

# **St. Andrews University**

A Branch of Webber International University

## **The Saltire**

Student Handbook

**2022-2023**

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## Mission Statement

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 that is practical in its application, global in its scope, and multidisciplinary in its general education core. Students will acquire a depth of knowledge and expertise in their chosen field of study, balanced by the breadth of knowledge across various disciplines while pursuing a degree at the associate, bachelor, or master level. Special emphasis is placed on enhancing oral and written communication, and critical thinking skills. The international quality of the student body enriches personal experience and promotes understanding of international cultures and influences. Through an atmosphere in which self-discipline, creativity and cultivation of ethical standards are enhanced, the University is dedicated to teaching its students the "how to learn, how to think, and how to apply method" to each new challenge.

## History: St. Andrews

The history of St. Andrews began in 1896 with the founding of Flora Macdonald College for Women in Red Springs, NC.

In 1958, Flora Macdonald College merged with Presbyterian Junior College in Maxton, NC, to establish St. Andrews. When the decision was made to merge Flora Macdonald College and Presbyterian Junior College, another decision was made regarding the Laurinburg campus. More than 30 years before the Americans with Disabilities Act (ADA) was passed, the trustees followed the belief that a Presbyterian college should be accessible to all. This meant a construction plan complete with ramps, accessible bathrooms, and other accommodations to mainstream students with physical disabilities into campus life.

St. Andrews went even further in the 1970s to accommodate students with the addition of dedicated facilities for students with physical disabilities. Prior to the 1974 Jack Burris Rehabilitation Center dedication, a community of wheelchair-accessible housing, known as Freedom Village, provided accommodations for students. The Jack Burris Rehabilitation Center was designed for students who needed 24-hour attendant care as well as rehabilitation services. In 1985, Granville Hall was converted to Adaptive Daily Living apartments (ADLs) as an intermediate housing option for students – those who may not be fully independent, but also do not need 24-hour attendant assistance. The addition of the ADLs in Granville replaced the need for housing in Freedom Village, which was removed shortly after the opening.

The St. Andrews Press, founded by Professor Ron Bayes, began publishing in 1972. Since then, the Press has published nearly 400 titles and received numerous awards. The internationally acclaimed St. Andrews Press has presented a unique window on the world for readers and writers through its publications. The special character of the Press has been its commitment to introduce new or unknown writers through its publications. Showcasing and enhancing the stunning vitality of the "grass-roots" literary culture of America for almost 50 years, the Press continues to provide tremendous experiential opportunities for students.

Since the average life span of a small press is two to three years, the Press's more than forty years of continuous publication is a rare distinction. Samuel Tallmadge Ragan, late Poet Laureate of North Carolina, said of the college and the Press: "St. Andrews has earned a splendid reputation for its liberal arts and especially its writing program, of which the St. Andrews Press is a crown jewel." Additionally, the weekly Fortner Writers' Forum provided a venue for writers and performers with large and appreciative audiences and welcomed readers such as Tom Wolfe and James Dickey.

The St. Andrews Equestrian Program is a national leader in the development of educated equine professionals. The academically orientated program offers a tremendous diversity of experience for the novice horse lover, serious competitor, or the career-oriented equestrian. St. Andrews is a national leader in the combining the application of correct riding mechanics with academic excellence. Offering degrees in Business Administration with a Specialization in Equine Business Management, Biology with a specialization in Equine Science, and Therapeutic Horsemanship, St. Andrews has produced many top horsemen and women in every area of the professional equine world.

The St. Andrews Equestrian Teams continue to be successful in collegiate competitions in the Intercollegiate Horse Shows Association (IHSA), American National Riding Commission (ANRC), and the Intercollegiate Dressage Association (IDA). The St. Andrews Western Team makes regular appearances at the IHSA Semi-Finals and IHSA National Championships. The Western Team was the National Champion Team in 2016 and 2017 and most recently earned a fourth-place finish at the IHSA Nationals in 2022. The IHSA Hunter Seat Team has frequently earned the IHSA Zone 4 Region 3 Champion title as well as regular showings in the IHSA Zone 4 Finals and the IHSA National Championship; and our Dressage Team has been IDA Regional Champion or Reserve Champion Team multiple times – most recently in 2022 when the team continued to IDA Nationals and placed fourth overall. Additionally, our students compete successfully in USEF, USDF, NCHJA, and NCDCTA shows throughout the year.

St. Andrews proudly boasts its worldly views which are enhanced by the international program offerings. St. Andrews hosts regular



terms at the Brunnenburg Castle in the Italian Alps. A variety of short trips to destinations such as South Africa and India have rounded out the summer offerings. The international program takes the same interdisciplinary approach as do programs throughout the St. Andrews curriculum. Each year St. Andrews educates students from many other countries – among them, South Africa, Canada, England, Holland, Italy, Japan, South Korea, Spain, and Zimbabwe, - who live and study on the Laurinburg campus.

St. Andrews illustrates its Scottish roots through the Scottish Heritage Center and through the St. Andrews Pipe Band. The Scottish Heritage Center was established in fall of 1989 to highlight and preserve Scottish heritage. Finding a permanent home in its own building, it also became home of the Fiona Ritchie Radio Archive for the well-known National Public Radio program “The Thistle and Shamrock”. In 1998 the St. Andrews Pipe Band recorded an album of music that has been featured on National Public Radio as well as the BBC Radio in Scotland. A second CD was produced in 2002. The Band took top honors in Division III competition in 2006 of the Eastern United States Pipe Band Association.

In 1989, St. Andrews was cited in the book, *Colleges That Enable*. This was the first in a series of national recognitions of the overall quality of the total St. Andrews educational experience that has continued unabated. In the following year, 1990, St. Andrews was profiled in the book, *Looking Beyond the Ivy League*. In 1996, the college was featured in a third book, *Colleges That Change Lives*. The introduction tells its student readers: “Any one of the 40 colleges profiled here will do at least as much as, and usually far more than, an Ivy League school, an Ivy League clone, or a major research university to give you a rich, full life, and to make you a winner.” Focusing specifically on St. Andrews, it says: “It can truly claim to be a value-added place. The track records of its many graduates’ bear witness.”

St. Andrews merged with Webber International University, Babson Park, Florida, in 2011. Dr. Keith Wade, a St. Andrews Alumnus, now leads St. Andrews and Webber International University as the University President.

Principal office: 1700 Dogwood Mile, Laurinburg, NC 28352 (910) 277-5555

Electronic mail address: [www.sa.edu](http://www.sa.edu).

## **PURPOSE STATEMENT**

We create a life-transforming educational opportunity for our students so that they become critical, creative, and ethical thinkers ready to face tomorrow's personal and professional challenges.

## **VISION STATEMENT**

St. Andrews will be recognized as a regional leader for growing talent:

- By providing interactive and student-centered experience guided by faculty and staff who are exceptional in their respective fields
- By offering educational programs grounded and enhanced by the liberal arts
- By intentionally cultivating a family-based community where diversity is respected and celebrated

## **VALUES STATEMENTS**

### **Student-Centered**

True to its foundational heritage, St. Andrews is a student-centered institution of higher learning. We value an environment that empowers students to explore their interests and that fosters their success.

### **Academic Excellence**

Our academic standards are high, and we foster learning through an interactive, engaging, and supportive academic environment.

### **Character**

We emphasize development of the whole person – intellectually, socially, and spiritually – challenging students to achieve their fullest potential, discern their calling, and become contributing members of society.

### **Interdisciplinary Study**

We celebrate the power of connections with interdisciplinary study that promotes the acquisition and mastery of analytical techniques, problem-solving strategies, communications skills, teamwork, leadership, and creative expression.

### **Community**

We value diversity and inclusion, where those with different perspectives, abilities, and experiences can learn, innovate, and work in an environment of compassion and respect; and feel empowered to engage in any community conversation.

### **Stewardship**

We are committed to our heritage and will responsibly manage our campus, our resources, and our community relationships.

