are Fall Break, Thanksgiving, Christmas, Spring Break, Easter Break and Summer Break. Residence halls remain open for occupancy during all holidays and breaks except Christmas and Summer Breaks. Even though the residence halls are open, meal service is not available during Fall Break, Thanksgiving, Spring Break, and Easter Break.

## **Exams and Graduation**

Students have up to twenty-four (24) hours after completing their exams to vacate their residence halls, unless they are seniors participating in graduation or have authorized responsibilities (for example, RAs). Graduating seniors are expected to vacate the campus by 5 p.m. on the day of graduation.

## **Travel Schedules**

All students are expected to make travel arrangements that adhere to their designated move-in and move-out schedules, unless they have received authorized extensions or special permission (see "Authorized Extensions" below). Failure to make appropriate travel arrangements will not



be considered a reason for returning before halls open or remaining on campus after halls close. In these cases, students will be expected to find lodging off campus at their own expense.

### **Authorized Extensions**

Students who have St. Andrews obligations or responsibilities (for example, Equestrian workers or student-athletes competing over Christmas Break) requiring them to stay on campus beyond posted hall opening and closing dates must have their staff or faculty sponsor submit a request in writing the Director of Residence Life at least 14 business days before the opening or closing of the residence hall.

The request should include:

- Explanation of why extended housing is needed
- Student emergency contact numbers
- Contact numbers for the staff or faculty sponsor

Staff or faculty sponsor may be required to complete health and safety checks in the halls or live in the halls with the students during the period of extension. Authorized students will be required to adhere to all policies and alternative housing arrangements that may be implemented by the Director of Residence Life.

Scheduled maintenance procedures may interrupt:

- Heating
- Cooling
- Internet
- Cable
- Other functions as required

The following campus services are not available when residence halls are closed:

- Residence Life
- Dining Services
- Health and Wellness

The Office of Campus Safety and Security remains open year-round.

### **Special Permission for Non-Graduating Students**

Non-graduating students who want to remain on campus to observe graduation ceremonies, and do not have authorized responsibilities, must request permission in writing to the Dean of Students or designee before the beginning of the posted Exam Schedule. The Dean reserves the right to refuse permission to any non-graduating student who has been found responsible for conduct violations within the academic year. Non-graduating students who are granted permission to stay on campus must abide by all University policies, including the Alcohol and Other Drugs Policy or face immediate removal from campus. Students who have not been granted permission must vacate their rooms at the designated times or face fines and immediate removal from campus.

### **Unauthorized Students**

Unauthorized students, including graduating seniors, who remain in the halls after posted closing times, or who arrive in the halls prior to the designated opening times, may be fined \$75.00 per day, face conduct action, and/or may be required to immediately vacate the premises.

### **Cable Services**

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

### **Computer Hook-Up**

The residence halls are wired for computer hook-up to facilitate student access of the Internet and programs available through the University. Residents may connect their personal computers to the campus network with an Ethernet card, which can be purchased through the Computer Services Office or local vendors. Any problems/ questions about the SA network should be directed to the Computer Services Helpdesk, ext. 5014. For policies regarding the use of the University Information Technology Resources, please refer to “Computer and Network Services” in *The Saltire*.

### **Telephones**

St. Andrews recognizes that most students will rely on their personal cell phones for communication. Students will be asked to provide their cell phone numbers on their Residency Contracts so that the Office of Student Affairs can easily contact them in an emergency situation. All Resident Directors and Resident Assistants will publish their cell phone information so that students can easily contact them when necessary.

### **Housekeeping**

Housekeepers are employed to do routine cleaning in the public areas of suites, lounges, and bathrooms. Routine cleaning is that which results from ordinary use of people moving through areas and using them responsibly in the way they were designed to be used. Housekeepers do not clean student rooms while the students are living there.

### **Housekeeping Guidelines for Residents**

- Trash should be put in a trashcan.
- Recyclable items should be in recycling bins and placed in the appropriate space for pick up.
- For reasons of safety, cleanliness, and hygiene, personal items such as soiled clothing, shoes and athletic equipment, should be kept out of the residence hallways and suite lounges.
- Tabletop surfaces should be clear enough to be simply wiped off.
- Toiletries and personal items may be kept in the cubbies provided in the bathroom. Student items left on the sink shelves, and in the sinks and showers may be discarded if they inhibit proper cleaning.

- If a student spills something, it should be wiped up immediately, including in the microwave.
- If a glass bottle or small glass item breaks, the pieces should be swept up at once by the student and put in discard in a recycling container.
- If a large glass breaks (for example, a window) it should be reported by students through the online [Work Order Request at Excalibur](http://excalibur/AppsWorkRequest/WorkRequestMaintTrackerStudent.aspx).
- Maintenance and facilities problems should be reported through the online Work Order Request on [Excalibur, the University intranet](http://excalibur/AppsWorkRequest/WorkRequestMaintTrackerStudent.aspx).

### **Housekeepers or Maintenance Staff Will Daily:**

- Empty trash from all public trash receptacles, including those in the bathrooms
- Dust or wipe down all furniture in lounges
- Arrange furniture
- Sweep/dust mop or vacuum floors, including halls
- Damp mop floors, including halls
- Sweep down spider webs and sweep off baseboards
- Clean water fountain
- Clean dirt off walls
- Keep bathrooms supplied with paper products
- Cleaning or replacing damaged shower curtains
- Clean mirrors and clean and disinfect sinks, toilets, showers, shower stalls, shower drains, etc.
- Mop bathroom floor and shower stall floor
- Keep stairwells swept and mopped
- Clean microwaves as needed
- Wash windows as needed
- Report needed repairs, damages and vandalism to the Director of Housekeeping Supervisor or RD
- If there are concerns regarding a housekeeper's performance, please contact the RA or RD, Student Affairs or Physical Plant as soon as possible

### **Housekeepers Will Not:**

- Clean bodily fluids
- Clean up broken glass bottles (see "Guidelines for Residents")
- Clean up spills -- if a spill is cleaned up when it happens, routine cleaning by the housekeeper will take care of the residue (see "Guidelines for Residents")
- Pick up trash or recycling not already in a receptacle
- Be expected to move students' personal belongings to perform housekeeping duties

## **Laundry Facilities**

Washing machines and dryers are available in each residence hall. These machines are owned, operated, and maintained by a private company on behalf of the University. For service related reports - submit a work order on <http://www.cscsw.com/>. From the CSC home page, click on REQUEST SERVICE. Click on link to MAC-GRAY. Click on COLLEGES OR UNIVERSITIES. Enter machine code (ex. DFD-723). From here, simply complete request. If you are unable to access website, report directly to your Residential Assistant or Director, or email the error code to [dialcd@sa.edu](mailto:dialcd@sa.edu).

In case of an emergency, such as machine will not unlock or reoccurring error code, call 910-277-5151 immediately to report.

## **Pest Control**

The University contracts with a pest control company to provide service to control insects and rodents. Service is requested by submitting a work order through your RA or RD to Physical Plant. If it is found that unsealed food, excessive trash or improper storage of belongings has led to extra treatment, the resident(s) may be charged the total cost incurred by the University.

## **Vending Machines**

Vending machines for soft drinks and snacks are available in various locations around campus. For refunds of money lost in the machine or to report a service problem, contact the number on the machine.

## **Work Order Online Requests and Hotline**

The Physical Plant, in cooperation with the Residence Life staff (RAs, RDs, and Director of Residence Life) and Computer Services, operates the online Work Order Request on Microsoft 365 SharePoint, to make reporting problems easier for students. Students are encouraged to inform their RA or RD of any Work Order requests. The RA or RD will submit the Work Order and monitor the progress towards it completion. ***If the repair is not completed in a timely manner, contact the Director of Residence Life at 277-5151.***

If you would like to input a work order request yourself, you must sign up for a free Office 365 (instructions for signing up are found in the Computer Services section of this document on pg. 19). Once you have created your account, someone in our office will add you to the work order request website so you can enter new requests at the new site located at <https://sau.sharepoint.com/SitePages/Home.aspx>. On the left-hand column of the page are *Computer Services Work Order Requests*, while the column on the right has the *Physical Plant Maintenance Work Order Requests*. In both cases, click on *New Item* to add your request.

## **Emergencies**

A maintenance or Physical Plant emergency is one defined as having the potential to cause injury, illness, or further damage to property. In an emergency situation contact the building RA or RD, and then Campus Safety and Security if RA or RD is not available.

## **Residential Living Policies**

### **Administrative and Safety Expectations**

The University has the responsibility to make every reasonable effort to provide for a safe and comfortable environment for its residents. Students have a responsibility to respect safety and Physical Plant measures on campus as well as residential policies that address these areas.

### **Fees and Fines**

The University reserves the right to assess appropriate administrative fines, restitution and/or mandated community service for instances of disruptive or destructive behavior. Fines, restitution and/or mandated community service are typically applied when there are documented violations related to housing regulations or the expectations listed on the Residency/Commuter Contract. In some cases, administrative fines, restitution, and/or mandated community service are used as sanctions following a conduct hearing about a violation of the Community Honor Code and University policies.

A list, although not inclusive, of typical charges that apply in the halls is available in OSA. The University reserves the right to assess such fines, restitution, and/or mandated community service to the residents of suites or halls on a prorated basis. Students who immediately notify OSA or Campus Safety and Security of their responsibility for damages may experience a reduction in fines.

If those responsible for the fines are not named, then the charges will be divided in equal portions to all students in the hall or suite. Situations involving extenuating circumstances may be dealt with on a case-by-case basis.

### **Notification of Intent to Fine**

Written notice will be given of fines related to housing regulations or the expectations listed on the *Residency/Commuter Contract*. This notice may be by public notice in an all-hall or all-suite posting, mail delivered through campus mail or by hand, or through an email message. Students may request a review of fines with the Dean of Students for fines not related to a conduct hearing (for example, damage fines) within five (5) business days of the date of the notice. Students will be notified of fines that are assigned after a conduct hearing through e-mail and conduct sanction letter. Conduct fines will be reviewed by following the steps outlined in the section on "Sanction Review" in *The Saltire*.

### **Billing Procedures**

Any fines assessed to a returning student during the last two weeks of the fall semester will be due on the first day of the spring semester. If the student is graduating or withdrawing from the University the fine must be paid prior to leaving campus at the end of the fall semester.

## **Removal from Housing**

Students who choose to behave in ways that seriously or repeatedly jeopardize the safety of others may, at the discretion of the Dean of Students, be relocated to another residence hall, restricted from entering specific areas on campus, or be removed from campus housing.

## **Repeated Warnings and Parent/Guardian Notification**

If a student is fined after repeated warnings about misuse of residence hall community space, the student's parent/guardian may be notified. Examples of violations that might prompt parent/guardian notification after several warnings include, but are not limited to:

- Propping open exterior doors
- Leaving suite windows open to allow individuals to enter/exit
- Excessive uncleanliness in the suite
- Taking University furniture into student rooms without permission
- Moving dorm room furniture out of student rooms without permission
- Obstructing hallways or bathrooms with personal belongings
- Repeated offenses of prohibited appliances in room
- Alcohol or Drug Offenses

## **Alcohol in Residence Halls**

All first year designated halls, Granville Hall suites, Mecklenburg and Winston-Salem, are alcohol-free. Residents in these halls may not possess, even if unopened, or consume alcohol regardless whether the resident is 21 years of age or older. Community members living in Albemarle Hall, Granville Hall Apartments, and Pate Hall, who are 21 years of age or older, may only consume alcoholic beverages in the privacy of their rooms. This privilege does not extend to the hallways, suite lounges or courtyards unless there is a sanctioned party, see "Campus Parties" in *The Saltire*. Additionally, members of the community who are 21 years of age or older may consume alcoholic beverages in the suites, courtyard, and main lounge of Orange Hall.

Possession and/or consumption of alcohol in any area of campus not designated as authorized, even when the individual is 21 years of age or over, will result in sanctions.

## **Appliances**

It is the responsibility of the student to ensure any appliance used is in proper working condition and used appropriately. All appliances must have original manufacturer's UL Seal of Approval attached and manufacturer labels noting size, wattage, volts or other pertinent information left intact on appliance. Pate Hall residents have fewer restrictions because of different electrical requirements. The list of approved electrical appliances for use in student rooms is available in OSA.

## **Prohibited Items for Residence Hall Student Rooms**

- Any appliance not on the approved list of appliances. Specifically, NO cooking appliances (microwaves, toaster, toaster oven, grill, Fry Baby, coffee pot, Crock Pot, etc.).
- Extension cords
- Decorative string lights
- Decorative materials hanging over or under lights, ceiling lights included
- Flammable items (candles, oil lamps, incense, halogen lamps, etc.)
- Items that may be flammable or deter a fire rescue may not be hung on walls or ceiling or in doorways in rooms, hallways, or main or suite lounges.

## **Cooking and Food**

No cooking is allowed in student rooms. Cooking is allowed only in the kitchens in the Granville Apartments, in microwaves provided in each suite for student use, and suites where students have received permission to use their personal cooking devices. Keurig cup (or Keurig type cup) coffeemakers may be allowed if they have been approved by Residence Life and have the approved Residence Life sticker. Personal grills are strictly forbidden to be used within buildings or under any covered area, such as an overhang. Students may use their personal grills when there is no school grill in place for use by hall residents.

Under no circumstances may refrigerators be used in bathroom facilities. All food utensils and food preparation devices must be cleaned immediately after use and not left in bathroom areas. Food kept in the residence hall must be stored in closed containers. Leftover food is to be thrown in the garbage, NOT poured down sink or shower drains. Utensils left in bathrooms will be discarded.

## **Damages**

In the event of damage to a room or its furnishings by individuals, the University will charge the cost of repair or replacement to the occupants of that room until responsibility for the damage is determined. Damage to the lock and exterior of the room door must be promptly reported to Campus Safety and Security or the damage will be considered vandalism and fines and/or conduct action may be taken against the occupants of the room. The cost of repairs for damages to community areas of the residence hall will be charged to the appropriate suite or to all hall residents unless responsibility for the damage is determined.

## **Decorating Rooms and Suites**

Residence Life encourages students to personalize their suite lounges and residence hall rooms and believes that decorating creates an atmosphere that is more comfortable and personal, thus promoting student satisfaction. Posters, banners, plants, etc. are recommended methods for decorating. However, tapestries, wall hangings or other fabrics are not allowed due to fire safety issues.

Students are allowed to paint the walls inside their rooms if they sign agreements to paint the rooms back to their original color and submit \$100 deposits to OSA. Requests to paint rooms must be submitted to the Dean of Students (or designee) for approval. Students may not paint the closets, floors or ceilings in their rooms. Students who paint their rooms without prior approval may be subject to fines. Students are required to paint the rooms back to its original color when they move out of the rooms. If students fail to repaint the rooms to their original color, fines will be placed on their account to cover the cost for the University to repaint the rooms and the deposits will not be refunded. Hallways, suite lounges or any other residence hall area may not be painted except in rare cases permitted by the Dean of Students.

### **Doors and Windows**

Exterior doors on residence halls should never be propped open. This practice jeopardizes the safety and security of all residents. Likewise, propping open windows to allow other students to enter and exit puts residents and their property at risk. A fine of \$10.00 will be assessed for each individual found violating the policy in any residence hall. If responsible individual(s) cannot be determined a \$10.00 per person fee will be assessed to the entire suite and/or hall. Repeated propping open of doors and windows may be addressed through the conduct system.

### **Dry Campus**

Alcohol is not allowed to be used on campus during Fall Pre-season athletic training, Orientation, during Finals, or during Christmas Break for students who have permission to remain on campus. In the case of a campus emergency, such as a hurricane, the Dean of Students or designee may institute a Dry Campus.

### **Electrical Additions**

Each room is equipped with an adequate number of electrical receptacles. However, caution should be taken to not overload the circuits. Decorative lighting (including strings of Christmas tree or similar lights) and other electrical additions pose a potential fire hazard and are prohibited. Residents may not install ceiling fans. No extension cords may be used; only power strips with built-in circuit breakers are allowed.

### **Furniture**

St. Andrews recognizes the importance and value of allowing students to make their living area as comfortable as possible. The University provides residents with a bed, mattress, desk, and closet and drawer space. Residents may bring other items to decorate and personalize their rooms. However, University furniture may not be removed from the room without prior permission of the RD. Failure to obtain approval will result in a fine of \$100.00.

### **Keys**

Each student is issued a room key and a hall and/or suite key during Check-In. These keys are the property of the University. Duplication of keys, possession of duplicated keys, or providing unauthorized persons with an original or duplicate of a University key is prohibited. All keys issued must be returned to a Residence Life staff member at Check-Out.



It is the responsibility of each resident to protect all other students by not losing their residence hall keys. Lost keys must be immediately reported to the Director of Residence Life at 277-5151, or the RD or Campus Safety at 280-2895 when OSA is closed. Students who fail to report a lost or stolen key are disregarding the safety and security of fellow students.

For a key that is lost or not returned a fee of \$25.00 per key replacement and \$75.00 for new lock replacement will be assessed.

### **Lofts**

Students are allowed to loft their beds. However, the University is not in any way responsible for constructing lofted beds or for damages or injuries that might result from their use.

### **Personal Belongings**

Students are responsible for all items in their possession. Residential students are expected to lock the doors to their individual rooms and their suite or hall doors when leaving. Students are encouraged to carry renters or homeowners' insurance in the event that their personal items are damaged or stolen (See "Liability Renters Insurance"). The University is not responsible for theft or damage to students' personal belongings. Any personal items, valuables, or other property left in the residence halls at the close of the academic year shall be considered abandoned property and may be retained or disposed of by the University.