### St. Andrews Leadership Team

Dr. Ellen Bernhardt  
Campus President – St. Andrews Laurinburg  
[bernhardtte@sa.edu](mailto:bernhardtte@sa.edu)  
910-277-5770

Brian K. Stanley  
Vice President of Enrollment Management  
[stanleybk@sa.edu](mailto:stanleybk@sa.edu)  
910-277-5453

Glenn Batten  
Vice President for Administration  
[battengt@sa.edu](mailto:battengt@sa.edu)  
910-277-5556

Dr. Elizabeth Hernandez  
Dean of Students  
[hernandez.elizabeth@sa.edu](mailto:hernandez.elizabeth@sa.edu)  
910-277-5271

LaTanya Malone  
Controller  
[maloneLn@sa.edu](mailto:maloneLn@sa.edu)  
910-277-5230

Raul Lewis  
Interim Campus President--St. Andrews at Charlotte  
[lewisr@sa.edu](mailto:lewisr@sa.edu)  
980-208-1966

Dr. Edna Ann Loftus  
Vice President for Academic Affairs and Academic Dean  
[eaol@sa.edu](mailto:eaol@sa.edu)  
910-277-5256

Lee Ann Averitt  
Vice President of Financial Aid  
[averittlm@sa.edu](mailto:averittlm@sa.edu)  
863-638-1431 ext. 3060

Jeff Robertson  
Vice President of Institutional Advancement  
[robertsonjc@sa.edu](mailto:robertsonjc@sa.edu)  
910-277-5769

Peggy McElveen  
Director of Equestrian Programs  
[mcelveen@sa.edu](mailto:mcelveen@sa.edu)  
910-277-5755

Dr. Qunna Morrow  
Campus President--St. Andrews at Columbia and Charleston  
[morrowqd@sa.edu](mailto:morrowqd@sa.edu)  
803-748-2207

## Student Services

### Student Life

At St. Andrews, we believe that not all learning experiences take place in the classroom. Active involvement in social programs and recreational activities contribute to student's personal-growth and prepare students for life after college. The Office for Student Affairs is designed to help students succeed in all aspects of life at St. Andrews. The Office for Student Affairs is responsible for student activities, all student organizations, and programming.

The Office for Student Affairs is committed to helping our students become educated, enlightened, and empowered in ways that will facilitate their achievement in the university community. Students are encouraged to become involved in the campus community through participation in social and educational events, joining campus clubs, and becoming involved in community service projects. We believe that becoming involved in the campus community will make students feel connected to the University and will increase enjoyment of the entire college experience.

### Student Responsibilities and the Honor Code

As members of the St. Andrews community, students have responsibilities that are reflected in the St. Andrews Community Honor Code below. 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 student affairs matters may be directed to Dean of Students, Office of Student Affairs, DeTamble Library, who will direct it to the proper channels.

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

Adopted 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 evidence 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.

See Appendix I – St. Andrews University Social Media Policy for more information.

### Career Services

The Career and Vocational Services Center provides resources to both students and alumni on career goal setting and making connections with prospective employers. The professional staff works with the students as they transition from the University to their chosen career field. Through courses and individually, the Center staff coaches students to develop self-awareness and establishing a plan for achieving the ultimate goal of a successful career.

Employers are provided the opportunity to connect with students through Career Fairs. The students meet and explore opportunities with professionals in their fields to learn about employment and internships. A regional job fair is promoted and provided by the Career Consortium of Metrolina Colleges.

Career Services' goal is to empower students to develop the insights, expertise, and connections to pursue personally meaningful careers throughout their lives.

## **Counseling**

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.

All students who feel the need to talk with a counselor should contact The Restoration and Wellness Center at [rwc@sa.edu](mailto:rwc@sa.edu). The Restoration and Wellness Center (RWC) offers a holistic approach to counseling for students, faculty, and staff. The RWC offers pastoral care, academic success counseling, occupational therapy, and a licensed mental health counselor. This service is available Monday-Friday from 8:30-5:00 pm by appointment. In addition, The Restoration and Wellness Center has an established relationship with Scotland Family Counseling Center. Students, faculty, or staff may be referred to Scotland Family Counseling if deemed appropriate by the RWC staff. 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.

## **Student Medical Insurance Plan**

### **Eligibility for Coverage**

The Federal Visa regulations require international F-1 and J-1 students to maintain adequate health insurance throughout their stay in the United States. All international students attending St. Andrews University are required to be covered by the university's Student Medical Insurance Plan and will be automatically enrolled in the Plan unless they can satisfy the needs for waiver by Student Blue.

All domestic athletes are required to be covered by a valid Primary Medical Insurance Plan, not including Medicare/Medicaid. If a student-athlete does not have adequate coverage to waive Student Blue, they will be automatically enrolled and charged for the coverage.

Eligible students will be enrolled in the St. Andrews Student Medical Insurance Plan either as the Primary Payer, or Secondary Payer if they do not have comparable coverage under another plan.

In order to be eligible for school insurance a student must meet one of the following requirements:

- a. a full-time traditional undergraduate student who is regularly scheduled for a minimum of 12 credit hours; or
  - b. a graduate student
  - c. must actively attend classes for at least the first 31 days after the date for which coverage is purchased. Home study, correspondence, Internet, and television (TV) courses do not fulfill the eligibility requirement that the student actively attend classes.
- If the eligibility requirements are not met, St. Andrews obligation is to refund the premium, less any claims paid.

## **General Student Services**

### **Bookstore**

The St. Andrews Bookstore and gift shop is in the Belk Center. The inventory includes textbooks, school, and office supplies and an assortment of University memorabilia. All book purchases must be paid for by cash, check, Master Card, VISA, Discover, or American Express. Some student loans may be used to cover the cost of books.

### **Student ID Cards**

Every full- and part-time student and employee is required to have a St. Andrews ID card and carry it at all times while on campus. ID cards are made in the Office for Campus Safety and replacement cards are available for a fee of \$10. Every semester, all employees and students must update their cards with the current semester sticker. ID cards must be presented at St. Andrews social functions, at the library, to check out equipment, and to enter the cafeteria. Security, or any other employee, may request a student to present his/her ID for a number of reasons. Anyone without a valid ID, or refusal to show ID, can be asked to leave the campus. Students will display IDs each time they enter the cafeteria. Those who do not show an ID will be required to pay the single meal rate before entering the cafeteria. Students must retain IDs from year to year.

### **Computer Services**

St. Andrews has five computer labs available to students in different buildings around campus. Lab hours are posted in each lab. DeTamble Library, Vardell, Morgan-Jones lab, Avinger Auditorium, Piper's Café, PE Center, and the William Henry Belk College Center are equipped with Wi-Fi. All residence hall rooms have Wi-Fi and high-speed 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 "The Fair Use Policy", Appendix H. St. Andrews prohibits unlicensed use of its intellectual property (including logos, materials on our websites, and other intellectual property protected by copyright and trademarks laws) to be used on Facebook, Twitter, or other forms of Social Media.

In order to help them with their academic work, all students are provided with a subscription to Office 365 through the University. Students needing assistance should contact the Office of Computer Services via email [helpdesk@sa.edu](mailto:helpdesk@sa.edu) or call the Computer Services Helpdesk at 910-277-5014.

See Appendix H – St. Andrews University Fair-Use Network Policy for more information.

See Appendix I – St. Andrews University Social Media Policy for more information.

## **DeTamble Library**

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. Research Guides serve to help students find information in specific subject areas or topics.

DeTamble Library houses resources in many formats including print books, journals, DVDs, and maps. Digital resources include more than 500,000 ebooks and 89 online databases via NC LIVE, all accessible through the Library's catalog and its website. Easy remote access makes it possible for all students to have access to all digital information. These databases include full-text journal articles, as well as ebooks, audiobooks, and reference resources such as encyclopedias and educational videos. Interlibrary loan provides access to materials that students and faculty need.

The Library's catalog allows students to search for print, electronic and audio books, streaming videos, ebooks, and digital periodical articles. The Library has 14 computers in the library along with laptops and Chromebooks to loan. Wireless Internet is provided on all floors along with free printing.

The Library provides comfortable areas to gather, study, read, and write papers. The Reynolds Reading Room has study tables and comfortable chairs available for small groups, classes, or meetings.

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The University Archives, a collection of materials pertinent to the history of this institution, is housed on the first floor of the Library.

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 on many subjects and easy access to get help from the Librarian. The Library's website is <http://www.sa.edu/detamble/>.

## **System Requirements – Moodle**

As a student in the St. Andrews online degree program, you must have a computer system capable of running all required application software (i.e., Microsoft Office Suite) and have high speed Internet access.