### **Pets**

A college campus and particularly Residence Halls are not suitable places for pets. For this reason, students are not allowed to keep pets in their room except fish. No university employees, who live on campus, are permitted to keep pets in their apartments, except fish.

Fish are allowed to be kept in tanks no larger than five gallons. Lights and pumps designed for fish tanks are allowed. Students are expected to maintain tanks to prevent odor in the halls. Students should take fish home or install automatic feeders when the residence halls are closed over Christmas Break. University staff are not responsible for fish left in the halls over break.

**Students found with animals in their rooms, in the Residence Halls, or on campus will be fined \$100 for each infraction and are required to remove the animal from campus immediately. Repeated violations will lead to further disciplinary measures determined by the Dean of Students. Exceptions will not be made for any temporary keeping of animals.**

Guests and other campus visitors are required to keep animals on a leash at all times and may not take them into any campus buildings. Violators of this policy will be asked to leave campus immediately. University staff reserve the right to call Animal Control for anyone who refuses to cooperate with this policy.

The University prohibits feeding stray animals anywhere on campus. Caring for these animals during the semester results in cruel abandonment when students leave for winter and summer break.

## **Emotional Support Animals**

Despite the fact that a college campus and Residence Halls are not suitable places for pets, some students have clinically approved need for Emotional Support Animals. St Andrews University recognizes the legitimacy of this therapeutic approach and is committed to accommodating students with documented need for an Emotional Support Animal.

But, with special privileges come special responsibilities. All students with Emotional Support Animals are expected to follow the procedures and policies regarding application for, registration of, and responsible care for an Emotional Support Animal on St Andrews University campus.

### **Application for an ESA**

Students seeking permission to have an Emotional Support Animal on campus must do the following:

**Apply for an ESA with Disability Services and complete all necessary paperwork.** Dr. Teresa M Reynolds is the Disability Services Coordinator. Her office is in the DuPont Center for Academic Success in Pate Hall.

- **Provide documentation of your disability and need for an ESA diagnosed by a licensed psychologist.** Dr. Reynolds will provide the document that needs to be filled out by a treating psychologist.
- **Provide a picture and up-to-date vaccination records of the animal you are bringing to campus for your file.** (The vaccination records must include up-to-date rabies, bordetella, and distemper vaccinations.)
- **Provide veterinary records showing the animal is taking flea-prevention and heartworm-prevention treatments.**

When these steps are complete, the Office of Disability Services will provide you with an Accommodation Memo which you need to bring to the Director of Housing and Residence Life, Clifton Dial, in the Office of Student Affairs, in order to register your Emotional Support Animal.

**The Accommodation Memo is valid for the duration of the current school year. Students must re-register for an ESA accommodation each school year.**

### **Registering an ESA**

Students registering an Emotional Support Animal with the Director of Housing and Residence Life, in the Office of Students Affairs, must do the following:

Once these steps are completed, students will be permitted to bring an official ESA onto campus. **Before completing these steps all animals found on campus are considered un-approved and liable for a \$100 per day fine.**

## **Responsible Care of an ESA**

Students with Emotional Support Animals have received a special privilege that comes with special responsibilities toward the animal, the college's facilities, and their room-mates, suite-mates, and fellow students.

***Students with Emotional Support Animals pledge to follow the ESA guidelines.*** Violations of these guidelines shall be reported to the Director of Housing and Residence Life, Clifton Dial by RAs, RDs, campus security, and house-keeping staff. RDs will make regular inspections of rooms with ESAs to assure that the animal and the room are properly cared for. Each reported violation is liable for a fine of up to \$100. After three violations, students will meet with the Dean of Students to review whether to revoke their ESA registration, thereby losing the privilege of keeping an ESA on campus.

## **ESA Guidelines**

- The owner/handler of the animal must take proper care of the animal, providing regular opportunities, several times a day, for the animal to go outside for exercise and to relieve itself.
- The animal must be under control at all times and is required to be on a leash or harness anytime it is outside the owner/handler's room.
- Animal must be housebroken. Animal waste found in rooms, hallways, suites, or courtyards constitutes a violation of ESA guidelines.
- For residents on the North Quad (Winston Salem, Pate, Mecklenburg, and Orange), the animal should be walked in the area below the soccer field near the cafeteria parking. For residents on the South Quad (Albemarle, Wilmington, Concord, and Granville), the animal should be walked along the tree line of Granville (not on Granville beach). The Owner/handler is expected to pick up and dispose of animal waste.
- Animals must be well-behaved. Excessive barking or noise that disturbs neighbors constitutes a violation of the ESA guidelines.
- Student rooms must remain clean and undamaged by the animal. Any damage to the room by the animal will be charged to the student. Uncleanliness due to excessive animal hair, smell, or other animal related issues constitutes a violation of the ESA guidelines.
- Animal cannot be left in the care of another student, faculty, or staff member. If the owner/handler will be away for a length of time, the owner/handler is expected to make appropriate arrangements to board the animal or make other off campus arrangements for the care of the animal.
- Support animals are only permitted in the owner/handler's dormitory room or ADL. Support animals are not permitted in the rooms of other students.
- Support animals are NOT permitted in the classrooms, William Henry College Belk Center, PE Center, Morgan Jones, James L. Morgan Liberal Arts Building, Vardell, DeTamble Library, Center for Academic Success, Avenger Auditorium, Scottish Heritage Center, or the Equestrian Center.

## **Quiet Hours**

St. Andrews is both an academic and residential community. Quiet Hours are designed to support and promote a productive living and learning environment. Residents are expected to show consideration for others at all times by decreasing excessive noise and disruptions in and around the halls. A Quiet Hours violation is when noise inside a student's room can be heard outside the room or disruptive noise and activity (for example, shouting) can be heard during Quiet Hours in areas outside the student's room, such as the hallways, lounges, bathrooms, courtyards or stairwells. Residence hall rooms, courtyards, main lounges and other common areas are not to be used for instrumental rehearsal without the consent of the RA or RD.

## **Designating Residence Hall Quiet Hours**

Each residence hall is given the responsibility to establish a period designated as Quiet Hours from at least 11:00 P.M. to 9:00 A.M. Sunday evenings through Friday mornings and from 1:00 A.M. to 10:00 A.M. on Saturdays and Sundays. Orange Hall is given the privilege to extend its weekend Quiet Hours to 2:00 A.M. by hall vote. Failure to abide by designated Quiet Hours may result in the loss of privileges and/or an administrative modification of Quiet Hours.

Any suite may extend Quiet Hours to 24 hours for limited periods of time, provided all suite members agree. RAs will post Quiet Hours in each hall.

## **Reading Day and Final Exams**

24-hour Quiet Hours will begin with the start of the regular Quiet Hours of the hall on the night before Reading Day and continue until the completion of the University's published exam schedule. During this time, campus is dry and no parties will be permitted.

## **Responsibility for Maintaining Quiet Hours**

The primary responsibility for maintaining Quiet Hours rests with individual suite members who have been distracted by the noise. Residence Life staff will intervene to support Quiet Hours in those situations when they encounter a disturbance or when a resident has been unable to accomplish a successful intervention. Student Affairs staff have the responsibility to intervene in any circumstances where Quiet Hours violations are present, including disbursement of individuals. If necessary, assistance may be obtained from Campus Safety and Security.

## **Quiet Hours Violations**

Community members who visit suites are responsible for abiding by the Quiet Hours established by that suite. A visitor who violates a suite's Quiet Hours may be instructed to leave the suite by an RA, RD, or Campus Safety officer. A community member who repeatedly violates Quiet Hours as a visitor faces conduct complaints and may be appropriately sanctioned by the Director of Residence Life. The consequence for the violation may be the loss of the privilege to visit one or more residential areas for a period of time. A community member who repeatedly violates Quiet Hours within his or her own residential area may be appropriately sanctioned by the Director of Residence Life. Additional charges of failure to comply with a University official may result if the student does not respond to requests to comply with Quiet Hours.

Guests of students also are responsible for abiding by the Quiet Hours established by the suite in which they are visiting. Guests who violate Quiet Hours may be required to leave campus immediately.

## **Recreational Activities**

The grounds around the residence halls, including the quad areas between halls and courtyards of the flat halls, were designed to foster positive interaction between community members.

Appropriate judgment should be exercised in recreational activities to protect the campus buildings and decrease safety risks to occupants. For example, studying, sitting around, grilling, sunbathing, and other sedentary activities are encouraged near buildings and in the courtyards. Recreational activities involving equipment and/or significant personal movement and exertion should be conducted away from any campus building in open or designated areas on campus. Golf, baseball, soccer, lacrosse, etc. may occur in designated areas only.

## **Residence Hall Staff**

### **Resident Director (RD)**

A Resident Director is the professional responsible for supervising personnel and the total educational and developmental program within the residence hall. This includes supervision of the Resident Assistants (RAs), program development, policy enforcement and facility management. RDs are part of the Student Affairs staff, are university officials, and report to the Dean of Students (or designee).

### **Resident Assistant (RA)**

Resident Assistants are students selected to serve as peer counselors and peer advisors to their residents. Even though they are students, they also are considered employees of the Residence Life Program and report to the RD for their hall and the Dean of Students (or designee). Each RA is responsible for supporting the policies and pursuing the goals and objectives of the Office of Student Affairs (OSA) and the University policies as outlined in *The Saltire*. The RA assists in the administrative operation of the hall, helps to ensure that the rights of students are protected and not abused by others, provides information about University services and resources, and helps to stimulate educational, cultural, social, and recreational programs in the residence hall.

RAs are paraprofessional staff at the level between the Resident Director and the individual hall members. If an issue cannot be resolved satisfactorily between members of the residence hall, it should be brought to the attention of the RA. If resolution is still unsuccessful, it is the job of the RA to refer the issue to the Resident Director of the hall or the Dean of Students.

## **Visitors and Guests**

### **Visitors**

Visitors are St. Andrews community members who spend time in any portion of a residence hall, other than the hall to which they are assigned. Visitors are expected to abide by the Quiet Hours

set by that hall, the alcohol policies designated for the hall, and all other University policies. During the first thirty (30) days of the semester, the residents of Concord, Wilmington and the first year suites in Granville may not have visitors of the opposite gender in their halls after designated Quiet Hours. This helps first year students establish good communication and supportive relationships with suitemates to foster a healthy living environment.

### **Guests**

Guests, unlike visitors, are not members of the St. Andrews community. Guests are allowed to visit campus only during the regular academic semester. Guests are not allowed on campus prior to the first day of classes in each semester. This includes the period for athletic preseason training, new student orientation, and Registration. During the academic year guests may visit the halls between 10:00 A.M. and 11:00 P.M., Sunday through Thursday and between 10:00 A.M. and 2:00 A.M., Friday through Sunday mornings unless arrangements are made for overnight guests. Guests staying beyond specified times must have received prior approval, in writing, from the Dean of Students (or designee). All guests must register with the Office of Campus Safety and Security in Burris Hall.

### **Student Responsibility with Visitors or Guests**

Students who plan to invite a visitor or guest to their rooms must first secure the verbal approval of their suitemates and roommates before the arrival of the visitors or guests. A roommate's right to free access to the room at all times, privacy, study time, or sleep must not be deprived because of a visitor or guest. A student wishing to host a visitor or guest overnight must have his/her roommate's consent. The University does not allow cohabitation and cannot ignore any infraction of this policy that comes to its attention. St. Andrews community members are required to accept full responsibility for their guests. All guests are expected to abide by University policies and the agreements established within the suites. A guest found in violation of University policy may be asked to leave campus immediately by a Campus Safety officer, RD, or the Dean of Students (or designee). If the guest fails to comply, he or she faces trespass charges and possible arrest.

### **Registering Guests**

Guests who arrive on campus must first register in writing with the Department of Campus Safety and Security and be accompanied by the student they are visiting when registering. Guests must be at least 18 years of age. Guests with vehicles should also register their vehicles at this time and hang their temporary tags from their rearview mirrors. Failure to comply with these requirements may result in conduct action against the student and/or immediate removal of the guest from campus.

### **Privacy Issues**

In order to respect the privacy of the other suitemates, guests and visitors of the opposite gender will use the public toilets available in the Main Lounges. It is inappropriate to enter the bathroom facilities of another gender.

## **Campus Safety and Security**

A safe and secure learning environment involves the cooperation of all community members.

The Campus Safety and Security Office is located in Burris Hall and provides 24-hour services. It is the mission of the Department to ensure that members of the St. Andrews community experience the educational process free from unwarranted concerns for their safety or security. Working within a framework of federal, state and local laws, this Department also supports and ensures compliance with institutional policies and philosophy, including *The Saltire*.

### **Building Access Procedures**

Students may need access to certain academic and administrative buildings in pursuit of their studies after these buildings have been locked at the end of the day and on weekends. At the same time, the University has a responsibility to ensure that individuals using these facilities are able to work and study in a safe and secure environment. Accordingly, students who want to work in closed buildings are expected to comply with the following procedures:

When students need to have access to certain academic or administrative buildings after the buildings have been locked, they must ask the appropriate departmental representative (for example, a professor or Work-Study supervisor) to certify in writing to the Office of Campus Safety and Security that they are authorized to be in a particular building or room during a specified time. This authorization should be sent to Campus Safety where it will be kept on file through the end of the academic year in which it is issued.

The authorized students should contact the Campus Safety duty officer at 280-2895 and be escorted to the authorized building to be given access. They must also notify the Campus Safety duty officer when they leave the building.

Students who are working in an area when it is being secured at the close of the day have followed the Building Access Procedures before they will be allowed to remain in that area after closing.

Students who are authorized to be in a closed area are not allowed to grant access to other individuals who are not authorized to be there.

Individuals in a closed building who are not on the approved access list will be expected to leave the building immediately.

### **Access to Student Rooms**

Except for emergencies, health and safety inspections, maintenance, or authorized room searches, access to students' rooms for anyone other than the students to whom the rooms are assigned must always have the authorization of the registered occupant(s) (See "Room Inspection and Entry"). This restriction applies to other students, parents, guardians, family members, and guests of the students.

## **Camping**

Camping on the St. Andrews Campus is strictly prohibited due to the safety risks it creates to those who camp and to the potential damage to University property from fire and litter.

## **Emergency Precautions and Notifications**

From time to time weather related or other emergencies may occur. Students are expected to comply with the direction of Campus Safety and Security, Residence Life staff, and Emergency Service Personnel. In a state of emergency the campus is dry and no alcohol use is allowed. Campus wide voicemail, e-mail, and text messaging will be used for emergency notification and to communicate any changes to class schedules.

## **Escort Service**

Campus Safety and Security staff provides an escort service on campus at night for students, faculty or staff. For those wishing to utilize this service call (910) 280-2895.

## **Fire Protection**

Fire alarm systems exist in each residence hall for the protection of students. Fire extinguishers and smoke alarms are also located in each suite, main lounge and each ADL. Smoke detectors are located in each room.

The Laurinburg Fire Department serves the University. It is a serious violation of state law and the Conditions for Continued Membership to tamper with the fire protection equipment. Any student suspected of setting off a false alarm will be referred to the Office of Student Affairs for investigation and potential referral for criminal prosecution and/or student conduct action.

## **Fire Safety Procedures**

Fire drills are conducted at least twice a year in the residence halls. Community members are required to participate in these exercises by following the instructions of the Residence Life staff and exiting the building when the alarm sounds. All students should be familiar with the location of the fire alarms, extinguishers and closest exits. A fire escape plan is posted in each suite lounge.

Students are expected to act responsibly when an emergency occurs. If a fire alarm sounds, all residents should treat it as an actual fire and evacuate the building and remain clear of the building until Campus Safety and Security officers have approved the building for re-entry. In some cases, students will be instructed to evacuate the building and move to Belk Main Room. Any student who refuses to exit the residence hall after the fire alarm sounds may be subject to conduct sanctions that may include removal from the residence hall and a \$150.00 fine.

## **Student Responsibilities for Fire Prevention and Safety**

No University or personal property should be stored in hallways, bathrooms, suite lounges or courtyards because these items may impede evacuation during a fire or other emergency. A



\$50.00 fine maybe assessed to individuals who place items in hallways, suite lounges or courtyards.

Flammable items are strictly prohibited in the residence halls. This includes lighted candles, fireworks in any form, ammunition, oil lamps, halogen lamps, fuel cans containing fuel, etc. Items that may be flammable or impede fire rescue are not allowed to be suspended in the room, suite lounge or doorways.

## **ID Cards**

All students will be issued a St. Andrews ID Card during registration. The same ID Card will be used each year of attendance at St. Andrews. ID Cards are coded according to age.

### **Purpose of ID Card**

Carrying a University ID card is an important part of the University safety and security plan. ID cards help University officials identify the individuals who belong on the campus from those who do not, provide age identification for students who choose to consume alcohol, provide identification if a student has a medical emergency and cannot speak, etc. In addition, St. Andrews ID cards are programmed by Knights Dining Services to identify students who are on the University meal plan.

### **Required Possession of St. Andrews Student IDs**

Students are expected to carry their IDs on their person at all times and be willing to display their IDs upon request by University officials, including RAs.

### **Replacing IDs**

Students are given a two week grace period, beginning with the first day of Registration, to replace damaged or lost student IDs without cost. Upon turning twenty-one (21) a student may obtain a new ID card at no cost through the Office of Campus Safety and Security. Under other circumstances, students who need a new card because of loss or damage to the card may obtain one for a replacement charge of \$10.00 (per lost card). To get a new card, students must go to the Office of Campus Safety in Burris Hall during regular office hours.

## **Roofs and Balconies**

Climbing on roofs or balconies is not permitted because of the high risk of serious bodily injury. A fine of \$500.00 will be imposed to any individual found on the roof or balcony of a building on campus. Any repeated violation will result in conduct action and additional fines.

## **Safety, Mechanical, and Electrical Equipment**

Residents will be subject to conduct action for tampering with safety equipment in a residence hall or any other facility on campus. Subsequent offenses may result in criminal prosecution and/or housing contract revocation and suspension from the University.

Ceiling/Wall Access—Ceiling access and removal of ceiling tiles or other access panels is prohibited. This is a Community Honor Code violation and subject to a \$100.00 fine and mandated community service.

Tampering—Any student found tampering with electrical systems, telephones systems, cable systems, or other services will be subject to administrative action as well as a \$500.00 fine. Further campus conduct action or criminal prosecution may be implemented as deemed appropriate under the circumstances.

Safety Equipment—Because the following items have been installed to protect our community members from harm, tampering with any of these items will be considered grounds for suspension and carries with it a \$500.00 fine. It is against the law to tamper with: fire extinguishers, fire alarms (sound a false alarm), smoke detectors, emergency exit signs, or the emergency lighting in buildings, and parking lots.

### **Smoke Alarms**

Each student room is equipped with a smoke alarm. Residence Life staff will inspect and test each smoke alarm twice a month. Damage to the alarm or its power source will be noted and result in a \$500.00 fine to the individuals found responsible for the tampering or to all hall residents if no one is found responsible.

### **Smoking**

All buildings on campus are designated as “smoke-free.” This includes the interior of every building and the immediate exterior area adjacent to each building entry.

Designated smoking areas and appropriate disposal containers are provided in multiple convenient locations on campus. Cooperation in utilizing these designated areas when near campus buildings is expected out of respect for those individual community members whose health is compromised by smoking. Cooperation in utilizing appropriate disposal is expected to protect the beauty of the campus. Failure to respect designated smoking areas or appropriate disposal may result in administrative fines and possible conduct action.

### **Vehicle Regulations**

It is a privilege and not a right for a student or guest to keep or operate a motor vehicle on the campus of St. Andrews. Each student or guest must agree to comply with the rules and regulations set forth by the University. St. Andrews reserves the right to withdraw motor vehicle parking or operating privileges from any person. Please note that all guests with vehicles must obtain a guest parking permit and abide by St. Andrews Vehicle Regulations. For a detailed list of Vehicle Regulations and Fines, please see Appendix E in *The Saltire*.

### **Computer and Network Services**

The Computer Center offers accounts (including email accounts) and various computer laboratories for St. Andrews students. The Computer Network is owned solely by St. Andrews.

### **Acceptable Use of Information Technology Resources**

Technology should not be used in a manner that infringes upon an individual's right to privacy. The following restrictions are to protect your privacy, as well as the privacy of others. Account holders are prohibited from:

- Using computer or network services in a way that violates copyrights, patent protections or license agreements. This includes, but is not limited to any type of file sharing software;
- Gaining unauthorized access to information that is private or protected, or attempting to do so;
- Attempting to identify passwords or codes, interrupting security programs, or attempting to do so;
- Monitoring or tampering with another person's e-mail;
- Reading, copying, changing or deleting another person's work;
- Using another person's user id/password, or allowing others to use yours; and
- Attempting to gain system and or network privileges to which you are not entitled.

### **Respectful Exchange of Ideas and Information**

Computer systems and networks allow for a free exchange of ideas and information. This exchange serves to enhance learning, teaching, critical thinking and research. While the constitutional right of free speech applies to communication in all forms, we encourage civil and respectful discourse. St. Andrews policy and local, state and federal law do prohibit some forms of communication, to include:

- obscenity;
- defamation;
- advocacy directed to incite or produce lawless action;
- threats of violence;
- disruption of the academic environment;
- harassment based on gender, race, disability, or other protected status; and
- anonymous or repeated messages designed to annoy, abuse or torment.

### **Personal Responsibility**

Each individual who obtains a computer/e-mail account, or uses the computers and network resources made available by St. Andrews, must understand that he/she is accountable for the guidelines set forth in this document. In addition, each account holder assumes responsibility for:

- protection of his/her password;
- reporting any breach of system security;
- reporting unauthorized use of his/her account;
- changing his/her password on a regular basis.

### **Authority**

Computer Services may access users' files for the maintenance of networks, computers and storage systems. In all cases, an individual's expectation of privacy will be respected to the greatest degree possible. Computer Services staff may also routinely monitor and log usage data,

such as network connection times, CPU and disk utilization for each user, security audit trails, and network loading. Data collected may be reviewed and further investigated should evidence of violation of policy or law occur.

### **Conditions for Continued Membership**

The following five (5) sections pertain to students' continued membership in the St. Andrews community. After reviewing the sections if you have questions about academic dishonesty, please contact the Associate Dean for Academic Affairs, Loren Cornish, in the Registrar's Office, 277-5246. For all other questions, please contact the Office of Student Affairs in Belk, 277-5145.

### **Academic Dishonesty**

Acts of academic dishonesty including but not limited to cheating and plagiarism are violations of the Community Honor Code. Faculty members will respond to such violations in a manner they deem appropriate. The faculty member will report the incident and any action taken, including any impact on the student's grade, to the Associate Dean for Academic Affairs and to the student. According to the severity of the reported academic dishonesty or in multiple reports of academic dishonesty, the Dean of the University may take further conduct action and such action will become part of the student's permanent record.

### **Plagiarism, Paraphrasing, and the Use of Quotations**

Plagiarism is a Community Honor Code violation. It is the presentation of another's words or ideas as one's own, and thus is an instance of stealing, cheating, and lying.

Institutions need to make clear what ethical principles guide the writing of critical essays and papers. This statement is made in order to clarify some of these points and to forestall claims of innocence and ignorance regarding plagiarism in its two most common forms: the use of direct quotations and paraphrasing. Students are expected to uphold the University's Academic Integrity Policies (Appendix G).

Webster's New Collegiate Dictionary defines plagiarizing in this way:

"To steal, purloin, and pass off as one's own the ideas, words etc. of another."

If a student deliberately copies the exact words of a clause, sentence, or paragraph written by another without enclosing these words in quotation marks (or otherwise indicating a direct quote) and citing the source in a footnote, the student is guilty of plagiarism. If a student presents ideas of another person in his or her own words without citing the source in a footnote or parenthetical note, the student is guilty of plagiarism also.

The mere fact that the student has not quoted the author's words directly does not absolve the student from the responsibility of giving credit for ideas from sources other than his/her own. Plagiarism can be avoided by following careful procedures when paraphrasing and using quotations. Webster's New Collegiate Dictionary says that to paraphrase is "To say the same thing in other words. A restatement of a text, passage, or work, giving the meaning in another

form.” In general, the procedure for paraphrasing is this: the student should read the material to be paraphrased as often as necessary to grasp the substance of the writer’s idea. Then, without referring to the source, the student should write a version of the idea. Finally, the student should check his/her statement against that of the original source in order to be sure that (1) the student has not unconsciously reproduced the author’s words and (2) the student has accurately represented the thought of the source. Then the student should cite the source of the paraphrase in a footnote or parenthetical note. Good scholarship requires the limited and discriminating use of quotations. The student should use quotations only when there exists the need to reproduce precisely the author’s position or to show that the writer’s phrasing was so vivid or felicitous that the student could not improve upon it.

A critical essay or research paper should not consist of a series of paraphrases and quotations. The student must learn to remember the source of the ideas and information, and must clearly cite those sources relied upon. In addition, the paper must show in writing that the student can analyze, interpret, and evaluate the source materials, which are encountered.

For specific illustrations of appropriate uses of sources, guidelines for proper attribution, and examples of paraphrasing and plagiarism, see the following website:  
<http://www.northwestern.edu/uacc/plagiar.html>.

## **STUDENT CONDUCT SYSTEM**

### **The Conduct Hearing Process**

The procedure followed at St. Andrews to resolve formal conduct matters is called the Conduct Hearing Process. This procedure exists to ensure that the elements of fundamental fairness will exist in all conduct processes for the students of the community who find themselves in conflict with the Community Honor Code and University policies. All such conflicts are resolved by members of the St. Andrews community by a procedure which, though avoiding the formalities and complexities of a legal process, nevertheless respects the dignity of the individual as well as personal and community responsibilities. With heavy reliance on the honesty of all participants, it is assumed that reasonable people, properly informed, can and will make judgments in the best interest of the University community. Decisions will be made based on the “preponderance of evidence.” In other words, the hearing officer(s) will consider the information as presented during the hearing and will draw conclusions based on what was “more likely than not” to have occurred.

The following conduct hearing structures and procedures have been set in place and are to be considered binding on all parties:

The formal responsibility for nonacademic conduct issues ultimately rests with the Dean of Students. All possible conduct matters begin with a complaint filed with a member of the Student Affairs staff (Dean of Students, Assistant Dean of Students, Director of Residence Life, Campus Safety, Residence Director, Resident Assistant, etc.) or by any member of the University community. Each complaint is investigated and, if formal conduct action seems called for, the student or group alleged to have violated University policy is notified in writing by a staff member of the Student Affairs Office that the matter is being referred to an appropriate conduct hearing body.

All conduct hearings are closed to the public. Persons attending closed hearings shall be limited to: (a) the hearing agent or members of the conduct committee, (b) the student, and (c) the witnesses while giving information. *Note: Witnesses will only be permitted to be present during the presentation of their information.*

### **Types of Conduct Hearings**

All cases involving student infractions of University policies and regulations will be processed by the Dean of Students (or designee) or hearing committees except where noted. The Dean of Students (or designee) will determine whether a case will be handled through one of the following hearing bodies:

- The Dean of Students (or designee) and an OSA staff member will hear complaints related to excessive intoxication, disruptive behavior with or without violence, and repeated violations of University policies.
- The Dean of Students (or designee) will hear all complaints in which the student may face suspension or dismissal. These alleged violations may include, but are not limited to,

fighting, serious vandalism, sale of drugs, stealing, or other complaints. At the Dean's (or designee's) discretion, he/she may invite a member of the OSA staff and the Faculty Member in Residence to participate in the conduct hearing process.

- The Dean of Students and the Assistant Dean of Students will hear all complaints of sexual misconduct.

## **Rights and Responsibilities of Students Subject to Conduct Hearings**

### **Accused Students**

Students subject to conduct complaints have the following rights:

- They shall be presented with the complaints brought against them in writing at least 24 hours before the hearing is scheduled. Any such notice shall also state that if students fail to appear before the committee, the hearing shall be convened in their absence.
- They shall be entitled to a hearing by an impartial hearing agent. Students have the right to challenge the impartiality of members of hearing committees. The other members will decide on the validity of the challenge.
- They shall be entitled to be informed of any information that will be presented during the hearing to support the allegations.
- They will be allowed to present their cases through verbal or written statements, witnesses and other forms of information.
- Accused students shall be entitled to refuse to answer questions.

Decisions made by hearing committees and hearing officers will be based only on the information presented at the hearings.

In some hearings, the Dean of Students or designee may elect to make an audio record of the presentation of information regarding the alleged violation(s), and the questioning of the accused student and witnesses. In that event, the records will remain in the custody of the University and students preparing for possible Sanction Reviews may request to review them in the presence of University officials. Students may take notes, but no copies of the audio records will be made for students to remove. The University will require that these records remain in its custody at all times. They will be destroyed after the final disposition of the case.

They shall be entitled to a written notice of the results and findings of hearings within two (2) business days following hearings and, upon request, to verbal explanations of the decisions rendered against them.

They will be asked to leave campus if the Dean of Students or designee views their continued presence as disruptive or dangerous. Students may be asked to leave the campus during the investigation of incidents, before hearings regarding the complaints are convened, after hearings are convened and before hearing decisions have been communicated, and/or up to the final outcomes of Sanction Reviews.

They shall have the right to ask for Sanction Reviews, the formal reviews of hearing decisions. At the Dean of Student's (or designee's) discretion the decisions and sanctions of the hearing committees may be held in abeyance (lifted) until the outcome of Sanction Reviews. For more details, refer to "Sanction Review Process" in *The Saltire*.

### **Witnesses**

Witnesses shall be required to answer all questions asked of them unless their answers would tend to implicate them in violations of University policy or the law.

If a University official requests students to appear as witnesses before conduct hearings and they fail to appear without reasonable explanations, their actions may be considered violations of University policy subject to conduct actions. When witnesses do not appear, hearings will proceed as scheduled in their absence.

### **Special Circumstances**

In extreme cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus substantially impedes the orderly functioning of the University or constitutes an immediate threat to the well-being or property of the student or other members of the University community, or the student requires more supervision than the University can reasonably provide.

### **Interim Suspension Pending Hearing and Sanction Review**

Interim Suspension is an action that can be initiated by the Dean of Students (or designee) for the following reasons:

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

A student given an Interim Suspension shall have a prompt meeting with the Dean of Students (or designee) to review the behaviors that form the basis for the involuntary removal from campus. During Interim Suspension, a student usually will be denied access to the University including classes and all other University activities or privileges, pending a conduct hearing and possible Sanction Review. If the sanctions of suspension or dismissal are imposed after a hearing, the individual will be required to leave the campus. Written permission must be requested in advance from the Dean of Students (or designee) before a suspended or dismissed student may return to the campus.

In some cases the student may be required to comply with certain conditions related to the conduct violation before being allowed to return to University. These conditions may include, but are not limited to:

- participation in counseling
- mandated community service and/or work assignments
- paying a monetary penalty



- completing restitution for damage, theft, or loss, etc.

Upon return to University the student may have conditions placed on them that include, but are not limited to, restriction of the following:

- Consumption of alcoholic beverages for a student of legal age
- Visiting other students
- Use of a motor vehicle
- Participation in extracurricular activities

### **Involuntary Withdrawal from the University**

When a student chooses to act in ways contrary to the purposes, policies, and procedures of St. Andrews, the University reserves the right to withdraw the student involuntarily. The Dean of Students normally executes this right. Normal options for reviews of this decision apply. See “Sanction Review Process” in *The Saltire*.

### **Sanctions**

When selecting a sanction, the hearing officer(s) must consider the seriousness of the offense, the maturity and needs of the individual or group found responsible for the offense, the needs of the community and the current conduct status, if any, of the student found responsible. Sanctions are given to:

- assist the individual or group to learn how to live more suitably within the conditions set by the University for being a member of the St. Andrews community;
- protect the excellence of the educational environment;
- provide a vehicle for the rectification or correction of any damages resulting from the misbehavior.

Sanctions may be imposed only after a specific violation of University policy has been established. Failure to fulfill imposed sanctions within the specified time may result in further conduct action.

### **Sanctions That May Be Imposed by Any Hearing Body**

These Sanctions may include but are not limited to any one or a combination of the following:

#### **Warning**

A Warning may be verbal or written. If verbal, a notation is made in the student’s file. If written, an official letter is sent to the student outlining the offending actions, the consequences for those actions, and a warning of possible consequences if the student repeats these actions in the future. Notice of warnings are placed in the student’s file and copied to the appropriate University officials.

#### **Parental/Guardian Notification**

The Family Educational Rights and Privacy Act (FERPA) allows notification of parents or custodians in certain situations (for example, underage alcohol violations.) For more details

about student rights under FERPA see Appendix A in *The Saltire* or contact the Dean of Students (or designee).

### **Reprimand with Probation**

A Reprimand with Probation is an official letter that describes the student's unacceptable conduct and the types of sanction that would be implemented if the student commits additional conduct violations. Included with this sanction is Probation for a period no less than four months. Probation is a middle status between good standing and possible suspension from the University. Further misconduct during the probationary period is likely to result in campus restrictions (for example, removal from housing) or suspension. A copy of the reprimand letter is placed in the student's file and copied to the appropriate University officials. Notification may be given to parents or guardians.

### **Restitution**

Restitution is compensation through the payment of money or work related to loss or damage of University property.

*Note: Conduct hearing committees will not hear disputes between students who want restitution from each other for loss or damage to personal property or failure to repay personal loans. Upon request by the students involved, the Dean of Students (or designee), may meet with the students for the purpose of mediating a solution. However, the Dean (or designee) will not force a student to pay restitution.*

### **Loss of Privilege**

Loss of Privilege is the taking away of specified privileges for a designated period of time. Examples of Loss of Privilege include, but are not limited to, restriction from visiting a specific residence hall, restriction from visiting certain areas on campus, restriction from attending extracurricular activities, etc.

### **Mandatory Referral for Assessment or Counseling**

A student may be referred to a practitioner off campus for a mandatory assessment or counseling. Students who are referred to off-campus providers are responsible for the costs of services.

### **Mandated Community Service**

Mandated Community Service is a compulsory work assignment coordinated through the Office of Student Affairs.

### **Restriction**

Under Restriction the student continues in attendance, however, he or she will be on probation for a period of up to 12 months, required to perform mandated community service, and may be ineligible to participate in all extracurricular activities, including equestrian and NAIA training and competition, during the restriction period. If a student commits further policy violations during the restriction period the consequence most likely will be suspension. A copy of the

restriction letter is placed in the student's file and copied to the appropriate University officials. Notification may be given to parents or guardians.