**Moodle** is the online classroom management system used by St. Andrews. Various browsers (Microsoft Edge, Firefox, Chrome, Safari, etc.) interact with Moodle and remote access into our network system in different ways - sometimes not productively; therefore, the St. Andrews IT Department recommends Google Chrome as your primary web browser. Some of the online courses may require you to watch online videos or to create a PowerPoint slide presentation with embedded audio of your speech. The course syllabus will state whether any specialty hardware is required for the course. Specialty hardware might include:

- Sound card & speakers
- USB Microphone headset to record your speech and listen to the playback
- USB Video camera

Some applications may require that the following programs are installed on your computer system: Adobe Flash player, Adobe Reader, Adobe Shockwave player, Java, QuickTime, etc. Programs within Microsoft Office 2016 are used in most online courses to complete assignments. If you do not have access to Microsoft Office or the individual programs, please contact the St. Andrews IT Department for assistance. Licensure for Microsoft Office is included with your enrollment.

All written documents must be submitted in Word 2019 format.

All spreadsheet files must be submitted in Excel 2019 format.

All slide presentations must be submitted in PowerPoint 2019 format.

All database projects must be created in Access 2019 format.

*\*It is possible that some courses may permit the use of earlier versions of the software; please consult your professor for specific requirements\*.*

### **Advising Process**

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.

### **Campus Bulletin Boards**

All flyers, announcements, etc. must be approved by the Dean of Students. All flyers must be removed from the bulletin boards in a timely manner. Flyers can be posted only on bulletin boards unless an alternate location is authorized by the Dean of Students.

### **Center for Academic Success**

The duPont Center for Academic Success serves as a focal point for student educational support. The Center for Academic Success is a place for quiet study for individuals and small groups, and for assistance in developing effective learning strategies. 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 assist students in developing their academic potential.

Resources include: a computer lab with campus network and internet access, study areas, space for individual and group studying, and a staff of Academic Coaches who can assist with learning strategies.

The Writing Center, also located in the Center for Academic Success, works closely with the Writing Faculty and has trained tutors able to assist students with specific writing needs including organization, development, and editing of written work. The duPont Center for Academic Success also provides accommodated testing for students registered with the Office for Disability Services and for any approved make-up testing. In addition, adaptive technology is available for students with disabilities. Assistance is available to provide training on the adaptive technology available. For questions about the duPont Center for Academic Success, call 910-277-5040. The Center for Academic Success was funded by a grant from the Jessie Ball duPont Fund.

### **Lost and Found**

Check lost & found (located in Campus Safety) for misplaced possessions. Items left unclaimed after 1 month will be donated to charity.

### **Campus Mail**

Each residential student can receive mail in ASC (located in the Liberal Arts building). ASC is open from 8:30-5:00 pm M-F. Students should check daily for mail. Students will be notified via email if they have a package to pick-up.

It is very important that the mailing address you give your family and friends is accurate. Inaccurate or incomplete addresses will result in your mail being returned to the sender:

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

Students can send mail from ASC, the local Post Office, or the local UPS store.

### **Immunization Policy**

All students, full and part time, born after 1956, are required to have appropriate immunization and immunization documents on file in the Office of Health and Wellness.

### **Required Immunizations**

According to the North Carolina Health Department the following immunizations are required prior to entering the school program.

- A. **Tetanus** - 5 doses required the last of which should be within the past 10 years.
- B. **Polio** - 4 doses. This is omitted from the required immunizations for people 18 years or older.
- C. **MMR**. - 2 doses required. Measles, Mumps, Rubella.
- D. **TB** - recommended but not required.
- E. **Hepatitis B Vaccine** - recommended but not required
- F. **Meningitis** - recommended but not required

St. Andrews requires that all students have the Measles, Mumps, and Rubella (MMR) immunization prior to registration and participation in classes. Students who do not provide official documentation of the MMR immunization will be required to have the MMR immunization at their own expense when they arrive on campus.

#### **Exemptions from requirements**

If certain immunizations are contraindicated due to a medical condition, you may be exempt from immunization requirements. You will need to submit a signed statement of medical exemption from your primary care provider to your admissions counselor. You may also be exempt from immunizations due to your religious beliefs. In this case, you should submit a letter to your admissions counselor, explaining how immunizations conflict with your religious beliefs.

St. Andrews highly recommends that students with immunization exemptions submit results of titers (blood tests to determine immunity) for measles, mumps, rubella, and varicella. Students who do not do so, or whose results do not show that they have immunity, may be temporarily excluded from classes, residence halls, and any sponsored activities on campus in the event of a vaccine-preventable disease outbreak or threatened outbreak.

#### **Official Student Holidays**

Labor Day, Fall Break, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Spring Break, Easter Break, Memorial Day, and Fourth of July.

### **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 assist students devise strategies for meeting University demands and to foster independence, responsibility, and self-advocacy. Students requesting accommodations 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.

See Appendix D – Grievance Procedures for Students with Disabilities for more information.

### **International Student Service**

#### **Change of Status**

International students must have their I-20 updated by the Registrar's Office if they change their area of concentration (major) or change degree program from 4 years (B.A. or B.S. degree) to Graduate (MBA or MAEd). Students who do not have their I-20 changed to reflect changes will be out of status. It is essential that the international student check-in with the Registrar's Office before leaving the U.S.A. to ensure that their I-20 is up to date and valid. It is the students' responsibility to notify the Registrar's Office of any changes that may affect their International student status while in the United States.

### **Student Finances**

#### **Financial Policies**

St. Andrews University is a privately endowed non-profit institution. All education and operation income is derived from endowment funds, tuition fees, gifts, foundations, business and philanthropic contributions. The student pays only a portion of his educational



expenses.

### **Paying Tuition and Fees**

Tuition and fees are payable in full to the Business Office before the beginning of each semester. Payments of tuition and fees may be made by cash, check (personal or business), money order, or credit card including Master Card, Visa, American Express and Discover. *Payment may be made by mail or in person in the Business Office between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday. Credit card payments are also accepted by phone at 910-277-5225.* Fees charged by the St. Andrews may be adjusted at any time by the Board of Trustees. When practicable, advance notice of any change will be given. There is a deposit required for all new students of, \$150 for commuters, \$300 for on campus, and \$1000 for international students. The \$150 for commuters applies to the student's tuition. For those living on campus (domestic), \$150 of the \$300 is a housing deposit; the remaining balance goes towards tuition. For international students, \$150 of the \$1000 is a housing deposit; the remaining balance goes towards tuition. Refunds may be requested, in writing, for the full amount prior to May 1<sup>st</sup> for the subsequent academic year. After May 1, all deposits are non-refundable. Periodically, campus property will be inspected, and damage charges may be assessed. Any student involved will be billed directly for his/her proportionate share of the damages. Lab fees are required where applicable and are non-refundable.

### **OFFICIAL NOTICE**

Students are hereby officially notified that the registration and enrollment process is not complete until all tuition, fees and other charges are paid in full. If payment is not made in full, other alternative arrangements must have been made which are accepted and acknowledged by the St. Andrews. Only students in good standing will be permitted to participate in athletics.

Students personally guarantee and are responsible for all obligations to the St. Andrews for tuition, fees, and other charges. Students under the age of majority, age 18 in North Carolina, have by assumption received the personal guarantee of their parent(s) or guardian unless the student, the parent (s) or guardian notifies St. Andrews in writing of their invalidation of the personal and parental assumption of guarantee of all tuition, fees, and other charges.

Any student who has an outstanding balance due to St. Andrews is officially given notice that St. Andrews will withhold granting degrees and issuing grades and discontinues the release of official transcripts and academic records until all balances are paid in full.

Scholarship holders as well as participants in the tuition reimbursement program are responsible for various charges and fees. Please review with the Registrar and Business Office the fees you are obligated to pay. All fees and interest incurred for the collection of delinquent accounts with St. Andrews will be the responsibility of the student.

### **General Regulations**

Regardless of the method of payment selected by the students and parents or guardians, other conditions and requirements which apply to all college bills are as follows:

1. All bills are due and payable at the beginning of each semester. All past-due accounts will be charged a \$100.00 late fee if payment is not received by 5pm the 1<sup>st</sup> day of class. And a \$50 late fee the 15<sup>th</sup> and 30<sup>th</sup> of every month the account is not current.
2. If any payments are due to St. Andrews, the student will receive no grades; be given no transcripts, degrees, or letters of recommendation; nor will the student be permitted to register for the following semester until all financial obligations have been settled in the Business Office.
3. Students with an outstanding balance will not be permitted to participate in the graduation ceremony. This includes balances from any summer classes that may be necessary to complete his/her degree.
4. St. Andrews assumes no responsibility for personal property of the student. Each resident student should consider purchasing "renters" insurance to cover the cost of any property loss while residing in Student Housing.
5. All freshmen living in the dormitories must be on the meal plan.