### **Sanctions That May Be Imposed Only by the Dean of Students**

The following sanctions may be imposed by the Dean of Students after a specific violation of University policy has been established.

#### **Dismissal**

Dismissal is permanent separation of the student from the University. The student is excluded from the University and not allowed to return in the future. Tuition and fees are not refundable when a student chooses behaviors that result in dismissal. A notation is placed on the student's permanent file in the Registrar's office. A copy of the dismissal letter is placed in the student's file with the University and copied to the appropriate University officials. Notification is normally given to parents or guardians. The student may not return to campus for any reason without permission from the Dean of Students.

#### **Suspension**

Suspension is a temporary separation of the student from the University. The student is excluded from the University for a period of up to one year. The student may not return to the campus for any reason without permission from the Dean of Students during the suspension period. Tuition and fees are not refundable when a student chooses behaviors that result in suspension. The student may request to be readmitted at the end of the suspension period by writing a letter to the Dean of Students, but readmission is never automatic. The University is under no obligation to readmit a student after a suspension. A copy of the suspension letter is placed in the student's file and copied to the appropriate University officials. Notification normally is given to parents or guardians.

#### **Suspension in Abeyance**

In certain situations, conduct hearing officers may decide to hold a suspension in abeyance (temporarily lifting the suspension) to permit a student who otherwise would have been suspended to remain at the University. The understanding will be that the student's suspension will be immediately reinstated if the student does not fulfill the conditions of the suspension in abeyance or is found responsible for additional violations of University policy.

#### **Sanction Review Process**

Conduct hearing decisions may be reviewed if a request is submitted in writing to the University President no later than two business days after the student is notified of the outcome of the hearing and the sanctions given to him/her. In the case of decisions related to sexual misconduct hearings, both the alleged victim and the accused student may request a review of the hearing decision and sanctions.

Three types of sanction reviews are possible:

- Review of the procedures.
- Review of the severity of the penalties.

- Review based on new information not available at the time of the original hearing.

The University President (or designee) will review the sanction. Based upon his/her review, the official reviewing the sanctions may (1) confirm the original decision; (2) return the case to the original hearing officer(s) for reconsideration; or (3) change the sanction(s) and/or the condition(s) originally imposed. In all cases, those concerned with the review will be provided a written rationale for the action taken.

### **Final Authority For Conduct Matters**

As a result of the corporate status of the University, the President, as chief administrative officer, is charged with the internal direction of the University. Implied in this statement is that it is the President's and the Board of Trustees' authority to take whatever action they deem appropriate, within established University policy and procedures, to protect the best interest of St. Andrews. This authority may include the direct application of these policies and procedures by the President subject to review by the Board of Trustees.

### **General Sanction Guidelines**

Because the sanctions of Written Warning, Reprimand w/Probation, Restriction w/Probation, and Parental/Guardian Notification are considered warnings that further action may be necessary for another violation of St. Andrews policy, they rarely will be used without additional sanctions.

Fines and/or mandated community service in addition to a written sanction will be imposed for most violations. If the seriousness of the violation does not warrant both a fine and mandated community service, the fine will be the selected sanction.

Fines must be paid within two (2) weeks of the date of the hearing unless other arrangements are made between the fine recipient and the Dean of Students (or designee). Failure to pay the fine within the specified period usually will result in further sanctions.

The deadline for completing mandated community service hours will be set by the hearing body after considering the circumstances of all parties involved. Mandated community service hours will be monitored by the Dean of Students (or designee) through the appropriate supervisor such as, but not limited to, the Director of Residence Life, the Director of the Physical Plant, a Residence Hall Director or the Director of Campus Safety and Security.

### **Student Conduct Records**

Conduct records are kept in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Thus, conduct actions are recorded on the student's "personal record" and are not placed on the student's transcript. At all times, these personal records are confidential except when information needs to be shared with authorized persons on campus. Student conduct records are not available to outside investigation agencies unless permission has been granted in writing by the student whose record has been requested or when records are subpoenaed by a court of law. In some cases, parents or guardians may be notified of the results of a conduct hearing contained within a student conduct record.

### **Disposition of Conduct Records**

Student conduct records will be stored under the custody of the Dean of Students in locked file cabinets within the Office of Student Affairs. Records of students found responsible for conduct infractions will be kept for a period of five (5) years after the student separates from the University, at which time the records will be destroyed.

## **STUDENT RESPONSIBILITIES TO THE COMMUNITY**

The St. Andrews Community Honor Code emphasizes the active contribution of the individual student to the well-being and safety of the entire University community. The following policies emphasize the role and responsibility of the student regarding violations of University policy.

### **Good Samaritan Policy**

Sometimes a student might be reluctant to help another student out of concern that one or both might get into trouble (for example, both students have been drinking underage). The intention of the Good Samaritan Policy is to encourage students to effectively intervene to prevent situations that might be dangerous or even fatal (for example, death from alcohol overdose). If a student provides information to campus officials or contacts 911 to assist another student who is an immediate danger to himself or others due to excessive alcohol/other drug abuse, fighting, extreme disruptive or disorderly behavior, or to assist a victim of sexual misconduct, the assisting student's help will be taken into consideration if he/she also has been violating University policies (for example, the student provided the alcohol). At the discretion of the Dean of Students (or designee), the sanction for the assisting student may be lessened or waived in consideration of the student's assistance. Please note that this policy will not provide ongoing protection for those who repetitively violate St. Andrews policies.

### **Bystander Policy**

If a student is a bystander in a situation where University policies have been broken, even if the student has not directly committed the violations, he/she may be charged with a violation of University policy and the community honor code. This bystander policy pertains especially to incidents including but not limited to fighting, sexual misconduct, excessive intoxication, and vandalism. ***Students who have information that might help University officials with investigations of violations of University policy are encouraged to report this information directly to the Office of Campus Safety (910) 280-2895, Burris Center or to a staff member within the Office of Student Affairs (Ext. 5271, Belk Center).***

### **Keep Calm—Let Us Help**

Students, faculty, or staff, who are concerned that a student is struggling academically, socially, spiritually, financially, or in other ways, are encouraged to use the KEEP CALM—LET US HELP online service on the University web-site at <https://www.sa.edu/student-life/keep-calm-let-us-help>. All information provided will go directly to Robin Lea, director of CAS, who will respond as needed to the alert. Information provided through this form may be shared with mentors, counselors, residence personnel, student life personnel, faculty, or other campus personnel on a need-to-know basis only.

**Personal Responsibility for Behavior**

Frequently, students accused of policy violations defend their actions with excuses such as prescription drug interactions, self-defense, disabilities, etc. St. Andrews policy on such defenses is that defending one's actions is still admitting to a policy violation. While the defense will not excuse the student's behavior, St. Andrews will take the legitimacy of the defense into consideration. For example, in the case of a physical altercation, a student who uses the defense "he started it" will be found in violation of the University policy against fighting, but an investigation of the fight will ensue. If it is found that the student was not the aggressor in the fight, then he or she will be sanctioned, but not as severely as the other participants. However, if nothing can be drawn from an investigation, the student may still be sanctioned as though fully responsible.

# **ALCOHOL AND OTHER DRUGS (AOD) POLICY**

## **AOD-Alcohol**

### **Introduction**

Freedom of choice and diversity of opinion have long been traditions at St. Andrews. The University has never perceived its role to be one of telling students what they should or should not believe or what choices they should or should not make regarding various issues. The specific issue of whether or not to drink alcoholic beverages is no exception to this belief. The University believes that it has the responsibility to encourage and sustain a learning environment that both respects individual freedom and promotes the health, safety, and welfare of all members of its community. This responsibility, as it relates to alcoholic beverages on campus, carries with it the following expectations:

- That all those who choose to drink alcoholic beverages will do so within the boundaries of North Carolina laws, the Community Honor Code, and University policies and procedures as described in *The Saltire*. The violation of state laws and the abuse of alcohol are deemed unacceptable by the University.
- That those of legal age who choose to drink alcoholic beverages will do so responsibly. Irresponsible drinking may result in poor academic performance, disruption of significant relationships, drunken driving, sexual misconduct, violent altercations, accidents, alcohol addiction or other serious health issues. Irresponsible drinking often may result in other behaviors that are not conducive to the learning environment established by the University.
- The University believes that its alcohol policy should be carried out in a way that balances enforcement, education, and, in some cases, intervention for those who appear to have alcohol abuse issues.
- The University believes that it has a responsibility to provide educational programs concerning alcohol and other substances with the overall objective of promoting an environment conducive to responsible decision-making concerning alcohol use by all members of the campus community. It shall be the goal of the Office of Student Affairs, in conjunction with other appropriate campus organizations and offices to implement this broad-spectrum programming.

### **Legal Requirements of the State of North Carolina**

The following is a summary of the North Carolina General Statutes as stated in the Alcoholic Beverage Control Laws. (NCGS, Chap. 18 B)

The complete set of general statutes regarding alcohol consumption may be found in the Student Affairs Office. The University's Alcohol Policy is based on these statutes.

- It is against the law to sell or give beer, wine, liquor, or mixed beverages to anyone under 21 years of age.



- It is against the law for a person under 21 years of age to purchase or possess beer, wine, liquor, or mixed beverages.
- A violation of either item above by a person who is less than 21 years of age is a misdemeanor.
- Any under-age person who aids or abets another in violation of the above shall be responsible of a misdemeanor.
- Any person over the lawful age who aids or abets another in the violation of the above shall be responsible of a misdemeanor.
- It is unlawful for any person to obtain alcoholic beverages by using or attempting to use the following
  - Fraudulent or altered driver's license
  - Fraudulent or altered identification documents other than a driver's license
  - Driver's license issued to another person
  - ID documents other than a driver's license that have been issued to another person
- It is unlawful for any person to allow the use of his or her driver's license or any other official document of any kind by any person who violates or attempts to violate the laws stated above.

A violation of the above, if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, will result in the court filing a conviction report with the Division of Motor Vehicles. Upon receipt of the conviction report, the Division of Motor Vehicles will revoke the person's license.

### **University Policies Regarding the Consumption and Handling of Alcoholic Beverages**

Students, faculty, staff, and their guests, are expected to comply with the following guidelines and the North Carolina Alcohol Beverage Control Laws.

1. Consistent with State Law (See "Legal Requirements of the State of North Carolina" above), students under the age of 21 are not permitted to possess or consume alcoholic beverages of any kind.
2. Students who are 21 years of age or older are not permitted to supply alcohol to students under the age of 21. (See "Legal Requirements of the State of North Carolina" above).
3. Excessive/disruptive intoxication is considered an irresponsible use of alcohol, regardless of the age of the student. Signs of excessive/disruptive intoxication may include loss of balance and motor skills (for example, stumbling or falling), vomiting, slurred speech, disorientation, disruptive behavior, and/or other behaviors which indicate a loss of control.
4. Multiple serving containers (for example, kegs or containers of more than 32 fluid ounces) are not permitted in the residence halls.
5. Consumption or transportation of alcoholic beverages in public areas is allowed only if the individual is 21 years of age or older, and only during University sanctioned events or parties within designated areas. Open containers of alcohol are not permitted outside designated areas at any time.

6. All first year designated halls or suites are alcohol-free. Community members living or visiting in Albemarle Hall, Pate Hall, and Granville Hall ADL's who are 21 years of age or older may consume alcoholic beverages responsibly in the privacy of their rooms; this privilege does not extend into the hallways, suite lounges or court yards of these halls. Mecklenburg, Winston-Salem and the suites of Granville are also alcohol free. Possession, even if unopened, and consumption of alcohol even if the student is 21 years of age or older is prohibited. Additionally, members of the community who are 21 years of age or older may consume alcoholic beverages responsibly in the suites, courtyard, and main lounge of Orange Hall.
7. Students are prohibited from hosting parties with alcohol in their rooms or suites unless they obtain a party permit from the Office of Student Affairs 48 hours prior to the event. Students who host an event or party where alcohol is used without a permit will be asked to cease the activity and sanctions against the host(s) may be imposed.
8. Possession or consumption of alcoholic beverages on campus is prohibited during athletic preseason training, new student orientation (fall and Spring Semester), and through registration. Returning students who violate this regulation may be required to leave campus. New students who violate this regulation are subject to normal conduct procedures as described previously and below.
9. Possession or consumption of alcoholic beverages is prohibited from the beginning of each hall's Quiet Hours before Reading Day until the end of Finals, with the exception of University-sponsored functions.
10. Possession or consumption of alcoholic beverages is prohibited during holidays and breaks when students receive authorization to remain on campus when the halls are closed.
11. The University has the right to confiscate and/or dispose of alcoholic beverages which are in the possession of community members violating AOD policies.
12. In the event that it appears an unauthorized party is being held behind closed doors, Campus Safety and/or Student Affairs professional staff may knock on the door and announce who they are and enter the room, even when there is no response from those within the room.
13. Community members found in violation of these standards, or who do not comply with the requests of University officials, may have sanctions brought against them.
14. Drinking games are strictly prohibited. Drinking games are competitive drinking activities where drinking is part of the game strategy. Drinking games promote heavy episodic drinking, which is a potentially dangerous use of alcohol. Types of drinking games may include, but are not limited to, Beer Pong, Pass Out, Chandelier, use of beer funnels or beer bongs, dice drinking games, Kings and other drinking games, etc. Water/Beer Pong is considered a drinking game.

### **Recommended Sanctions for AOD-Alcohol Policy Violations**

The following sanctions are recommended, but not automatic:

#### **Underage Alcohol Possession/Consumption**

- 1st Offense: Up to \$100 Fine, Written Warning and Mandated Community Service.

- 2nd Offense: Up to \$175 Fine, Reprimand with Probation, Alcohol Education, Mandated Community Service, and Parent/Guardian Notification.
- 3rd Offense: Up to \$250 Fine, Alcohol Assessment, Mandated Community Service, Loss of Privileges (for example, Campus Restrictions), Parent/Guardian Notification and Referral to Dean of Students.

#### **Sanctions for Alcohol Violations (including overage possession in restricted areas)**

- 1st Offense: Up to \$100 Fine, Written Warning, and Mandated Community Service
- 2nd Offense: Up to \$175 Fine, Reprimand with Probation, Alcohol Education, Mandated Community Service, and Parent/Guardian notification.
- 3rd Offense: Up to \$250 Fine, Alcohol Assessment, Mandated Community Service, and Loss of Privileges (for example, Campus Restrictions), Parent/Guardian Notification, and Referral to Dean of Students

#### **Excessive/Disruptive Intoxication Violation**

- 1st Offense: Written Warning and up to \$30 Fine, Alcohol Education, Mandated Community Service and Parent/Guardian Notification
- 2nd Offense: Up to \$65 Fine, Alcohol Assessment, Mandated Community Service, Parent/Guardian Notification, and Loss of Privileges (for example, Campus Restrictions)
- 3rd Offense: Up to \$100 Fine, Mandatory Alcohol Counseling, Mandated Community Service, Loss of Privileges (for example, Campus Restrictions) and Referral to the Dean of Students

#### **Drinking Games and Contests**

- 1st Offense: Written Warning and up to \$100 Fine, Alcohol Education, Awareness, Mandated Community Service and Parent/Guardian Notification
- 2nd Offense: Up to \$200 Fine, Alcohol Assessment, Mandated Community Service, Loss of Privileges (for example, Campus Restrictions), Parent/Guardian Notification, and Referral to the Dean of Students.
- 3rd Offense: Up to \$300 Fine, Mandatory Alcohol Counseling, Mandated Community Service, Loss of Privileges (for example, Campus Restrictions), Parent/Guardian Notification, and Referral to the Dean of Students

#### **Unregistered Parties with Alcohol**

- 1st Offense: Written Warning and up to \$50 Fine, Mandated Community Service
- 2nd Offense: Up to \$65 Fine, Mandated Community Service and Loss of Privileges (for example, to host future parties)
- 3rd Offense: Up to \$80 Fine, Mandated Community Service, Loss of Privileges (for example, to host future parties) and Referral to the Dean of Students

#### **AOD-Other Drugs**

Use of drugs in such a way as to interfere with the maintenance of an environment of high standards of professional and personal conduct is seriously detrimental to our efforts to fulfill the

mission of the University and is an unacceptable behavior choice. As a community, our concern is primarily for the individual student and responses to drug use usually will encompass intervention, education, and supportive counseling. In some cases, removal from the University may be seen as the best course of action for the student and the community. Such an approach flows from our shared sense of responsibility for the well-being of all members of the St. Andrews community. However, all local, state and federal laws will be observed regarding the possession, use, and distribution of illegal substances.

## **Recommended Sanctions for AOD-Other Drug Policy Violations**

The following sanctions are recommended and are not automatic.

### **Possession of Drug Paraphernalia**

Students should be aware of the North Carolina State laws pertaining to drug paraphernalia, and should take special note of those items legally defined as “drug paraphernalia.” The use and/or possession of drug paraphernalia will be considered an additional policy violation when the student is found responsible for the illegal possession or use of any controlled substance. This additional violation will impact sanctions.

***Minimum Sanction: Reprimand with Probation***

### **Drug Schedule**

*Schedule I or Schedule II*—Including but not limited to heroin, mescaline, lysergic acid diethyl amide (LSD), opium, cocaine, amphetamine, methaqualone

*Schedules III through VI*—Including but not limited to marijuana, pentobarbital, codeine.

### **Illegal Possession of Drugs**

Illegal possession of any controlled substance may be actual or constructive. Actual possession is established as occurring at the time (i.e. seeing the person holding or using the drug) and constructive possession is established by an individual’s power and intent to control disposition (i.e. the drug is found in the student’s room or is in the public view of the student). The fact that a controlled substance is found in a location that is controlled by the student (for example, under the student’s bed) implies that the individual knowingly possessed the substance. Possession or use of illegal drugs is prohibited.

## **Sanctions**

- 1st Offense: Sanction Range: Reprimand with Probation to Dismissal\*
  - \*Depending upon the situation, the Dean of Students may implement an Interim Suspension and the Dean, in consultation with the student and his or her parents/guardians, may discuss the personal circumstances of the student’s substance abuse and any conditions for return to the University. At the Dean’s discretion, the suspension may be held in abeyance (lifted temporarily) for a year and the student be allowed to return to campus after a professional recommendation is made from a licensed clinician with certification or licensure in addictions at the student’s expense if a qualified practitioner is not available in Counseling Services. During the time of the suspension in abeyance, the student

may be required to consent to random drug testing and attend counseling. If the student violates any University conduct policy or tests positive, the suspension may go into full-effect from the date of the positive drug test or the policy violation. If the student returns to campus under the abeyance it will be with the sanctions of restriction and probation for a determined period of time.

2nd Offense: *Sanction Range: Substance Abuse Education and Assessment to Dismissal*

### **Sale, Manufacture, Delivery or Possession of Illegal Drugs**

Behavior that involves the illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or deliver, any controlled substance.

***Sanction: Immediate Dismissal and Referral to Local Law Enforcement.***

### **Alcohol and Other Drug Education and Treatment**

St. Andrews recognizes the health risks that are associated with the abuse of alcohol and other drugs. It will be the institution's responsibility to inform and educate the University community of these risks. However, St. Andrews does not have a substance abuse treatment facility or the counseling resources to help students with alcohol or other drug problems that require medical detoxification or long-term outpatient or inpatient treatment. In these cases, the student will be assisted with referrals to off-campus providers.

If a student seeks help with an alcohol or other drug abuse problem before he/she has been documented with an alleged violation of the AOD policy, the student will be given a referral to Counseling Services or an off-campus provider of his/her choice without risk of conduct action. However, this request for help should not become a cover for continued alcohol or drug abuse. If the Dean of Students (or designee) believes that the student is using a request for help to avoid consequences for his/her conduct, the Dean may convene a hearing for charges of violations of the relevant AOD policy.

## **OTHER CONDUCT POLICIES**

### **Complying with Requests from University Officials**

Failure to comply with the requests of University officials (for example, faculty members, administrators, Campus Safety and Security, Student Affairs or Residence Life staff, dining services staff, and others) acting in the performance of their duties is a serious violation of the Conditions for Continued Membership. Conduct, such as failure to evacuate during fire alarm, failure to comply with sanctions, failure to provide an ID, falsification of identification or uncooperative or threatening behavior, may result in conduct action.

***Sanction Range: Fine Determined on a Case by Case Basis in Addition to a Reprimand with Probation.***

### **Convicted Felons**

Any student convicted of, or pleading guilty or nolo contendere to, a felony will be suspended immediately. It should be understood that no application for readmission will be considered for one full academic semester and that readmission is never automatic. During the suspension, the student is not permitted to enter University property without prior permission of the Dean of Students or designee. Students charged with felonies may be given an Interim Suspension or Suspension in Abeyance pending the outcome of the legal proceedings.

***Sanction: Suspension***

### **Dishonesty and False Identification**

Acts of dishonesty, fraud, and providing false information are all forms of dishonesty and considered violations of the Community Honor Code. Acts of dishonesty include, but are not limited to:

- Fraud (for example, bouncing bad checks, utilizing another's bank, check or credit card)
- Furnishing false information, including a false name, to Residence Life and Campus Safety staff and to other any University officials, faculty members, or offices
- Possession or use of a false ID
- Providing a legal age wristband to a person who is underage
- Tampering with the election of any University recognized student organization
- Use of University letterhead and other materials without permission in order to give the false impression that he/she is officially representing the University

***Sanction Range: Restriction with Probation to Dismissal***

### **Disruptive Behavior/Violation of Laws**

Behavior that disrupts the regular functions of the St. Andrews community, including behavior that breaches the peace or violates the rights of others, is a violation of the Conditions for Continued Membership and most likely will result in sanctions. This may include behavior that violates federal, state or local laws, even if formal charges have not been filed. Any guest of a student, alumni, faculty member, or staff member who is engaging in disorderly or disruptive behavior may be asked to leave the campus immediately and may not be welcome to return.

***Sanction Range: Fine determined on a Case by Case Basis in Addition to a Reprimand with Probation up to Dismissal***

### **Fighting**

Fighting in the form of a physical altercation, physical assault, and organized fighting are contrary to the safety and welfare of the St. Andrews community. Boxing and sparring, pushing and shoving, hitting and choking, and other forms of physical encounters between two or more persons may result in sanctions for the individuals involved, as well as the bystanders who do not call for help from a campus or outside official (see "Bystander Policy").

***Sanction Range: Reprimand with Probation to Dismissal***

### **Fire-Setting or Tampering with Fire Safety Equipment**

The creation of a fire hazard, endangering the safety of persons or property through tampering with fire safety equipment, improper use and/or possession of inflammable or hazardous substances, fire setting, burning furniture, or arson are against University policy. Any violations may result in Suspension or Dismissal.

***Sanction Range: Reprimand with Probation to Dismissal***

### **Fireworks**

North Carolina law prohibits the use of fireworks on a university campus, public or private.

***Sanction Range: Warning to Reprimand with Probation.***

### **Harassment**

The threatening of, or any verbal abuse directed toward, a member of the University Community will be considered harassment. Harassment includes, but is not limited to, communication of a threat, defamation of character, verbal assaults, indecent language, and derogatory, sexist, or racist remarks or any behavior that puts another member of the University Community in a state of fear or anxiety. For more detailed information on Sexual Harassment refer to Appendix F.

### **Intrusive Contact (Stalking)**

Intrusive Contact is defined as repeated attempts by one person to contact or be near another person against his/her wishes. Forms of intrusive contact include, but are not limited to, telephone calls, voice mails, emails, letters, messages on social networking pages, following the person with or without his/her knowledge, observing the person from a distance, entering the person's room without his/her permission or knowledge, defacing and vandalizing the person's property, and nonconsensual touching.

***Sanction: Reprimand with Probation to Dismissal***

### **Hazing**

Hazing is against North Carolina state law, the St. Andrews Community Honor Code, and University policies. State law defines hazing as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." (NC

S.L. 2003-299/H11710). Students who assist or permit students to haze a student are also in violation of State law and University policies and may face conduct complaints.

***Sanction: Reprimand with Probation to Dismissal***

## **Misuse or Vandalism of University Property**

The unauthorized possession, use, or vandalism of University property including, but not limited to, the unauthorized use of University vehicles or of University keys is a violation of the Conditions of Continued Membership.

## **Misuse of Computer Facilities**

The misuse of computer facilities is also a misuse of University property and includes but is not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and password.
- Use of computing facilities to interfere with the work of another student, a faculty member, or University official.
- Use of computing facilities to send obscene, abusive, harassing or disruptive messages.
- Use of computing facilities to create false IDs.

***Sanction Range: Reprimand with Loss of Privilege to Suspension***

## **Sexual Misconduct Policy**

### **Introduction**

St. Andrews values the health, safety, and dignity of every individual on campus. According to the Community Honor Code, every member of the St. Andrews community is expected "to be respectful of the property and person of others." Sexual misconduct in any form is a grave violation of the Community Honor Code. Members of the St. Andrews community and their guests are entitled to move freely within the University community without threat of sexual misconduct. Because the University is committed to providing a working and learning environment that is free from all forms of sexual misconduct and sexual harassment, the University commits to providing education to the community to prevent sexual misconduct and to act swiftly to investigate and process reports of sexual misconduct.

### **Definition of Sexual Misconduct**

The term "sexual misconduct" refers to behaviors that may range from unwanted sexual advances to forced sexual intercourse. Acts of sexual misconduct violate the Community Honor Code, University policies, and in some cases are acts that could be prosecuted as a criminal act punishable by law. For the purpose of University policy, the types of Sexual Misconduct are categorized as: Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, and Sexual Harassment. The REPORTING STUDENT is the student to whom the



sexual misconduct allegedly happened and the ACCUSED STUDENT is the student who allegedly committed the sexual misconduct.

Clear communication of consent is necessary for two people to engage in consensual sexual activities. Therefore, it is extremely important for students to understand the conditions for valid consent for a sexual activity.

### **Conditions for Valid Consent**

- Consent must be expressed in words or actions that a reasonable person would consider to be a clear agreement for sexual contact.
- Consent must be freely given without coercion by physical or verbal threats, or other behaviors designed to pressure submission to the sexual activity.
- Consent can be given only if the person can think clearly and is not incapacitated due to the effects of alcohol or other drugs, sleep, mental disability, etc.
- Consent may be withdrawn at any point during the sexual activity, even if consent was given earlier or the individuals have engaged in sexual activity in the past.
- Minors under the age of 16 cannot give consent to legal adults according to North Carolina law.
- SILENCE DOES NOT INDICATE CONSENT.

**Non-Consensual Sexual Contact**—defined as any sexual touching of another with any body part or any object without valid consent. Includes, but is not limited to, sexual behavior that is known to offend the other person.

**Non-Consensual Sexual Intercourse**—defined as participating in vaginal, oral, and/or anal intercourse without valid consent.

**Sexual Exploitation**—may include, but is not limited to, setting up the conditions to perform non-consensual sexual misconduct (for example, carrying an incapacitated person to a bedroom not his/her own), taking and sharing sexually explicit photographs, audio, or videotaping without permission, inviting others to observe consensual sex without the knowledge of the partner, watching others when they assume they are in private, posting nude or sexually explicit photographs to on-line community sites without the subject's permission, cyber-sexual intrusive contact, knowingly exposing a partner to HIV infection or another sexually transmitted disease or infection without informing the partner beforehand.

### **Intoxication and the Accused Student**

Intoxication on the part of the accused student will not be considered a defense against complaints of sexual misconduct.

### **Sexual Harassment**

See Appendix F in *The Saltire*.

## **Procedures for Reporting Sexual Misconduct**

- The student should go to a safe place.
- One or more of the following should be contacted: Campus Safety (910) 280-2895, Laurinburg Police (911), the On-Call RD (910) 280-1753, Student Affairs staff (Ext. 5271), any Resident Assistant, or the local Crisis Hotline (910-276-6288).
- If the student had non-consensual vaginal, anal, and/or oral intercourse he/she will need to seek medical treatment. The student should take the following precautions prior to the medical examination:
  - Do not wash or shower, or rinse inside the mouth;;
  - Remain in the clothes worn during the alleged sexual misconduct;
  - Or bring the items to the examination in a paper bag.

These precautions can help safeguard the student's health and also provide crucial evidence if the student decides to press charges.

### **The University will provide the Reporting Student:**

- A Student Affairs staff member to offer emotional support and resources to help the student as soon as possible after the alleged sexual misconduct, whether or not the alleged victim chooses to pursue a sexual misconduct complaint or criminal charges.
- Referral to confidential counseling on or off campus.
- A Student Affairs staff or faculty member to act as an advocate to "walk through" the University investigation and hearing process if the Reporting Student decides to file a complaint of sexual misconduct against a fellow student.
- A no-contact order from the Dean of Students or designee until the hearing.
- Alternative housing arrangements on campus at either party's request or if the Dean of Students deems it necessary for the welfare of all concerned.
- A prompt investigation and hearing of the sexual misconduct complaints to be coordinated by the Office of Student Affairs within a reasonable time frame given the extent of investigation needed and timing of the report during the semester.
- Review of the Incident Reports and statements given by the Accused Student and witnesses prior to the hearing. These documents must be reviewed in the presence of a Student Affairs staff member.
- Confidentiality except where it is necessary to share limited information during the course of the investigation and hearing. When the hearing is convened, it will be closed to the public and only those necessary to the hearing will be present.

### **The University will provide the Accused Student:**

- A Student Affairs staff or faculty member to act as an advocate and help the Accused Student to "walk through" the conduct investigation and hearing process as he or she prepares to address the accusations of sexual misconduct.
- Referral to confidential counseling on or off campus.
- A no-contact order from the Dean of Students or designee until the hearing.
- Alternative housing arrangements on campus at either party's request and if the Dean of Students deems it necessary for the welfare of all concerned.

- A prompt investigation and hearing of the sexual misconduct complaints to be coordinated by the Office of Student Affairs within a reasonable time frame given the extent of investigation needed and timing of the report during the semester.
- Review of the accusations, including Incident Reports and statements made by the Reporting Student and witnesses. These documents must be reviewed in the presence of a Student Affairs staff member.
- Confidentiality except where it is necessary to share limited information during the course of the investigation and hearing. When the hearing is convened, it will be closed to the public and only those necessary to the hearing will be present.

### **False Reports**

Students who are found responsible for knowingly providing false information in order to accuse another student of sexual misconduct will face conduct action.

### **Hearing Procedures**

The Dean of Students or designee and the Director of Residence Life will hear complaints of sexual misconduct.

### **Sanctions**

Because of the sensitivity and unique circumstances that usually surround sexual misconduct incidents, sanctions will vary on a case by case basis.

***Sanction Range: Written Warning to Dismissal from the University, depending upon the severity of the sexual misconduct.***

### **Stealing**

Stealing is a serious breach of the community standards because it destroys trust. Possession of stolen goods or the unauthorized use of University keys, Campus vehicles and equipment, and use of other individual's motor vehicles, credit cards, calling cards, University letterhead, or identification can be considered stealing.

***Sanction Range: Restitution to Dismissal***

### **Unauthorized Removal or Destruction of Materials from Campus Resources**

Removing materials from any University Resource without checking them out and/or mutilation of any materials (such as cutting out articles from newspapers, software on computers, etc.) is considered a Community Code Violation. Each violation may be reported to the Community Honor Committee for action.

***Sanction Range: Warning to Restitution***

## **Unauthorized Use, Vandalism, or Destruction of University**

### **Property**

Using University property without permission from a University official, vandalizing or defacing of University property, and destroying or damaging University property is a violation of the Community Honor Code and is strictly prohibited.

***Sanction Range: Warning to Restitution***

### **Weapons**

According to North Carolina law “it is a Class I Felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extra-curricular activity sponsored by a school.” In addition, “It is a Class 1 Misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, Bowie Knife, dirk, dagger, slingshot, loaded cane, switchblade knife(sic), blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), fireworks, or any sharp pointed or edged instrument (except instructional supplies, unaltered nail files and clips, and tools used solely for the preparation of food, instruction, and maintenance) on educational property.” (NCGS 14-269.2)

Possession of a firearm or weapon on campus, either in the residence hall or in the vicinity thereof, is a very serious violation of University policy, and may severely jeopardize a student’s ability to continue at St. Andrews and in some cases would be referred to local law enforcement. For questions regarding the weapons policy, contact Campus Safety, 280-2895.

***Sanction Range: Confiscation of Weapon to Dismissal***

## **Student Government**

The Student Government Association (SGA) is the official representation of the student body. One of the main purposes of the SGA is to foster communication between the administration and the student body. SGA functions as an administrative body and as a service to all community members. The SGA is able to represent student opinion on university committees, and the president and vice-president are able to attend faculty meetings. Students are encouraged to take advantage of what the SGA offers. Students are represented by Senators who are elected to ensure that their constituents' concerns regarding university affairs are dealt with as effectively as possible.

In addition, all SGA officers welcome input from students who wish to share their views. SGA is the administration's primary source of student opinion. The administration and faculty value student opinion and involvement, and urge students to take advantage of their power, constructively, by becoming active members of the SGA.

### **Constitution of the Student Government Association**

Effective January 1, 2009; Revised April, 2017; Effective July, 2017

#### **Preamble**

We the students of St. Andrews University, in order to form a legitimate system of self-governance, provide a forum for community concerns, and encourage academic growth complemented by varied student activities, do ordain and establish this Constitution.

#### **Article I. Name**

This organization is to be known as the St. Andrews Student Government Association, hereinafter referred to as the SGA.

#### **Article II. Membership**

Every student at St. Andrews is a member of the SGA.

#### **Article III. Officers of the SGA**

##### **Section 1**

The following officers of the SGA shall be elected by the members of the SGA: the President, the Vice President, the Treasurer, and the Secretary of SGA. Also, all non-freshman members of the Senate shall be elected by the members of the SGA. Residence Hall Presidents shall be elected by the Residence Hall Counsel of each Residence Hall. The President of Knights Activities Planning shall be elected by the organization itself. The Senate may designate other officers of the SGA as elected officers.

##### **Section 2**

All elected members of the SGA as well as all other students with leadership positions in the SGA must be full time students, have, at the time they assume office, two consecutive semesters

as a student at St. Andrews, have a 2.5 cumulative grade point average (CGPA), not be on social or academic probation, and must maintain such GPA throughout their term. The Faculty Executive Committee may grant exemptions to these eligibility requirements.

### **Section 3**

The terms of office of the officers of the SGA shall be one year in length and shall commence and end on the third Tuesday in April of each year.

### **Section 4—Board of Elections**

- A. Authority for administering all voting procedures in the SGA shall be vested in a Board of Elections.
- B. The Board of Elections shall consist of 4 members of the Senate, one of whom shall be designated the chair. Board of Election members shall be nominated by the President of the SGA and approved by the Student Senate. The Dean of Students (or designee) shall serve as the Board of Elections Advisor.