### **Graduation Fee**

For a student receiving one degree, a fee of \$322.00 will be due at the beginning of the student's final semester. An additional \$25.00 per degree will be due for students receiving more than one degree.

### **Incomplete Fee**

A fee of \$25.00 is required when a student applies for a grade of "Incomplete."

### **Overload Fees**

19 hours or above \$700.00 per hour

## Financial Aid

### Student Credit Balance Policy

Students whose financial aid is more than all university direct billed costs will be eligible to receive a refund of the overage after all enrollment has been verified by the university, disbursement of all aid has been made to the student's account, and a credit balance has been created. Students who complete the requested check-in process with Financial Aid during drop/add week will receive priority disbursement if all required financial aid documents have also been received. Once all aid is disbursed to the student's account in the Business Office and a credit balance is created, the university will generate a refund check to the student within 14 days. Notification is sent to the student's St. Andrews email address when the refund check is available.

St. Andrews does not issue electronic refunds.

### Satisfactory Academic Progress Policy for Receipt of Financial Aid

Federal Regulations require students who receive Federal Financial Aid which includes Federal Pell Grant, Federal SEOG, Federal Direct Student and PLUS Loans and Perkins Loans, to make Satisfactory Academic Progress (SAP) towards the student's degree in their declared program.

The standards are cumulative and have two components: Qualitative and Quantitative. St. Andrews uses grades earned and quality points as the measurable standard for academic work.

### Financial Aid Qualitative Standard

St. Andrews uses a graduated standard for undergraduate students to remain in academic good standing.

- $\geq 1.59$  for students having attempted up to 12 credit hours
- $\geq 1.85$  for those students having attempted 13-24 credit hours
- $\geq 1.93$  for those students having attempted 25-36 credit hours
- $\geq 1.97$  for those students having attempted 37-48 credit hours
- $\geq 2.00$  for those students having attempted 49-60 credit hours

In the 60<sup>th</sup> attempted credit hour a student must have a cumulative G.P.A. consistent with the minimum graduation requirement of 2.00 cumulative G.P.A.

### Financial Aid Quantitative Standard

Undergrads may receive aid for a maximum of 150% of the 4-year bachelor's degree program requirements or 180 attempted hours. The 4-year degree program is 120 credit hours, which is equivalent to  $120 \times 150\% = 180$  attempted hours. For a full-time student, it is equivalent to 6 years of enrollment. It is cumulative and includes periods without Title IV aid assistance. The years of enrollment are adjusted proportionately for periods of attendance at less than full time.

For the MBA program, 150% of the degree program is 54 attempted hours for Title IV eligibility to meet the SAP Policy.

For a full-time MBA student who enrolls consistently in 6 hours for each term, the maximum time frame is equal to 27 months or 9 terms. This policy does not override the Academic Progress Standards.

St. Andrews monitors progress at the end of each undergraduate semester/term or graduate term. At this point, both the cumulative quantitative and qualitative components of SAP will be evaluated. Students must earn at least 67% of all attempted cumulative credit hours. The qualitative cumulative GPA, as stated above, must also be consistent with the academic standards chart. A student is eligible for subsequent disbursements of Federal Financial Aid in the next semester if the student is in SAP compliance.

\*Winter Intercessions and Summer Sessions are factored into both the qualitative and quantitative SAP.

## Course Repeat Policy

A course in which a letter grade of "D" or "F" has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative Grade Point Average (GPA) at Webber International University and at St. Andrews University, its branch campus. However, the original grade and the repeated grade will count towards Satisfactory Academic Progress, unless the student applies for "Forgiveness."

If a student chooses to repeat a course, a Request to Repeat a Course Form must be completed during the registration period. The course must be repeated at the student's respective campus to receive an adjustment in the GPA. However, a student may petition to repeat the course through the Florida campus (for North Carolina students) or in North Carolina (for Florida students) if there is an equivalent course available. The petition must be submitted to the Academic Planner/Advisor (of the campus where the student intends to repeat the course) a minimum of one month prior to the start date of the course in question. The Registrar (for the Florida campus) or the Campus Academic Dean (and Associate Dean, as applicable, for the North Carolina campus) will review the request,

consult with the Department Chair and advisor, determine if an equivalent course exists, and inform the student of the result of the review.

No course may be repeated more than two (2) times. Students who repeat a course for which they have received a letter grade of "D" or "F" must notify the Registrar's Office for recalculation of their cumulative GPA. No courses may be repeated for grade average purposes after graduation. All credits attempted are considered when calculating quantitative Satisfactory Academic Progress status. Students pursuing majors in the Education Department (including Elementary Education, Physical Education K-12, Middle Grades Education, and Special Education) are required by the North Carolina Department of Public Instruction to maintain a cumulative grade point average of 3.0 or higher to be admitted to the Education program, to remain in the Education program, and to be permitted to complete the student teaching experience and the major. Therefore, students majoring in any of these majors in the Education Department are permitted to repeat, for grade average purposes, no more than three (3) courses in which a grade of "C" was earned. This exception must be approved by the Chair of the Education Department and the Campus Academic Dean. If the exception is approved, only the higher grade in the repeated course(s) would be used in the computation of the student's cumulative grade point average. Both the original grade and the repeated grade would remain on the student's transcript.

NOTE: Veterans' Administration benefits and some Title IV funds may not cover the cost of repeating courses assigned a "D" grade. Students should speak with the Financial Services Department for further details.

### **Grade Forgiveness Policy: Undergraduate Students**

Grade forgiveness allows a student to repeat a limited number of courses to improve his or her GPA. This includes courses in which a grade of "C" or higher was earned. Students must submit a completed Grade Forgiveness Request Form to the Academic Planner or the Registrar's Office (for the Florida campus) or the Registrar's Office (for the North Carolina campus) prior to repeating the course. Whenever a student elects to repeat a course for grade forgiveness, the original grade is removed from the transcript and replaced with "R"; thus, it will not be computed in the final grade point average. Note that once the student receives grade forgiveness, the original grade will not count towards the GPA or SAP standards. Federal aid allows for one repeat attempt for a previously passed course to be included in enrollment status.

Only courses taken at Webber International University and/or at St. Andrews University and repeated at the University are eligible for grade forgiveness. Undergraduate students may use forgiveness up to three (3) times prior to the conferral of the degree. Grades cannot be changed once a degree has been conferred. Grade forgiveness cannot be used by non-matriculating students or for pass/fail courses.

If a course has been taken more than one time prior to the application for forgiveness, this process can be used to establish the highest awarded grade received in the course. The grade forgiveness policy is not retroactive and will not retroactively alter any previous academic action. For example, a probation or disqualification status will not be removed from the records of the semester in which the student originally took the course.

Under unusual circumstances, a different but similar course may be used to replace a forgiven course. In such cases, the Campus Academic Dean must seek prior approval from the Chief Academic Officer for a course substitution to be utilized. If a student withdraws from a first retake repeated under the grade forgiveness policy, the attempt will not count as an allowable attempt. However, the original grade will not be replaced with the "W" received in the repeat attempt. This stipulation mirrors the financial policy for students withdrawing prior to completing a first-retake course.

Students receiving VA benefits are advised that the forgiveness of any grade other than an unsatisfactory grade must be reported to the VA and may result in the retroactive reduction of benefits for the semester for which the forgiven grade was originally assigned. Students receiving Title IV financial aid are allowed one retake of a course previously passed (grade of B-D) or failed (grade of F) and still receive financial aid for that second enrollment. If a student withdraws before completing a course that is being retaken, it is not counted as the onetime retaking of the course for financial aid purposes. However, if a student passed the class on the first try but fails the course on the second attempt, that second attempt counts as the second retake, and the student will not be paid for taking the course a third time. While the institutional policy will permit students to retake a course for a third time, such students will be responsible for paying the tuition costs associated with the third retake. Note that retaken classes may count against satisfactory academic progress. In such cases, students may want to consult their Financial Aid Adviser to clarify their situation.

### **Grade Forgiveness Policy: Graduate Students**

It is the policy of the Graduate School that any student may retake a maximum of one course with a grade of "C" or "F" to establish effective proficiency in that area. After completion, the student may then request grade forgiveness with the Academic Advisor or the Registrar's Office. The previous course listing will remain on the transcript, but the grade will then change to "R"; thus, it will not be computed in the final grade point average. The new grade obtained from repeating the course will be on the transcript and will be used

for computing the final GPA if it is higher or the same as the forgiven grade. If the new grade is lower than the first grade, both grades will remain on the transcript and both will be computed into the GPA but only one of the two will be counted toward graduation.

### **Transfer Students**

No quality points are calculated in transfer hours. The GPA from previous schools is not factored into qualitative progress. The transferred hours, however, are used in the quantitative SAP.

### **Incompletes and Withdrawals**

Incompletes and withdrawals are factored into the quantitative progress for SAP.

### **SAP Warning**

Students not making quantitative and/or qualitative progress upon review will be placed on SAP WARNING for ONE semester/term with NO effect on federal financial aid. A St. Andrews SAP Warning letter will be sent to the student's St. Andrews email account. If the student fails to progress back to good standing after the SAP WARNING term, the student will be placed on PROBATION and is not eligible for Federal Financial Aid. To be reconsidered for aid, see SAP Probation.

### **SAP Probation - the consequence for failure to make SAP**

A student who fails in meeting SAP standards at the end of a term on Warning will be placed on "SAP PROBATION". The student is at that point in time NO LONGER ELIGIBLE for Federal Financial Aid. The student will be informed by email to his/her official St. Andrews email account. The student has the option to file an appeal, he/she must write a "Request to Appeal" to the Registrar's Office. Student Appeals must include: why the student failed to make SAP, what has changed that will allow the student to make progress towards SAP at the next evaluation, and include any documentation that supports the reason, if applicable.

If the appeal is approved, the Academic Advisor in collaboration with the Director of the Center for Academic Success will initiate an Academic Plan and will meet with the student to discuss the plan that has been designed for the student's specific situation and needs. Further development may be warranted. The student will sign the Academic Plan acknowledging his/her commitment.

If an appeal request is denied, the decision will be final; the student enters Financial Aid Probation and is ineligible for Federal Financial Aid.

The student placed on SAP Probation will have ONE semester/term to improve his/her academic performance to progress toward SAP standards. The student must follow the "academic plan" designed to ensure that he/she will be able to meet SAP Policy by the specified date indicated in the Academic Plan. The student may receive TITLE IV Financial Aid for this one term while on Financial Aid Probation.

If the student meets the stipulations stated in the designed Academic Plan, the student will be eligible for TITLE IV AID in the subsequent term. The student, if necessary, will remain on the academic plan until he/she is back in good standing as long as the student is making progress as prescribed in the student's Academic Plan. The student does not need to appeal each term if he/she continues to make progress towards meeting SAP standards.

Students on SAP PROBATION who have met the stipulations in the Academic Plan will be reevaluated at the end of the term. If the student has not made progress in accordance with the Academic Plan upon completion of his/her probation term, the student may lose federal financial aid effective immediately.

A student cannot appeal immediately after a failed probation term unless documentable unforeseen circumstances such as a death in the immediate family or a serious family health issue exist. If an appeal is unsuccessful, the student will not be eligible for Federal Financial Aid until the student meets quantitative and qualitative SAP standards.

## **Education Programs SAP**

### **Withdrawal from University**

Official withdrawal from the University for personal reasons is initiated by the student. The student must contact the Office for Student Affairs to obtain an official withdrawal form. An interview is conducted and instructions for subsequent steps to leave in good academic standing are given.

## **Withdrawal from University for Students Who Receive Federal Title IV Aid - Official or Unofficial Withdrawal**

### **Unofficial Withdrawal Policy**

Per federal regulations, schools are required to review students who received federal financial aid and did not pass any classes. A review must be made to determine whether the student earned the non-passing grades while attending classes or stopped attending classes but did not officially withdraw. Students who stopped attending classes may be required to repay a portion of the federal financial aid for that semester. The review process must be completed within 30 days after the end of each semester.

**Students no longer attending class are advised to withdraw from individual courses or officially withdraw entirely through the Office for Student Affairs using the established withdrawal procedure found in the Student Handbook.**

If a student follows University procedures and withdraws, she/he will have an official withdrawal date, and their financial aid refund calculation will be completed according to the Federal Return of Title IV Funds Refund Policy.

At the end of each semester, all federal financial aid recipients who do not receive any passing grades will be reviewed to determine if the non-passing grade was earned while attending or due to no longer attending or participating in a class. The Registrar's Office will contact each course instructor to determine the last date of attendance or [academic activity](#).

The midpoint of the semester is used to calculate the amount of federal financial aid refund the student owes unless a later date of academic activity can be verified by the instructor.

If [academic activity](#) beyond the midpoint of the semester can be verified in even a single class by the instructor and the student began attendance in all classes, the amount of financial aid the student is required to repay may be reduced. If academic activity beyond the 60% point of the semester can be verified in even a single class by an instructor **and** the student began attendance in all classes, the student may not need to repay any financial aid.

If a student unofficially withdraws, she/he will not receive a downward adjustment in contracted University charges. Therefore, any refund owed to a federal financial aid program is the student's responsibility and will appear as a charge on the student's account with the University. Students with outstanding balances on their student account are unable to use their ID card, cannot register for classes, and cannot receive official St. Andrews transcripts.

The university is required to return all unearned federal financial aid to the Department of Education within 45 days of the date the institution determines the student withdrew.

For students who "unofficially withdraw" with NO passing final grades, as determined above, and the withdrawal in all courses is determined to have occurred during the Federal Title IV Refund Period of up to 60% of the semester or term, the University Registrar will re-assign the "F" grades to a non-punitive grade of "XF" indicating an "unofficial withdrawal" for the courses in the semester. Grades of "F" after the 60% point in time are considered earned.

### **Repayment of Unearned Title IV Student Financial Aid Policy**

The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. This law specifies the pro-rated amount and the order of return of the Title IV funds to the programs from which they are awarded. Unearned funds are first returned to the Stafford Loan Program, Perkins Loan, Pell, and SEOG programs. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time during the term that the student was enrolled, up to 60% of the enrollment period. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned is determined by subtracting the earned amount from the amount that was disbursed.

The responsibility for returning unearned aid is allocated between the school and the student. The post withdrawal calculation is performed to determine the portion of disbursed aid that could have been used to cover school charges and the portion that could have been disbursed directly to the student once school charges were covered. Webber will distribute unearned aid back to the Title IV programs as specified by law. Funds will be returned within 30 days of the date the institution becomes aware of a student's withdrawal. If the student received Title IV aid in excess of the amount earned, the student may owe a refund to the appropriate agency.

### **St. Andrews Refund Policy**

The size of the faculty and staff and other commitments of the college are based upon the enrollment at the beginning of the term. The fees collected are used to meet these commitments. After appropriate allocations are made to affected programs, a financial obligation from the student to St. Andrews may result, which is payable at the time of the student's withdrawal. Students who withdraw must notify the Dean of Student Life Office or the Registrar's Office. For the Fall and Spring semesters, the refund policy provides for a full refund of tuition, room and board, less a 5% administrative fee when a student officially withdraws from the college within the first calendar week start of classes of school opening as stated in the current school catalog. The following week a withdrawing student shall receive a 75% refund of tuition, fees, room and board. During the third week of school opening a 50% refund will be calculated. The fourth and final week of the refundable period a student will receive a 25% refund of tuition, fees, room and board. Should a student withdraw or be dismissed from the university beyond this four (4) week period, no refunds will be made. Students, who receive Federal Title IV aid, may have to return federal aid per the Federal Formula explained under the Federal Financial Aid

### **Refund Policy**

For the six (6) week summer sessions, a 50% refund will be calculated during the drop/add-fee period. A student will receive a 25% refund thereafter up to the 7<sup>th</sup> day of classes. Refunds shall be made within 30 days of the date that the college determines that the student has withdrawn.