### **Section 5—Impeachment**

Any elected or appointed officer of the SGA may be removed from office for neglect of duty, misconduct or malfeasance of office, and/or any constitutional violations by a two-thirds majority vote of the Senate.

## **Article IV. The Student Senate**

### **Section 1—The Student Senate**

The legislative power of the SGA shall be vested in the Student Senate.

### **Section 2—Membership**

The Student Senate shall consist of the President, Vice-President, Treasurer, Secretary, President of Knights Activities Planning, two students from each class (freshmen, sophomores, juniors, seniors), and the Presidents of each Residence Hall Council. Freshmen who want to become Senators must be nominated by a faculty member, or nominate themselves, within the first 30 days of the Academic year. Freshman Senators shall be elected through a majority of the standing Senate, with the President of the SGA acting as a tiebreaker. The Dean of Students (or designee) shall serve as Advisor for the Senate.

### **Section 3—Officers**

The officers of the Student Senate shall be the President, Vice President, Treasurer, Secretary, and President of Knights Activities Planning.

- A. The President of the SGA shall call for and preside over meetings of the Senate, oversee the administrative operations of the Senate, form agendas for all Senate meetings, appoint all committees and their chairs, and act as an ex-officio member on all Senate Committees. The President shall only vote in the event of a tie.
- B. The Vice-President shall serve in the absence of the President and shall assume the office of President of the SGA should the office be vacated.

- C. The Secretary shall keep official minutes of the meetings, distribute them to the student body and the faculty, attend to all official correspondence of the Senate, and maintain its files and archives.
- D. The Treasurer shall maintain the budget of the SGA and make budget reports at each meeting of the Senate.
- E. The President of Knights Activities Planning shall serve as the liaison between Knights Activities Planning, SAU clubs and organizations, and the Senate.

#### **Section 4—Powers and Responsibilities**

The Student Senate shall have authority and responsibility as follows:

- A. The Senate shall consider all questions of student welfare and general student interest, taking action as appropriate.
- B. The Senate shall establish rules governing student life consistent with University policies and the provisions of this Constitution.
- C. The Senate shall allocate SGA funds to chartered student organizations and review monthly audits of SGA accounts by the Treasurer.
- D. The Senate shall establish those committees necessary for the operation of the business of the Senate. The Senate shall approve appointments to committees made by the President of the Senate by simple majority vote.
- E. The Senate may require reports from any officer of the SGA and any chartered or subsidiary organization.
- F. The Senate shall try any officer of the SGA charged with and found responsible of malfeasance or nonfeasance in office, with the concurrence of two-thirds of the Senators present and voting.
- G. The Senate shall normally meet monthly, with times and locations to be determined by the Senate. All Senate meetings shall be open to all members of the University Community unless the meeting is closed by a two-thirds vote of the Senate. The President may call special meetings of the Senate when deemed necessary.
- H. A quorum shall consist of ten Senators. Official business of the Senate should not be conducted without a quorum.
- I. Nothing in this Constitution or its Bylaws shall be construed to deny the right of any student to initiate legislation by petition. The Senate may prescribe the procedure for the initiation of legislation.
- J. The Senate shall not enact any legislation abridging the authority of the Trustees, Administration, or Faculty of the University.
- K. The Senate shall approve students appointed by the President to various faculty and executive committees by a simple majority vote.
- L. The Senate shall approve all allocations of the SGA budget by a majority vote.

### **Article V. President and Cabinet**

#### **Section 1—The President**

The executive power shall be vested in the President of the SGA, who shall be elected according to procedures outlined in this Constitution. A student must be a rising academic junior or senior to occupy the office. If a vacancy occurs within the office of the President by graduation, resignation, or removal, the Vice-President shall succeed to the office of President.

## **Section 2—Powers and Responsibilities of the President**

- A. The President shall preside over the Cabinet and shall be responsible for the overall direction and organization of the SGA.
- B. The President from time to time shall give to the Student Senate information pertaining to the state of the SGA, and shall recommend for its consideration such measures judged necessary and expedient.
- C. The President, as the official representative of the SGA, shall respond to actions taken or proposals made in areas of general student concern.
- D. The President shall uphold all provisions of this Constitution, the Bylaws and the Laws of the SGA, and shall oversee their faithful execution.
- E. The President may call special meetings of the Student Senate.
- F. The President shall, with the concurrence of the Cabinet, recommend to the Faculty Executive Committee student members for appointment to faculty committees.

## **Section 3—Cabinet: Membership, Duties, Powers, Terms of Office, Eligibility**

- A. The Cabinet shall be composed of the President, Vice-President, Treasurer, Secretary, and the President of the Knights Activity Planning. The Dean of Students (or designee) shall serve as Advisor to the Cabinet. The Cabinet shall develop and approve the agenda for Senate Meetings.
- B. The Cabinet shall aid in the coordination of student programs.
- C. The Cabinet has the ability to monitor all operating codes, financial activities, Bylaws, and memberships of all student organizations.
- D. The Cabinet shall advise the President regarding student appointments to various faculty and executive committees.

## **Section 4—Cabinet Officers: Duties and Responsibilities**

- A. Treasurer—The Treasurer has jurisdiction over all financial affairs of the SGA. The Treasurer shall advise the Cabinet on the financial status of the SGA and all chartered organizations. The Treasurer shall submit a budget for Senate consideration two weeks after the beginning of the fall term. The Treasurer shall conduct a regular audit of student organization budgets and may freeze unencumbered SGA funds with Cabinet approval.
- B. The Vice-President shall serve as the President's assistant and, when the President is not available, serve as moderator of the Cabinet and the Senate in the President's place. If, for whatever reason, the President is unable to fulfil the office on a permanent basis, the Vice-President will become President.
- C. The President of Knights Activity Planning will serve as the liaison between Knights Activities Planning Board, the Cabinet, and the Senate, in order to maintain good lines of communication and coordination of campus-wide activities.
- D. Secretary—The Secretary is responsible for keeping and distributing the minutes of Cabinet meetings and Senate meetings. The Secretary shall act as an ambassador between the student body, the Cabinet, and the Senate, communicating the activities of the SGA Cabinet and Senate to the broader St. Andrews community through various media.



## **Section 5—The Saltire Review Committee**

- A. The Cabinet shall serve as The Saltire Review Committee.
- B. The Saltire Review Committee shall review The Saltire and receive any recommendations relative to any of its provisions.
- C. *The Saltire* Review Committee may, with the approval of the Senate, make recommendations to the faculty Student Affairs Committee for changes in *The Saltire*. Discussion and formulation of recommendations should consider the following principles:
  - Patience and concern for others.
  - Respect for students.
  - Respect for faculty, staff, students, and others who work on our campus.
  - Respect the person or group charged with decision-making responsibility.
  - Respect for University property.
  - Respect for individual freedom and responsibility.
  - Fairness of regulations and enforcement.
  - Recognition of the University's responsibility to maintain the buildings and campus for present and future students.
  - Treating all participants in the deliberation process with understanding and respect.
  - Consultation with representatives of those who will be affected.
  - Moral and legal reasons to comply with the fire code.
  - Safety of all parties.
  - Regulations, when not enforced, invite frustration, confusion, and mistrust.
  - Consideration of how actions reflect upon the University, or upon others in the university community.
  - Consideration of the points where individual freedom encroaches upon the freedom of others or upon the quality of our community.
  - Consideration of costs involved and who bears them.
  - Pride in high standards of quality.
  - Holding authority, responsibility, and accountability together.
  - Balancing rights and responsibilities.

## **Article VI. Residence Hall Organization**

### **Section 1—Residence Hall Councils**

- A. Each suite, in each residence hall, shall elect a suite leader to represent their suite on the Residence Hall Council for their Residence Hall.
- B. The Residence Hall Council shall meet regularly and have responsibility for discussing and resolving maintenance and behavior issues within the residence hall, as well as planning and implementing social and community service activities for the Residence Hall.
- C. At the beginning of the academic year, the Dorm Council will develop and distribute a Residence Hall Code of Conduct that will be voted on and signed by all the members of the Residence Hall.

## **Section 2--Residence Hall Officers**

- A. Each residence hall council shall elect from within its membership a President, Treasurer, Community Service Chairperson, Code of Conduct Chairperson, Social Chairperson, and Secretary.
- B. The President of the Residence Hall Council shall serve on the SGA Senate as representative of the Residence Hall.
- C. The RD for the hall will serve in an advisory capacity to the Council, but shall not have voting privileges. Any member of the Council may call Residence Hall Council meetings.
- D. The Residence Hall Council shall have the power to make policies pertaining to the residence hall that are not in conflict with university policies.

## **Article VII. Knights Activities Planning Committee**

### **Section 1—Membership**

The Knights Activities Planning Committee (KAP) consists of the President of KAP, a Vice-President, the Director of Student Activities, who acts as the advisor to KAP, and any other students interested in planning and being involved with campus activities.

### **Section 2—President**

The President of KAP shall be responsible for the overall organization of campus-wide social activities and shall preside over all meetings of KAP. The President shall also advise the GANZA committee and attend those meetings.

### **Section 3—Duties**

KAP shall coordinate all campus-wide social activities in cooperation with the Office of Student Affairs and assist residence halls and other student organizations with programming. Members of KAP are also strongly encouraged to take part in the GANZA planning committee.

## **Article X. Amendments**

### **Section 1**

The Senate may propose an amendment to the SGA Constitution by a two-thirds vote of its membership. The proposed amendment shall be posted in the Belk Center for two weeks, at the end of which time it is presented to all SGA members for a vote. A two-thirds vote of the SGA members voting is necessary for adoption. If adopted, it is subject to the approval of the Faculty and becomes effective with the signature of the President of the University and the approval of the Board of Trustees.

### **Section 2**

The members of the SGA may initiate an amendment by presenting a petition to the President of the SGA signed by at least one-third of the members of the SGA as verified by the Registrar of the University. The President of the SGA shall post the proposed amendment in the Belk Center for two weeks, at the end of which time it shall be presented to the SGA for a vote. A two-thirds vote of the SGA members voting is necessary for adoption. If adopted, it is subject to approval of the Faculty and becomes effective with the signature of the President of the University.

## **Article XI. Ratification**

### **Section 1**

This Constitution shall become effective upon ratification by a majority of the students voting, the Student Affairs Committee of the Faculty, and with the signature of the President of the University.

### **Section 2**

After ratification, this Constitution will go into effect on July 1<sup>st</sup>, 2017.

## **Election Board Bylaws and Procedures**

- A. The Board of Elections shall announce elections for the offices through public notices.
- B. Nomination forms will be made available in the place or places designated by the Board of Elections. Nominations can be made by one's self or by a group of three people. The nomination forms, which shall be available for two weeks, shall require the name, address, box number, and office sought by each candidate. The following eligibility requirement shall be listed on each nomination form:
  - "To be eligible to run for an office, a candidate must be a full-time student and must have and maintain a 2.5 GPA and not be on social or academic probation."
  - In the case where permission for an exception must be granted by the Faculty Executive Committee, the candidate is responsible for obtaining the exception through the Office of the Dean of the University and shall attach to the filing form a statement signed by the Dean of the University or an appointed representative stating that such an exception has been granted to the candidate.
- C. The Chairperson of the Board of Elections or his/her representative shall collect daily any nomination forms that have been filed and take them to the Office of the Registrar who will determine which candidates meet the eligibility requirements. As soon as the Registrar's Office has made this verification, the Chairperson or her/his representative can pick up the forms and post in the place or places designated by the Board of Elections.
- D. Elections shall be held two weeks following the close of nominations. In the event that this day conflicts with a University recess, the election shall be held within the next three class days. Voting shall be conducted by secret ballot, with candidates listed in alphabetical order under the office they seek. The Board of Elections shall conduct the election from 8 a.m. to 8 p.m. in the place or places designated by the Board of Elections. In the event it is necessary, the Chairperson of the Elections Board shall appoint, with the President of the SGA's approval, non-candidates to help cover the polls. These people will not count votes and will not act in any other manner as a member of the Board of Elections.
- E. People presenting evidence that they will be absent from campus or unable to vote shall be granted an absentee ballot by the Board of Elections. Absentee requests will be accepted from the close of nominations to 5 p.m. on the day before the election. All absentee ballots shall be taken to the Faculty advisor of the Board of Elections or another designated Faculty member, who shall keep the absentee ballots until the close of polls.

on Election Day, at which time they will be delivered to the place where all ballots are counted.

- F. Upon closing of the polls, all remaining ballots shall be destroyed and the ballot boxes transported to a previously designated site, where the Board of Elections shall proceed to count the ballots. Only members of the Board shall actually count the ballots.
- G. Results of the voting shall be posted as soon as they are completed for all offices in the place or places designated by the Board of Elections. All ballots shall be collected by the advisor to the Board of Elections and held for one month or until all challenges to election results have been completed, after which they shall be destroyed.
- H. Appeals of Elections Board results must be made by 6 p.m., two business days after the closing of the polls. The appeal shall be made to the, which shall hear and decide the case within one week of the filing of an appeal. The right to request a recount is automatic for all candidates and must be honored.
- I. Winners of all elections shall be those candidates who receive the most votes in each race. In elections for seats on boards or committees, winner shall be determined by taking the candidates in descending order of votes until all seats have been filled. In the event that there is a tie between candidates in a race, there shall be one run-off election to be held five business days after the general election. The ballot shall list only the names of those candidates who tied for the high vote. The winner shall be the person who receives the highest number of votes. If the run-off election results in another tie, the incumbent Cabinet shall vote to determine the winner.

## **APPENDICES**

## Appendix A

### **Notification of Rights under FERPA for Postsecondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution and who *is not* claimed as a dependent for federal tax purposes.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the St. Andrews receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
- If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by St. Andrews in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of St. Andrews who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for St. Andrews.
- Upon a written and signed request from the student, the school also discloses education records to officials of another school in which a student seeks or intends to enroll.

- St. Andrews is permitted to release education records to the parents of students who are considered dependents for the purpose of federal taxes
- The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Andrews to comply with the requirements of FERPA by contacting:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within St. Andrews whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))



## **Appendix B**

### ***Statement of Student Rights and Privileges***

Webber International University  
Florida and North Carolina Campuses

#### **Digest of Student Rights and Responsibilities**

Student rights and responsibilities evolve from the University's mission and from expectations of how educated persons will conduct themselves. Students have the same rights and protections under the Constitution of the United States and the States of Florida and North Carolina as other citizens. These rights include freedom of speech, freedom of press, freedom of political belief and affiliation, freedom from discrimination, freedom of peaceful assembly, and freedom of petition for redress of grievances.

While the respective university Catalogs, Student Handbooks, and official documents including course syllabi contain specific rights and obligations, and while no document or set of documents can address every possible circumstance, this Digest is intended to serve as a guide to student rights and responsibilities. These rights, and responsibilities, include, but are not limited to, the following:

#### **Students Have a Right To**

- Be provided with the opportunity to obtain a relevant, quality education, consistent with the mission of the University.
- Receive accurate information about the University, its programs, its costs, and its expectations.
- Be informed of, and receive just and unbiased treatment under, the rules and regulations of the University its classes, its residential life, and its extracurricular activities.
- Be informed of, and be graded by, specific requirements for each program and each course.
- Be treated in a respectful manner by all other members of the University community.
- The right of due process. Be informed of decisions impacting their status, advancement, or exercise of University benefits, and appeal, through a defined process and framework, those decisions, in accordance with the rules of procedure prescribed in the Student Code of Conduct.
- Exercise their rights and privileges without regard to age, race, gender, national origin, sexual preference, disability, religion, political views, or veteran status.
- The right to privacy, including the privacy of personal information, according to FERPA laws.
- The right to access resources provided by the university for learning, living and recreation
- The right to engage in free exchange of ideas and beliefs

### **Students Have a Responsibility To**

- The responsibility to observe all duly established University, local, State and Federal regulations.
- Take an active role in his or her education, recognizing that while Webber International University has an obligation to provide an opportunity, the Student has an obligation to avail himself or herself to that opportunity.
- Read, understand, and abide by the rules, regulations, policies and procedures governing the University, its classes, its residential life, and its extracurricular activities.
- Treat all other members of the University community in a respectful manner.
- Conduct him or herself in a manner which does not infringe upon the rights of other members of the University community.
- Students have a responsibility as members of both Webber International University and the surrounding community to demonstrate respect and concern for their neighbors. Therefore, WIU students, both resident and non-resident, have an obligation to demonstrate responsible citizenship in their local neighborhood and communities.
- Students have a responsibility to not harass others sexually, verbally or psychologically for their beliefs or because of their gender, age, religion, creed, disability, marital status, veteran status, national origin, race or sexual orientation.
- Students have the responsibility to respect the ideas and beliefs of others
- Follow the Code of Conduct
- Use the resources provided by the University for learning, living and recreation with respect and in accordance w/ university policy.
- The responsibility of assuming the consequence of one's actions.