## **Registrar**

### **Request of Transcripts**

We do not accept transcript requests through email or by phone. A student can request transcripts in person, or online at [www.sa.edu/registrar/](http://www.sa.edu/registrar/) Transcript Request Form. This is linked to the National Student Clearinghouse request form. Once completed, the Registrar is notified electronically of the transcript request. Transcripts can be sent by mail or electronically. Students must be in good standing with the Business Office in order for a transcript request be sent. A notation will be made with the National Student Clearinghouse if there is a HOLD on a student's account. Students with a HOLD may contact the Controller in the Business Office. Otherwise, transcripts are usually processed within 24 to 48 hours. There is a \$10 fee per transcript; online requests have an additional processing fee.

### **Student's Right to Privacy**

**The Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. St. Andrews must have written permission from the eligible student in order to release any information from the student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities within a juvenile justice system pursuant to specific State law.

St. Andrews may disclose, without consent, "directory" information. The Student handbook annually notifies current students of their FERPA rights.

See Appendix A – Notification of Rights Under FERPA for Postsecondary Institutions for more information.

### **Directory Information:**

**Releasable items** that are not generally considered sensitive or confidential that may be disclosed to appropriate outside organizations may include:

- Student Name, Address, E-mail Address, Phone Number
- Height, Weight, Date and Place of Birth (**used with caution**)
- Major and Minor field of study, Class level, Dates of attendance, Enrollment Status
- Names of Previous Institutions attended, Honors/Awards received, Degree earned and date earned



Participation in officially recognized Activities and Sports, Photos of Athletic Team Members  
Photographic, Video or Electronic Images of students taken and maintained by the institution

A student may request in writing that Directory Information not be released by contacting the Registrar or the Dean of Students. Contact [registrar@sa.edu](mailto:registrar@sa.edu) for information or questions. A paper copy of the FERPA policy is available on request.

### **Summer/Winter Term Work at Other Institutions (Available for Laurinburg main campus students only)**

Students who desire to receive credits toward their St. Andrews graduation requirements for courses taken over the summer/winter term at another institution must have the approval of their academic advisor, the Department Chair of the discipline in which the course(s) would be taught at St. Andrews, and the Registrar prior to taking the courses.

The institution at which the summer/winter term work is to take place must be fully accredited. If the student is a junior or senior, summer/winter term work may only be taken at a four-year institution. Credit will be granted only for those courses which are at the University level, and which fulfill graduation requirements at the other institution. For credit to be given at St. Andrews, students must earn a grade of C or higher in the course.

Students are responsible for requesting an official transcript from the other institution to be sent to St. Andrews when the coursework is completed, and the grade recorded. Only six credits will be accepted for each eight-week summer term and only three credits will be accepted for work completed during a winter term.

Thirty of the last thirty-three credit hours towards a student's degree program must be earned at St. Andrews.

### **Withdrawal from a Course**

A student may withdraw from a course with a grade of "W" during the withdrawal period (see university catalog for dates).

Ceasing attendance of a class does not mean a student is withdrawn. Students must consult with their faculty advisor and the instructor of the course from which they are withdrawing. Both the advisor and the instructor must sign the completed Course Withdrawal Form. If the student is a student-athlete, either the NAIA Compliance Officer or the Faculty Athletics Representative must also sign the form. Once the required signatures are obtained, the student must take the completed Course Withdrawal Form to the Registrar's Office. Only after the Registrar's Office receives the Completed Course Withdrawal Form will a student be withdrawn from the course. A withdrawal from a course after the drop/add period does not affect the tuition the student is charged. Tuition remains the same as before the withdrawal. If a student subsequently adds another course which puts the student into overload status (18+ hours), the student is responsible for all overload fees.

### **Student On-Line Access**

St. Andrews students may view their course schedules, unofficial transcripts, student accounts, and financial aid via the St. Andrews student portal: <https://www.cacloudservices.com.studentservices/1251/crindex.cgi>. The user ID is your student ID, and the pin is your birthdate MMDDYYYY. Once established, a student can change their password, but it is not recommended. Any requests for resets must be made to the Registrar's Office.

### **Disclosure of Information from the Official Education Record**

All data about an individual student not listed as directory information are considered restricted and may only be released according to the following conditions.

- A. Disclosure to the individual student, unless student has waived his/her right of access.
- B. Disclosure of data to other students is prohibited, unless the student has given written authorization for the information requested.
- C. Faculty, administration, and staff of the University shall have access to all data about a student which is deemed necessary for the performance of academic or administrative duties.
- D. Records of a student shall be released to his/her parents and spouse only with written permission of the student involved. The University reserves the right, however, to communicate with parents or guardians when a student is in academic or other jeopardy, which includes a health or safety emergency as deemed by administration of the college.
- E. Without written permission by the student, if a parent of a dependent student requests information and that parent is paying the college bill and has listed the student as a dependent on his tax return, Webber will provide the information requested. A copy of the current tax return will be requested for documentation.
- F. University transcripts are released only upon the written request of the student.
- G. Disclosure to school official with legitimate educational interests: A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting 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 responsibility.

**H.** When disclosure of any information from the University records about a student is demanded by judicial subpoena, the staff member receiving the subpoena shall immediately notify the student involved by telephone, if possible, or by letter at the last known address, unless the subpoena specifically states not to contact the student. Webber will comply with a judicial subpoena.

**I.** Officials of the federal and state governments listed specifically in FERPA shall have access to student records to the extent outlined in the law and in pertinent Department of Educational regulations.

### **Procedures for Access of Records by Students**

**A.** The student must provide proper identification verifying that he/she is the person whose record is being accessed.

**B.** The administrative officer responsible for maintenance of the records shall review the contents of the record with the student at an appointed time.

**C.** The student shall be free to make notes concerning the contents, but no material shall be removed during this process.

Copies of the record shall be provided upon written request and payment of a fee comparable to that normally charged for a transcript, provided that the qualifications for the release of an official transcript are met.

### **Request for a Change of Record**

A student has the right to request an amendment of his/her education record that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. Repetitive? They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her 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. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW.  
Washington, DC 20202-4605

### **Veteran Policy**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. St. Andrews will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

### **Service member and Veteran Priority Registration**

In support of the men and women of the Armed Forces and of the veterans who have served our country, St. Andrews supports the Harry W. Colmery Veteran's Educational Assistance Act of 2017, also known as the "Forever GI Bill". St. Andrews offers priority registration to our veteran and service member students. Students who are a veteran or who are currently serving in any of the armed services branches are encouraged to take advantage of our priority advising and registration. The priority preregistration period is during the senior registration week each semester. Seniors are the first to preregister each semester. Service members and veterans of all class levels are encouraged to see their advisors and preregister during the senior registration week.



## **Veteran Education Benefits**

### **POST 911 Benefit Scholarship Policy**

Students eligible for the Post 911 GI Bill program are eligible for up to the maximum benefit designated by the VA for the academic year to cover Tuition and Fees only. VA benefit amounts adjust yearly. Students who reside on campus may use federal, state, and institutional financial aid not specifically designated for tuition and fees toward room, and board. Institutional aid will not be refunded or used for books. Students use their VA book stipend for books and supplies.

Students who do not reside on campus will have their institutional scholarships applied to tuition and fees after the application of their yearly Post 911 benefit. State aid designated toward tuition and fees will be deducted; Post 911 benefits will be billed for remaining allowable tuition and fees up to the maximum yearly benefit.

Eligible students whose tuition & fees exceed the yearly VA benefit maximum will have the Yellow Ribbon benefit applied up to the maximum stated benefit in that program.

Federal Title IV Aid, state aid, and other outside sources of aid not solely designated for tuition and fees will not be deducted from this benefit.

In general, Title IV aid (Pell, SEOG, Perkins Loans, Direct Loans and PLUS Loans) will not be affected by VA benefits. A Pell Grant and/or Student Loan recipient will have their federal aid not designated for tuition and fees applied to room and board other fees and books.

The student should not expect any refund of VA benefits, Tuition Assistance, St. Andrews Scholarships/Grants, or any other non-federal aid source. Any credit balance incurred from these sources will be refunded to the appropriate funding source.

### **Veteran's Benefits for Graduate School Students**

St. Andrews makes every effort to work personally with military personnel and family members to certify enrollment for benefits once the veteran is approved to receive benefits.

If a graduate student who is receiving veteran's benefits, is placed on academic probation and fails to reach a cumulative GPA of 3.0 within two terms, 9 credits or the end of the degree requirements, all veteran's benefits will be terminated.

## **Academic Integrity/Policies and Procedures**

### **Student Classification**

Students are classified by level based on semester hours earned toward graduation: Freshman: 0- 24; Sophomore: 25 - 56; Junior: 57 - 85 Senior: 86 and above.