### **Joint Statement on Rights and Freedoms of Students**

The Joint Statement on Rights and Freedoms of Students was developed in 1967 by a committee of representatives from five higher education organizations that met to address the rights and freedoms of university and university students. In the 1990s, revisions were made to remove gender-specific references and to add interpretative notes to the text that mirrored changes in law and higher education since the creation of the document in 1967. The Joint Statement on Rights and Freedoms of Students provides colleges and universities with guiding principles in the following areas:

- Freedom of Access to Higher Education
- In the Classroom
- Student Records
- Student Affairs
- Off-Campus Freedom of Students
- Procedural Standards in Disciplinary Proceedings

The complete Joint Statement on Rights and Freedoms of Students can be found on the American Association of University Professors website at <http://www.aaup.org/AAUP/pubsres/policydocs/contents/stud-rights.htm>

*Note: St. Andrews respects and values the sentiments, ideals and recommendations expressed in the Joint Statement on Rights and Freedoms of Students. And the University acknowledges that it draws inspiration and guidance from them as it considers and adopts its own policies and practices. In any instance in which there is, or may appear to be, an inconsistency between the Joint Statement on Rights and Freedoms of Students and University policy or practice, it is in every instance the policy and practice of the University that take precedence.*

## **Appendix C**

### ***Student Athlete Rights***

Approved by the Faculty Executive Committee in the name of the Faculty, July 10, 2002.

All students at St. Andrews have the right to live, study and participate in extracurricular activities in a safe environment in accord with the purposes of the University without fear, without humiliation and without destruction or diminution of self-esteem, integrity and personal character. In accord with the NAIA and in addition to the student rights and responsibilities delineated above, the rights and responsibilities of student athletes are amplified in the following ways:

- In accord with NAIA rules, the Student Athlete has the right to live in a residence hall of his/her choice, with the roommate of his/her choice.
- The Student Athlete has the right to take courses, including possible international travel, that best suit his/her course of study.
- In accord with University policy, the Student Athlete can expect that absences from classes that result from participation in official University events will be considered “excused.”
- The Student Athlete has the right to expect quality medical attention, coaching and mentoring.
- The Student Athlete has the right to expect equipment, facilities and officiating that provide for safe and adequate practice and competition conditions.
- In accord with NAIA rules, the Student Athlete has the right to expect that participation on an athletic team will not make demands on his/her time beyond what can be justified as reasonable requirements for the team’s success.
- The Student Athlete has the right to be heard for concerns about his/her respective programs either directly with Athletic Administration or through the Student Athlete Advisory Committee.
- The Student Athlete has the responsibility to maintain and develop his/her athletic ability to its maximum level through conscientious practice, preparation and training.
- The Student Athlete has the responsibility to maintain good citizenship and academic standing with the University and the team.
- The Student Athlete has the responsibility to follow team rules and regulations, and make a commitment of time, talent and dedication to team goals.

## **Appendix D**

### ***Grievance Procedure for Students with Disabilities***

Revised July 2008

Students with disabilities are responsible for registering with the Office of Disability Services in Pate Hall. The Office of Disability Services works with faculty, staff and students who have disabilities to provide reasonable and appropriate accommodations.

#### **Grievance Procedure—Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act of 1990 (ADA) was enacted to protect individuals with disabilities against discrimination in employment, housing, public accommodations, education, transportation, communication, health services, and access to public services.

The purpose of the act is to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities, to bring persons with disabilities into the economic and social mainstream, and to provide enforceable standards addressing discrimination against individuals with disabilities.

Differences may arise between St. Andrews and individuals with disabilities as a result of misunderstandings. The Director of Disability Services and the Vice President for Administration will attempt to resolve such disputes effectively through informal negotiation or mediation procedures.

The Vice President for Administration is responsible for coordinating St. Andrews' efforts to comply with ADA and Section 504 of the Rehabilitation Act of 1973.

#### **Procedure for Filing a Discrimination Complaint Based on Disability**

ADA requires St. Andrews, as well as all other universities that receive federal aid, to publish grievance procedures. An individual who believes she or he has been discriminated against on the basis of disability can file a complaint with the Director of Disability Services and/or The Office of the Vice President for Administration at St. Andrews.

To file a complaint alleging discrimination, notify both the Director of Disability Services and the Vice President for Administration in writing, and provide the following information:

- the issue involved in the alleged discriminatory act;
- the complaining party's alleged disability;
- the date of the alleged discriminatory act(s);
- details of what allegedly occurred; and
- identification of witnesses who have knowledge of the alleged discrimination.

After receiving a complaint, the Vice President for Administration will convene a committee that includes three members of the Disability Committee and up to three other people who may have connections to and/or information in regards to the complaint.

If the committee determines that law and/or St. Andrews' policy was violated, a remedy to the problem will be offered. If it is determined that there was no violation, the complainant will be informed, and other options for possible resolution of the complaint will be explained.

Further information about the rights of students with disabilities may be obtained through:

Office of Civil Rights  
U.S. Department of Education  
1100 Pennsylvania Avenue, N.W. Room 316  
P.O. Box 14620  
Washington, DC 20044-4020  
(202) 208-2545 E-mail: OCR\_DC@ed.gov

## **Appendix E**

### ***Vehicle Regulations for Motor Vehicles and Bicycles***

The following regulations set forth are designed to control the flow of traffic, protect pedestrians, permit access of emergency vehicles and provide parking spaces fairly and as conveniently as possible for students, faculty, staff, and campus visitors.

The rules, regulations and procedures set forth applies to all property owned or leased by St. Andrews. All SA employees, students, and visitors to the campus are subject to the provisions set forth. Administrative or legal action, as appropriate, will be taken in cases of violations occurring on owned or leased SA property. Refer all questions or concerns about University vehicle/traffic/parking policies to the Director of Campus Safety and Security at (910) 280-2895.

#### **Motor Vehicles**

*Note: Wheelchairs and golf carts operated by authorized personnel are not subject to the following regulations.*

#### **Regular Registration**

All vehicles on campus must be registered with a parking decal through the Department of Campus Safety and Security. The parking fee for students is included in the comprehensive fee. Vehicles must appropriately bear the proper decal. Students may register only vehicles that are registered in their names or their parents' names. Proof of ownership must be shown. Vehicles must be registered within one week after the official class registration date. Any motor vehicle on campus after this time not displaying a registration decal will be subject to a fine or towing. If a decal is lost or if a student wishes to register another vehicle, a second decal may be obtained for a fee. Registration decals are NOT transferable from one vehicle to another or from one student to another.

#### **Display of Decal**

The decal must be displayed in the rear window, on the driver's side. Only decals displayed in this location will be considered valid. A vehicle is not considered registered until a decal is appropriately displayed.

#### **Temporary Registration**

If a student has reason to have a vehicle on campus on a temporary basis, a temporary permit (limited to 14 days) may be obtained from the Department of Campus Safety and Security. Additionally, temporary registration is required for guests' vehicles. See vehicle regulations for further information.

#### **Parking Registrations and Permits**

This section describes the requirements and procedures for obtaining a parking permit for the SA campus. Students who desire to operate a self-propelled two- or four-wheel vehicle on campus, excluding mopeds (they are not permitted on campus), are required to register their vehicle.

Parking decals must be purchased from The Department of Campus Safety and Security located in Burris Hall. A vehicle is not considered registered until a decal is displayed in accordance with the display guide located in the Campus Safety and Security Office. Prior to filing out a Vehicle Registration Form with the Department of Campus Safety and Security the following items must be presented:

- A valid state vehicle registration certificate in the name of the student or their parent's name.
- A valid state Driver's/Operator's License.
- Proof of current vehicle insurance
- A validated SA ID card or proof of University registration must be presented at the time of registration.

*Note: SA does not issue permanent handicapped decals or permits; however, we do recognize all state handicapped plates or placards. The St. Andrews Office of Campus Safety and Security does issue temporary handicapped permits, to be used on this campus only, to any student, staff or faculty who has a temporary infirmity that warrants the use of handicapped parking privileges for a limited time. To utilize handicapped spaces, you must meet state requirements. Vehicles parked illegally in handicapped spaces will be subject to one or more of the following:*

- *Issued a N.C. Uniform Citation*
- *Issued a Campus Parking Citation (\$100.00 fine)*
- *Vehicle immobilized (booted), or*
- *Vehicle towed*

### **Citations**

The St. Andrews Department of Campus Safety and Security offers every student an opportunity to become familiar with all regulations before issuing any citation. There are times when verbal and written warnings are issued prior to citations. There are various types of citations you may receive on campus. They are as follows:

#### **St. Andrews Citations**

Campus Safety and Security Officers may issue St. Andrews Citations for any violation of Campus Safety and Security and infractions committed on campus. These citations are issued for all offenses that occur on campus dealing with Traffic/Parking regulations. This is a civil penalty only, issued by the Department of Campus Safety and Security and is not reported to any agency other than the University.

#### **Traffic Rules and Regulations**

The Traffic Rules and Regulations are in effect at all times including Saturdays, Sundays, and Holidays unless otherwise specified. They are applicable to all persons operating vehicles on St. Andrews property:

- The student in whose name a vehicle is registered is responsible for any citation given while the vehicle is parked. In the event of a moving violation, the person operating the vehicle is responsible. If the operator of that vehicle is not a St. Andrews student, the student in whose name the vehicle is registered is responsible for any SA citations received.



- The speed limit on Magnolia and St. Andrews College Drive is 25 mph. The speed limit on Dogwood Mile is 35 mph. The speed limit on all secondary roads and parking lots on St. Andrews Campus is 10 mph in order to accommodate pedestrians, wheelchairs, and waterfowl, which will be given the right-of-way at all times.
- All vehicles must be parked so that the parking decal is clearly visible from the street or parking lot.
- Backing into a space is strictly prohibited and a citation will be issued for this violation.
- Motorcycles may only be parked under the west overhang of Concord Hall or the north overhang of Winston-Salem Hall. When parking motorcycles at these locations, the motorcycles must be pushed, not ridden, to and from the residence halls.

### **Driving up to Halls**

When students move in at the beginning of the semester, they are allowed to drive their vehicles up to the building to unload. This privilege extends from the day they move in to one week after the day of Registration. At the end of the semester, students are allowed to drive up to the halls to move out. This privilege will extend only during exam week. At these times students are expected to move their vehicles to a parking lot after they have finished unloading/loading. **At no time are vehicles allowed to park overnight or for extended periods of time (2 hours or more) outside a residence hall.** Driving vehicles to residence halls at other times is prohibited, as is driving or parking on grass or Ramps (\$100.00). The only exception is when the student contacts Campus Safety beforehand and receives permission to load and unload heavy items at the hall.

### **Traffic Vehicle Violations**

Violations of the following parking and moving vehicle regulations will result in a fine and/or suspension of campus vehicle privileges:

- Unauthorized parking in a reserved/designated space (\$25.00).
- Parking at any yellow curb (Fire Lane) (\$25.00).
- Blocking wheelchair ramps (\$100.00).
- Exceeding a safe speed, careless and reckless driving on campus (\$100.00).
- Operating a vehicle on the Causewalk (The Causewalk is for wheelchairs, pedestrians, and golf carts operated by authorized personnel.) (\$100.00).
- The service road leading from Dogwood Mile to the cafeteria is for deliveries and employee parking only unless otherwise specified (\$50.00) or towing.
- The Belk Center Traffic Circle is closed for parking to all vehicles except:
  - EMS vehicles
  - St. Andrews maintenance vehicles
  - Handicap parking spaces located adjacent to Albemarle Residence Hall are for visitors/guests with disabilities only. Vehicles can be parked there during the hours 8:00AM until 6:00PM.
  - Vehicles using the two designated ten minute parking spaces.
  - Other times as designated and deemed appropriate by the University through e-mail and posted signs, such as move-in and move-out days.
  - No student vehicles are allowed in this area except as designated above. The Belk Center Traffic Circle is a tow-away zone unless otherwise specified.

*Note: Parking is not allowed on or adjacent to the driveway to the Liberal Arts Building overhang. This area is used for handicap vehicle drop off and pick up, or emergency services.*

*Note: With the exception of driving to a residence hall/parking on grass/Handicap violations (\$100.00 fine), after the third violation the campus vehicle privileges are subject to being withdrawn or the vehicle being booted.*

### **Guest Parking Permits**

Any student with a guest on campus who has a car must obtain a guest's parking permit from the Office of Campus Safety and Security in Burris Hall. Visitor permits are good only for the date(s) stamped on them. Temporary permits for groups on campus will be coordinated with the Director of Administrative Services and the Director of Campus Safety and Security.

### **Overnight Parking**

Overnight parking is permitted only in campus parking lots. For reasons of safety, it is highly recommended that students park their vehicles overnight in the residential parking lots rather than leave their vehicles in the academic parking lots where there is less traffic and supervision by Campus Safety. No overnight parking is permitted in streets. This includes the street adjacent to the PE Center.

### **Immobilization (Booting)**

Vehicle immobilization (booting) is a procedure used to prevent a vehicle from being moved from a parked (fixed) location.

A list of vehicle tags and/or decals with outstanding Parking Citations is generated on an ongoing basis. A vehicle identified with four (4) unpaid citations or the dollar amount of \$100.00 in unpaid citations will be immobilized. An immobilized vehicle will not have the device removed until all outstanding fines and assessments have been paid.

Vehicles immobilized Monday through Friday with fines/assessments not being cleared prior to 5:00 p.m. will not be released until the next business day, following payment at the Business Office. Vehicles immobilized retrieved after 5:00 p.m. on Fridays, or on Saturdays and Sundays will not be released until payment is made in accordance with departmental procedures established by the Director of Campus Safety and Security. The Department of Campus Safety and Security will only accept personal checks during the weekend or during holidays. Persons found or identified without authorization removing, attempting to remove, tampering or causing damage in any manner to the immobilization device will be charged criminally for such act(s) and assessed for damages to said device.

### **Towing and Impounding**

The University reserves the right to remove any vehicles parked in reserved spaces, roadways, fire lanes, handicapped spaces, grass plots, blocking trash dumpsters, abandoned/non-operational vehicles, and other violations as designed in the parking regulations. Vehicles are subject to be ticketed and towed without warning at the owner's expense. All towing, impound fees, fines and the SA citations must be paid before the vehicle will be released. St. Andrews is not responsible

for any damages to, the loss of, or theft from any towed vehicles. The process for retrieving a vehicle after it has been towed and impounded is as follows:

- Call the Department of Campus Safety and Security at Ext. (910) 280-2895 to verify that your vehicle was actually towed and not stolen or borrowed by a friend.
- Find out why it was towed. All outstanding fees must be paid before vehicle can be released.
- A receipt will be given, along with a vehicle release form to the owner or operator to take to the towing establishment to recover the vehicle. Transportation to that establishment may be provided depending on the availability of officers and vehicles.

### **Traffic Fine Processing**

St. Andrews traffic fines are printed on the citations and should be paid in the Business Office in the LA Building. A copy of the ticket must be presented in order to process the fine. Students who have been given fines may request to provide hours of community service rather than pay for the fines. The Senior Associate Dean of Students grants these requests and designates the work projects. One hour of community service equals \$10 of the fine.

### **Traffic Fine Appeals for Students**

St. Andrews Community members have the right to appeal St. Andrews parking citations. They may exercise this right through written appeals to the Director of Campus Safety and Security (or designee) within five business days from receipt of the ticket.

The following reasons will not be accepted as grounds for appeals:

- Lack of knowledge of traffic regulations
- Being late for class or an appointment
- Inability to locate a legal parking space
- Inclement weather

Appeals will be forwarded to the Community Honor Committee (CHC). The decision of the CHC shall be final.

### **Traffic Fine Appeals for Guests**

The Director of Campus Safety and Security (or designee) is empowered to resolve complaints about tickets issued to guests by Campus Safety and Security Officers.

### **Non-Motorized and Electric Vehicle Regulations**

For the benefit of each owner, these vehicles must be registered with the Department of Campus Safety and Security as early as possible in the beginning of the semester.

This registration is free and is good for the entire time the vehicle is on campus. Non-Motorized/Electric vehicles include, but are not limited to bikes, skateboards, roller blades, and/or other wheeled conveyances. Non-motorized/electric vehicles are not to be used inside any buildings on campus, including residence halls. (This restriction does not apply to individuals who use these vehicles due to limited mobility.)

The following regulations govern non-motorized and electric vehicles use on campus; violations are subject to administrative fines, and SA citations:

- Non-motorized and electric vehicles are not to be stored inside buildings during regular school sessions.
- During Christmas it is required that non-motorized and electric vehicles are removed from campus and taken home or stored in the student's room.
- Non-motorized and electric vehicles are not to be operated on the wheelchair ramps at either end of the Causewalk or on the upper level of the Belk Center University Center.
- Non-motorized and electric vehicles are not to be operated inside any buildings on campus, including residence halls. (This restriction does not apply to individuals with limited mobility who use these vehicles for assistance.)
- Students are encouraged to use sturdy bike locks, park their bicycles in well lighted areas, and use bike racks where provided.
- For reasons of safety for themselves and others, students must use caution when riding non-motorized and electric vehicles on the campus walkways and when approaching blind corners.

## **Appendix F**

### ***Discrimination and Sexual or Other Harassment Policy and Procedures***

*Approved by Administrative Council February 21, 2012*

*Reviewed and updated by Administrative Council November 19, 2013*

St. Andrews University, a branch of Webber International University, (the “University”) is committed to a work and academic environment in which all individuals are treated with respect and dignity. We believe that each individual has the right to work, study, and participate in University sponsored activities in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the University expects that all relationships among persons in the workplace and in the academic and student life setting will be business-like and free of bias, prejudice, and harassment. Thus, the University does not and will not tolerate discrimination against or harassment of or by our employees, students, contractors, consultants, agents, applicants, customers, or vendors.