### **Academic Progress/Good Standing**

Students must pass 24 credit hours in two semesters to meet the requirements for full-time student classification. Students in good standing are those whose cumulative grade point average is at the required level for the student's class standing.

### **Academic Warning**

Students whose semester grade point average falls below 2.00 receive an academic warning. Student grade sheets and transcripts reflect the warning status.

### **Academic Probation**

The student will be placed on automatic academic probation at the end of any term when the student's cumulative grade point average (on all hours attempted at St. Andrews University) falls below the following minimum standards: 1.59 for those students having attempted up to 12 credit hours, 1.85 for those students having attempted 13-24 credit hours, 1.93 for those students having attempted 25-36 credit hours, 1.97 for those students having attempted 37-48 credit hours, and 2.00 for those students having attempted 49-60 credit hours. Student grade sheets and transcripts state a student is on probation and a letter from the Vice President for Academic Affairs is sent to the student detailing academic restrictions. A student on Academic Probation may be awarded financial aid an additional semester if he/she has over a 2.00 GPA for 12 credit hours during the ensuing semester progressing toward a 2.00 cumulative GPA.

### **Academic Dismissal**

Students on probation who fail to meet the probation requirements will be academically dismissed by the Faculty Executive Committee for unsatisfactory progress toward the attainment of their degree.

Any student earning less than a 1.00 GPA, based on hours attempted in any semester, (and any student failing to meet Fresh Start contract provisions) is subject to academic dismissal.

### **Academic Dismissal Appeal**

Any student wishing to appeal an academic dismissal decision may submit a letter to the Vice President of Academic Affairs within two weeks of notification of dismissal. The letter should contain any rationale for the appeal.

### **Attendance**

Although university professors are not required to take attendance, students are expected to attend punctually all classes and should be absent only for unavoidable reasons. It is the student's responsibility to inform his instructor of an unavoidable absence. Excused absence is defined as an absence due to:

A. Illness treated by a physician.

B. Participation in authorized University activities and with the permission of the instructor. The Vice President for Academic Affairs may drop a student from either a course or the University for excessive absences. Students having a prolonged period of absence due to illness must obtain permission from the Vice President for Academic Affairs to return for the remainder of the current semester.

C. Serious, unavoidable personal emergency.

### **Academic Dishonesty**

Academic dishonesty includes but is not limited to the following:

A. **Cheating** - on an examination or in the classroom; St. Andrews defines cheating as follows:

(1) unauthorized giving or receiving of aid by any means during a test or examination; (2) having another person take an exam in his place, or taking an exam in another person's place; (3) stealing or using, unless authorized, any test, paper, or answer key.

B. **Plagiarism** - taking and passing off as one's own ideas, writings, or work of another, without citing the sources. The Winston Dictionary defines plagiarism as, "the act of stealing and using as one's own, the ideas, or the expression of the ideas, of another". Plagiarism includes the paraphrasing of another person's work or idea. Students must state the source of information, if not their own, using footnotes or by citation in the body of the text. Plagiarism also includes electronic information of all types. Penalties for Plagiarism will be applied if students failed to meet the standards of copyright compliance. Students must adhere strictly to all laws and guidelines pertaining to copyrights.

No videos or films may be shown outside the classroom without the appropriate copyright permission.

C. **Stealing Examinations or Course Materials**

D. **Falsifying Records**

E. **Violation of Computer Policies**

F. **Copyright Compliance** - students must adhere strictly to all laws and guidelines pertaining to copyright; no videos or films authorized for being used in a specific class may be shown outside the classroom without the appropriate copyright permission.

G. **Fabrication** - Fabrication is the falsification or invention of any information or citation in an academic exercise.

H. **Assisting anyone to do any of the above**

### **Punishment for committing academic dishonesty:**

For an undergraduate student: Upon the **first offense**, the student will receive a numerical value of zero (0) on the assignment or a reduction of one letter grade in the course, whichever is the most severe punishment. The **second offense** whether in the same course or another course will result in a penalty up to an "F" for the course.

A **third offense** will result in expulsion from the university. For a graduate student: Please refer to MBA Handbook for details. Upon the **first offense**, the student will receive a grade of zero (0) in the course. A **second offense** will result in expulsion from the university.

### **Procedure for Reporting Cheating or Plagiarism Incident**

When a professor feels a cheating or plagiarism incident has occurred, the professor will present the information, documentation, and any supporting evidence to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will review the information and conduct a joint session with the student(s) and the professor. The purpose of the session is to insure the student's complete understanding of the University's definition of cheating or plagiarism. Formal notification of cheating or plagiarism is delivered to the student in writing and placed in the University record. Parents may be notified.

### **Facilitating Academic Dishonesty**

Facilitating academic dishonesty is helping or attempting to help another commit an act of academic dishonesty. For a student currently enrolled in the course, the procedures and penalties described above apply. When a professor or another student feels that a student who is not currently enrolled in a course is facilitating academic dishonesty, he or she may present the information to a Department Chair or the Associate Dean for Academic Affairs. Supporting evidence will be reviewed to determine the level of involvement in facilitation of academic dishonesty.

### **Academic Review/Grade Challenge**

A student may request a review of a final grade within five (5) days of assignment of the grade. Such a request must be submitted in writing to the Vice President for Academic Affairs and shall state the reason(s) for believing the grade to be unjust.

If the Vice President for Academic Affairs determines that the student has reasonable grounds for requesting a review, she will appoint a committee of faculty members to conduct a review. The Vice President for Academic Affairs will notify the student, in writing, of the final decision. An Academic Review Committee has the sole responsibility to determine the justness of the disputed grade. It may not properly make any recommendation beyond that point.

The student who requests an academic review of a final grade bears the burden of proof in establishing that the grade was undeserved. Failing to prove by preponderance of the evidence that the grade was unjust, the grade must stand as assigned by the faculty member. The presumption is always that the faculty member assigned the grade for good cause and without bias.

### **Procedure for Appeals**

A student who is not satisfied with a decision made by a University official often has an avenue of appeal.

A student who wishes to appeal a decision of a University official may do so in writing, within seven days after the decision has been reached. A student not availing him or herself to this policy within this timeframe will forfeit any right to appeal that he or she may have had.

While there is no format which a student must follow, the student should completely and concisely spell out his or her case, including such documentation as is necessary. Specifically, the student should make clear the circumstances surrounding the issue and why he or she believes the decision reached was contrary to University policy, unjust, or should otherwise be reconsidered. The student should include contact information in case further information is necessary or questions arise. Because the presumption is that the decision was reached for appropriate reasons, the burden of proof lies with the student filing an appeal.

The University official (designated student grievance officer) receiving the student's appeal will render a written decision within seven days.

While a student may always avail him or herself to the University's open-door policy, doing so will not substitute for filing a written appeal and will not preserve his or her rights of appeal under this policy.

### **To Whom Decisions May Be Appealed**

Any decision involving the academic areas of the University may be appealed to the following designated student grievance officers: the Vice President for Academic Affairs (first level of appeal). The Office of Academic Affairs is located in the Liberal Arts Building; the Campus President (second level of appeal).

Any decision involving the student life areas of the University may be appealed to the following designated student grievance officers: the Dean of Students (first level of appeal). The Office for Student Affairs is located in the DeTamble Library; the Campus President (second level of appeal).

Any decision involving athletics may be appealed to the following designated student grievance officers: the Director of Athletics (first level of appeal). The Athletics Office is located in PE Center; the Campus President (second level of appeal).

The following decisions are final and may not be appealed: the decisions of the Campus President, academic standing decisions of the Faculty Executive Committee.

See Appendix G – St. Andrews Academic Integrity Policy for more information.

## **Residence Life**

### **Housing**

The University provides on-campus housing in Wilmington, Granville, Concord, Albemarle, Orange, Pate, and Winston-Salem Halls for up to 470 students. The Director of Student Life oversees the Resident Directors and Resident Assistants. Resident Directors and Resident Assistants live in the Residence Halls and are available to aid students and to oversee hall activities. Rules and policies governing residence halls are published in the Student Handbook and the University Housing Agreement.

Students are assigned rooms and roommates. Housing changes can be made only with the Director of Student Life.