Discrimination is conduct that is based upon an individual’s race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual’s employment, education, living environment or participation in a University program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s race, color, sex (includes discrimination against or harassment of individuals of the same sex), pregnancy, religion, national origin, citizenship, age, disability, workers compensation claims, marital, veteran or any other protected status. “Harassment” may include a range of subtle and not so subtle behaviors and also includes unwelcome or unwanted sexual advances, requests or demands for favors, offensive touching, and other types of conduct whether it be physical, verbal, graphic, or electronic communication (including e-mail and facsimiles) of a harassing or sexual nature involving individuals of the same or different gender. This includes, but is not limited to:

- Unwelcome or unwanted physical contact or sexual advances including, but not limited to, patting, grabbing, pinching, brushing-up against, hugging, cornering, kissing, fondling, poking, tickling, groping, or any other similar physical contact.
- Unwelcome requests or demands for favors including, but not limited to, subtle or blatant expectations, pressures, requests or demands for sexual, unethical or illegal favors; or unwelcome requests for dates or contacts. Such unwelcome requests or demands may or may not relate to an implied or stated promise of preferential treatment, or a threat of negative consequences concerning employment or academic status, including, but not

limited to, promotion, demotion, transfer, layoff, termination, pay or other form of compensation, selection for training and other perquisites and grades.

- Verbal and written abuse or unwelcome kidding including, but not limited to, that which is sexually-oriented, including same-sex harassment; commentary about an individual's body, sexual prowess or sexual deficiencies; inappropriate comments about race, color, religion, sex, pregnancy, national origin, citizenship, age, disability, workers compensation claims, marital, veteran or other protected status; dirty jokes or other jokes which are unwanted and considered offensive or tasteless; or comments, innuendoes, epithets, slurs, negative stereotyping, leering, catcalls or other actions that offend, whether sexually oriented or otherwise related to a prohibited form of discrimination or harassment.
- Any form of behavior that unreasonably interferes with work or academic performance, including, but not limited to, unwanted sexual attentions, comments, interruptions, or other communications, whether sexually-oriented or otherwise related to a prohibited form of discrimination or harassment that reduces productivity or time available to perform work or academically-related tasks or otherwise interferes with work or academic performances.
- Actions that create a work environment that is intimidating, hostile, abusive, or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts or attentions, whether sexually-oriented or otherwise related to a prohibited form of discrimination or harassment.
- The distribution, display, or discussion of any written or graphic material, including e-mails, calendars, posters, cartoons, or names, that belittles or shows hostility or aversion toward an individual, his/her relatives, friends or associates or group because of race, color, religion, sex (including same sex discrimination or harassment), pregnancy, national origin, citizenship, age, disability, workers compensation claims, marital, veteran or other protected status.

The law does not just prohibit discrimination and harassment of employees by employers. The law also prohibits discrimination and harassment between members of the University community more generally: for example, between an instructor and a student, between two students, or between a student and an applicant or campus guest. The policy applies in all University programs and activities, including, but not limited to, discrimination in athletics, instruction, grading, university housing, and university employment. In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment.

Conduct prohibited by this policy is unacceptable in the workplace and at the University and in any work-related, student life, or academic setting outside the workplace or University. Normal, courteous, mutually respectful, pleasant, and non-coercive interactions between employees, students, contractors, consultants, agents, applicants, vendors, clients, or customers, including men and women, that are acceptable to all parties are not considered to be prohibited harassment.

Violation of this policy will subject an individual to disciplinary action, up to and including immediate discharge or separation from the University as a student.

This policy shall not be construed or applied to restrict academic freedom at St. Andrews, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful

### **Retaliation is Prohibited**

The University prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination or separation from the University as a student.

### **Reporting Procedures and Investigation**

The University strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct they believe is contrary to the University's policy or who have concerns about such matters should file their complaints with the Title IX Coordinator:

Dr. Elizabeth Hernandez  
Office of Student Affairs  
Belk Center  
910-277-5271

Upon receiving a report of alleged discrimination or harassment as defined by state and federal law and as stated in this policy, the information will be evaluated and a determination will be made as of what further actions should be taken. Any action taken may or may not be shared with the complainant dependent upon whether there are violations of privacy.

The University will then take immediate steps to stop any behavior which violates this policy and see that it does not repeat itself. Disciplinary action, up to and including termination or removal from the University, calculated to end the discrimination or harassment, will be taken, when appropriate, against the offender(s).

If an employee, student or applicant suffers discrimination or harassment from a supervisor, manager or any employee, student, contractor, consultant, customer, vendor, or other third party and is not able to report, or is not comfortable reporting harassment to the Title IX Coordinator, or if a complaint concerning another employee, student, contractor, consultant, customer, vendor, supervisor, manager or other third party is not handled to your satisfaction, immediately contact the Campus President.

Employees and students who have experienced conduct they believe is either discriminatory or harassing have an obligation to take advantage of this complaint procedure. Early reporting and

intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination or harassment. Therefore, while no fixed reporting period has been established, the University strongly urges the prompt reporting of complaints or concerns involving perceived discrimination, or harassment, so that rapid and constructive action can be taken. The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

**Responsive Action**

Conduct constituting harassment, discrimination or retaliation will be dealt with appropriately and in a timely fashion. Responsive action may include training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the University believes appropriate under all of the circumstances.

Any person utilizing this complaint resolution process will be treated courteously, and the problem will be handled swiftly and as confidentially as possible in light of all the circumstances, with appropriated corrective action being taken. The registering of a complaint will in no way be used against that individual, nor will it have an adverse impact on their employment or student status. A record of the complaint and findings will become a part of the complaint investigation record and that file will be maintained separately from the personnel files.

**Conclusion**

If an individual making a complaint does not agree with its resolution, the individual may appeal to the University's President, Mr. Paul Baldasare, or his successor. Individuals who have questions or concerns about this policy may talk with Ms. Terry Laughter, Vice President for Business and Finance or Mr. Paul Baldasare, the Campus President, Dr. Elizabeth Hernandez, Title IX Coordinator, or their successors. Please keep in mind that the very nature of discrimination, harassment and retaliation makes it virtually impossible to detect unless a complaint is appropriately reported. Do not assume that the University is aware of your problem! It is your responsibility to bring this information to the attention of the University so the issue can be resolved. Finally, this policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business, academic, student life, or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of the University prohibit disparate treatment on the basis of sex or any other protected characteristic with regard to terms, conditions, privileges and perquisites of employment and academic status. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.----



## Appendix G

### *St. Andrews University Academic Integrity Policy* Revised: Jan 31, 2017

#### **St. Andrews Community Honor Code**

St. Andrews University is not only a place of learning; it is also a community of learners. The difference is that in a collegiate community, members are committed to pursuing their individual purposes in accord with those of others and in integrity with the Mission Statement of the University. To realize our community, we must not only trust each other, we must also pledge to be worthy of that trust. For that reason, all of us enter membership in St. Andrews by making this pledge:

Each member of the university community is expected to subscribe to the St. Andrews Community Honor Code: "I promise to be a contributing member of the St. Andrews University community and supportive of its mission:

- To be **responsible** for my choices of behavior,
- To be **honest** in all my academic endeavors,
- To be **respectful** of the property and person of others,
- And to live in **harmony** with the social and natural environments which sustain this community"

To honor these commitments of St. Andrews, the Community Honor Code is subscribed to and honored by the entire University community.

#### **Academic Integrity**

Academic integrity is the foundation on which learning at St. Andrews University is built. Students are expected to perform their academic work honestly and fairly. In addition, students should neither hinder nor unfairly assist the efforts of other students to complete their work successfully. Institutional expectations and the consequences of failure to meet those expectations are outlined below.

In an academic community, students are encouraged to help one another learn. Because no two students learn in exactly the same way or retain exactly the same things from a lecture, students are encouraged to study together. We are aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. The boundaries on what is or is not acceptable work may not always be clear; thus, if at any point in academic work at St. Andrews, students are uncertain about their responsibility as scholars or about the propriety of a particular action, the instructor should be consulted. The list below is not to be considered complete but rather covers the most common areas of concern. In general, students should be guided by the principles as described here.

#### **Issues of Academic Honesty/Dishonesty**

### **Plagiarism**

A major form of academic dishonesty is plagiarism, which the institution defines as the use, deliberate or not, of any outside source without proper acknowledgment. While the work of others often constitutes a necessary resource for academic research, such work must be properly used and credited to the original author.

An "outside source" is any work (published or unpublished) composed, written, or created by any person other than the student who submitted the work.

All work that students submit or present as part of course assignments or requirements must be their own original work unless otherwise expressly permitted by the instructor. This includes any work presented, in written, oral, or electronic form or in any other technical or artistic medium. When students use the specific thoughts, ideas, writings, or expressions of others, they must accompany each instance of use with some form of attribution to the source. Direct quotes from any source (including the Internet) must be placed in quotation marks (or otherwise marked appropriately) and accompanied by proper citation, following the preferred bibliographic conventions of the department or instructor. It is the instructor's responsibility to make clear to all students in the class the preferred or required citation style for student work. Ignorance on the student's part of bibliographic convention and citation procedures is not a valid excuse for having committed plagiarism.

Students may not present oral or written reports written by others as their own work.

Students may not use writing or research obtained from a term-paper service or purchased from any person or entity, unless they fully disclose such activity to the instructor and are given express permission to use this information. They may not use writings or research obtained from any other student previously or currently enrolled at St. Andrews or elsewhere or from the files of any student organization unless expressly permitted to do so by the instructor.

Students may not submit or present work prepared in whole or in part to fulfill course requirements for more than one course, unless expressly permitted to do so by all instructors involved. This includes work submitted for courses at other institutions as well as in previous semesters at St. Andrews.

Students must keep all notes, drafts, and materials used in preparing assignments until a final course grade is given. For work in electronic form, they may be asked to keep all intermediate drafts and notes electronically or in hard copy until final grades are given. All such materials must be available for inspection by the instructor at any time.

### **Cheating**

Students may not submit homework, computer solutions, lab reports, or any other coursework prepared by, copied from, or dictated by others. If the student is employing the services of a tutor, the tutor may not prepare the student's work for class.

Students may not provide or receive unauthorized help in taking examinations, tests, or quizzes, or in preparing any other requirements for a course. Such restrictions are illustrated by but not limited to the following:

- Using unauthorized material in an examination, test, or quiz including but not limited to crib notes or electronic media.
- Using calculators, electronic translators, or any other hand-held electronic devices (e.g. smart phone, etc.) unless authorized by the instructor.
- Possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.
- Using e-mail or text-messaging during any exam without the permission of the instructor.
- Stealing, using, or transmitting in writing, electronically, or verbally, actual examinations, tests, quizzes, or portions thereof prior to, during, or following an exam.
- Reading or observing another's exam, quiz, test, etc.
- Working together on a take-home exam unless specifically authorized by the teacher.
- Gaining or providing unauthorized access to examination materials.
- Soliciting or using a proxy test-taker or acting in that capacity.

### **Helping or Hindering Others**

Students may not tamper with, damage, or otherwise hinder the work of others to complete their own assignments.

Students may not collaborate during an in-class examination, test, or quiz, or work with others on out-of-class assignments, exams, or projects unless expressly allowed or directed to do so by the instructor. If students have any reservation about their participation in any out-of-class assignments, they should consult with the instructor.

### **Falsification**

Students may not offer a falsified excuse for an absence from an examination, test, quiz, or other course requirement, directly or through another source.

Students may not falsify laboratory results, research data, or results. They may not invent bibliographical entries for research papers or handouts. They may not falsify information about the date of submission for any coursework.

### **Other Inappropriate Behaviors**

In the preparation of course, program, or degree work, students are directed to comply with the copyright law of the United States. Violations of copyright law and of regulations regarding the use of copyrighted material for educational purposes are violations of this policy.

Damage to or abuse of library, media, computing, or other academic resources is prohibited by the laws of North Carolina.

The Copyright Law of the United States contained in Title 17 of the United States Code governs the making of photocopies or other reproductions of copyrighted material, including “fair use” for educational purposes. Users are liable for any infringement.

### **Actions related to Information from a Third Party**

In the event a faculty member receives information about the violation of the Academic Integrity policy from a third party, the faculty member will make a reasonable effort to make sure that the source remains anonymous and the faculty member will independently verify the correctness of this information before any action is taken.

### **Application of the Academic Integrity Policy**

It is understood that this policy applies across the curriculum and is not applicable to just one course for one term. Actions on the part of students accumulate across the curriculum and throughout the time the student is enrolled at St. Andrews. An example of this statement is as follows: (A student who commits a violation in course X in the fall of the first academic year and then commits a violation in course Y during the student’s senior year has committed two violations).

Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

### **Reporting Procedures and Limitations**

The Associate Dean for Academic Affairs must be notified of a suspected violation

- At the time the instructor consults with the Department Chair to confirm a violation has occurred.
- If the Department Chair is the instructor, the Chair will consult with a member of the Departmental faculty to confirm the violation.
- The instructor and the Department Chair are to keep the Associate Dean up-to-date with any actions to be taken with respect to the review process, conclusions, and penalties to be levied.
- The Associate Dean for Academic Affairs must receive the initial notification of the suspected violation by the end of the drop/add period of the subsequent term. No charges may be brought after that date.
- The instructor will provide the Associate Dean with a written statement describing the violation.

Any finding of academic impropriety will be disclosed to the student’s academic advisor.

### **Consequences of Violating the Academic Integrity Policy**

#### **First Violation**

An instructor who suspects a student of violating the policy on academic Integrity with regard to an assignment, requirement, examination, test, or quiz will consult with the department chair (if the Department Chair is the instructor then consult with a member of the Departmental faculty) to verify the violation. If they agree that a violation has taken place the instructor:

- Will contact the Associate Dean for Academic Affairs to determine if the student has any Academic Integrity violations on record.
- After determining this is the first violation, meet with the student, explain the violation to the student, inform the student of the penalty, and provide the Associate Dean a written statement detailing the violation and the action taken.
- Assign a grade of **0** for the assignment, test, etc.

### **Second Violation**

- The instructor will consult with the department chair (if the Department Chair is the instructor then consult with a member of the Departmental faculty) to verify the violation.
- If the violation is verified, the faculty member will contact the Associate Dean for Academic Affairs to determine if the student has any Academic Integrity violations on record.
- After confirming that this is the second violation, the instructor
  - Will explain the violation to the student and inform the student of the violation and penalty.
  - Will assign a grade of **0** for the assignment and/or award the grade of **F** for the course after consulting with the Department Chair and the Associate Dean for Academic Affairs.
  - Provide the Associate Dean a written statement detailing the violation and the action taken.
- Further action:
  - The Associate Dean for Academic Affairs will notify the student and the student's parents of this action and
  - Inform the student and parents (or responsible party) that a third violation will result in the student's expulsion from the University

Students who wish to appeal, on the basis of a procedural error, either the charge of dishonesty or the penalty associated with the first or second violation may appeal to the Associate Dean for Academic Affairs or the Vice-President for Academic Affairs if the course in question is taught by the Associate Dean. The appeal must be submitted in **writing** no later than five (5) class days after the instructor has informed the student of the violation and the penalty.

### **Third Violation**

- The instructor will consult with the department chair (if the Department Chair is the instructor then consult with another Departmental faculty member) to verify the violation.
- If the violation is verified, the faculty member will contact the Associate Dean for Academic Affairs to determine if the student has any Academic Integrity violations on record.
- After confirming that this is the third violation,
  - the instructor will explain the violation to the student and inform the student in writing of the violation and penalty
  - Assign a grade of **F** for the course
  - Provide the Associate Dean a written statement detailing the violation and the action taken.

### **Further Action**

- The Associate Dean will inform the student and parents (or responsible party) of decision to expel the student from St. Andrews University. The Associate Dean will inform the student of the appeal process.
- The decision to expel may be appealed on procedural matters only. If it is the intent of the student to appeal, notice of appeal must be submitted to the Academic Dean within five class days.
- If the student does not appeal, the student will be dismissed from campus immediately for violating the Academic Integrity guidelines

### **Distribution of Information after a Violation Has Occurred**

- Once it has been confirmed that a violation of the Academic Honesty Policy has occurred, the instructor will provide the Associate Dean for Academic Affairs a record of all actions taken with respect to the student in question (including the memo sent to the student explaining the violation and penalty). The Associate Dean will maintain a file for each student with
  - Any correspondence related to the incident
  - Information about the number of violations and penalties levied.
  - The Associate Dean will provide information to faculty with respect to the number of violations a specific student has accumulated
- Anonymous information will be maintained by the Office of Academic Affairs for statistical purposes only.

### **Penalty of the Academic Integrity Policy and/or Appeal of a Violation**

#### **First and/or Second Violation of the Policy**

Students who wish to appeal either the charge of dishonesty or the penalty associated with the first or second violation may appeal to the Associate Dean for Academic Affairs or the Vice-President for Academic Affairs if the course in question is taught by the Associate Dean. Appeals must be based on procedural errors. The Associate Dean will review all material related to the incident and make a decision on the Appeal.

If no appeal is filed all proceed with the instructor's recommendation with respect to grade on project, etc.

#### **Third Violation**

If it is the intent of the student to appeal, on the basis of a procedural error, notice of appeal must be submitted to the Academic Dean within five class days. Appeals must be based on procedural errors. A Hearing Committee will be appointed to consider this appeal. The hearing committee will be composed of three faculty members: one selected by the student, one selected by the instructor, and the third selected by the other two faculty members. The third faculty member selected will serve as chair of the hearing committee. The Academic Dean will facilitate the organization of this committee. The student will be notified of the actions of the hearing committee within 10 days of the referral to the hearing committee.

If no appeal is filed, action to suspend the student will proceed.