Requests for special permission to reside off-campus will be handled on an individual basis. Exceptions to the residency policy may be granted when one or more of the following apply to a full-time student:

1. 21 years of age prior to matriculation (first entering).
2. Living with parent, guardian, or other responsible relative within driving distance of the College.
3. Married or a parent with custody of children.
4. In need of personal assistance beyond what the University can provide.

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.

### **Documentation Standards for Students Living Off-Campus**

- Exemption (1): Student must be 21 years old or older by the beginning of the entering semester.  
Documentation required: authenticated government issued identification (e.g. certified birth certificate, driver's license, passport, certified consular certificate of live birth, etc.)
- Exemption (2): Student must be living less than a 40-miles drive from campus with his or her parents or legal guardian  
Documentation required:
- a) Distance: GoogleMaps printout ([googlemaps.com](https://www.google.com/maps)) showing less than 40 miles driving time from student's documented place of residence to 1700 Dogwood Mile Laurinburg NC 28352; and
  - b) Parents or legal guardian
    - a. Birth certificate; or
    - b. Certified court order of guardianship dated at least 12 months prior to admittance; or
    - c. IRS form 1040, with address matching and student's name on line 6c(1) from the immediate previous year; or
    - d. IRS form 1040a from the immediate previous year, with address matching and student's name on line 6c(1)
- Exemption (3): Student is married  
Documentation required:
- a) Certified copy of marriage certificate
  - b) Copy of child's birth certificate
- Exemption (4):
- a) Detailed explanation of request
  - b) Supporting documentation from a licensed physician or psychiatrist if appropriate

Note: Students may become ineligible for scholarships by electing to move off-campus. It is the student's responsibility to check on the status of scholarships.

### **Campus Breaks and Campus Safety**

Changes which alter the cost of housing must be absorbed by the student. The fees for housing do not include periods when the University is in recess (between semesters). Residence Halls are closed during these periods. The Residence Halls are also closed during Christmas Break. The campus dining facilities are closed during Fall Break, Thanksgiving Break, Christmas Break, Spring Break, Easter Break, and Summer Break.

Campus Safety and Security is on duty and available 24/7/365. However, St. Andrews cannot assume responsibility for students' personal property. Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

### **Minors in Dorms**

Minors (anyone under the age of 18) may reside in the dormitories but must live in designated minor housing in Wilmington or Concord at least an entire semester. If a student turns 18 during Fall semester, they may request a different room for the Spring.

### **Room Assignment Policy**

St. Andrews admits students of any race, color, sex, age, nationality, handicap, and sexual orientation. Residence hall assignments are made on the basis class standing, and first come, first served as space allows.

### **Food Service**

The University has proudly partnered with Sodexo, a multi-billion-dollar company, specializing in food service, housekeeping, and maintenance. Students will have the opportunity to enjoy numerous meal options on campus. The meal plan provides 19 meals per week for the 15-week term at a substantial savings. All students living on campus must be enrolled in the meal plan.

Students receive \$200 flex dollars per semester on their student IDs. Unused monies roll over until a student graduates; however, if a student has unused dollars at the time of graduation, these dollars are not paid out to the student. Student representatives routinely survey the student body for input in planning menus, special dinners, outdoor barbecues, and dining room activities. Pipers Café proudly serves Starbucks, sandwiches, and other snacks.

All residential students are automatically enrolled in the meal plan. To be considered for exemption from the meal, the student must meet with the Dean of Students at least 30 days prior to the start of the semester. Exemptions are granted only on a medical basis and require a medical diagnosis from the treating physician as well as a sample nutritional plan. The Dean of Students will then meet with the Director of Food Services from Sodexo to determine if an exemption is warranted. In most cases, the Director of Food Services can offer custom menus to meet any students' dietary needs.

### **Airport Transportation**

Students flying to North Carolina are asked to arrive at the Charlotte Douglas International Airport or at Fayetteville Regional Airport. St. Andrews provides airport pickup/drop off on a limited basis. This service is only available to international students. For specific information, contact the Office for Student Affairs.

### **Soliciting**

Door to door solicitation of products or services in campus housing is not permitted. This policy applies to individuals and off-campus groups. If a student is contacted by door-to-door solicitors, he/she should notify the Dean of Students. Solicitation in common areas of the residence halls must receive prior approval from the Dean of Students.

### **University Liability**

The University does not assume obligation or liability for loss or damage to personal property. Students should take precautions to protect personal belongings from theft, fire, water damage, or other loss. Students are urged to purchase renter's insurance and car insurance for protection against loss or property damage.

### **Check-In/Check-Out Procedures**

**Check-In** - Students must be cleared by the Financial Aid and Business Offices before they check-in. During the check-in process, each student must sign and return the Housing Room Condition form provided by the Office for Student Affairs. The RAs will assist students in completing the form and will collect and return these forms to the Director of Student Life. This form is the basis for determining whether a student will be responsible for damages, losses, or both, in the assigned living space.

**Check-Out** - Residents are eligible to remain in the residence halls until twenty-four hours after the last final exam of the semester. Residents participating in the Graduation ceremony must vacate the room by 10:00 A.M. the next morning following graduation. Failure to move out within the prescribed period may result in a \$50 per day charge, eviction, and disciplinary action. In cases of eviction, St. Andrews will not be held responsible for student belongings and reserves the right to take possession of and dispose of such belongings.

A resident is not considered checked out of the residence hall until all keys are returned and a completed Housing Room Condition form is signed by a St. Andrews Resident Assistant. Residents are expected to remove all refuse and discarded materials and leave the room as clean as it was at the time of check-in.

When one occupant in a room moves out while others remain, each is equally responsible for cleaning the room. If the room is in unacceptable condition after inspection, cleaning services will be provided, and the resident(s) will be held liable for cleaning charges. Failure to follow proper check out procedures as outlined in the Housing Agreement or in distributed instructions will result in an additional charge. Failure to return all keys will result in a \$75 charge per key for suite keys and room keys and a \$100 charge for all

building keys.

## **RESIDENCE HALL CHARGES\***

### **Cleaning Charges**

Microwave Cleaning Charge	\$50.00
Bathroom Cleaning Charge	\$75.00 (per student)
Individual Cleaning Charge	\$75.00
Suite Lounge Cleaning Charge	\$100.00 (per student)

### **Damage Charges**

Broken Light on Ceiling	\$50.00
Broken Furniture	\$150.00 and up
Damage to Ceiling Tiles	\$55.00 per case

### **Missing Furniture Charges**

Missing Dresser (Pate only)	\$200.00
Missing Armoire (Pate only)	\$300.00
Missing Desk	\$150.00
Missing Bed	\$250.00
Missing Mattress	\$150.00
Missing Refrigerator (ADL only)	\$800.00

### **Key Charges/Lost Key**

Building Key	\$100.00
Suite Key	\$75.00
Room Key	\$75.00

Furniture which is destroyed or removed from dorm rooms will result in charges up to \$500.00.

Furniture from the Main Lounge, Suite Lounge, or PE Center should NOT be moved into the student rooms. Students found with furniture from the Main Lounge, Suite Lounge, or PE Center in their room are subject to a fine of up to \$100 per piece of furniture.

Students are responsible for maintaining a neat and tidy room. It is up to all dorm room occupants to keep their room and all the furniture clean and in working order. This includes, but is not limited to, beds, dressers, nightstands, closets, desks, chairs, couches, doors, and bathrooms and any other university owned property. The university's housekeepers will clean hallways, bathrooms, suite lounges, and main lounges. If they are called to clean a room, there will be a min of \$100 charge.

### **Keys**

Students are responsible for the security of their room and should not lend keys to other students. If a student locks his/her key in their dorm room, personnel from the Campus Safety are authorized to unlock the student's door as long as the student has a St. Andrews ID.

### **Replacing Lost Key**

There will be a \$75 charge per key to have another key made for all residence hall rooms and suites to be charged at the end of the semester to have the lock re-keyed. The fee is \$100 for a building key.

### **Smoking**

North Carolina states that smoking is NOT permitted in enclosed public areas, which include (residence halls, bathrooms, hallways, lobbies, classrooms, labs, etc.). Vaping is not permitted in any on-campus enclosed public area.

### **Animals**

Pets are not allowed in the residence halls. Pets create disturbances for everyone in the form of noise and odor; they can also carry and attract pests. The feeding of stray animals is also prohibited. Caring for these animals during the semester results in cruel abandonment when students leave for winter and summer break. Students who are found keeping pets of any kind in the residence hall will be subject to an initial fine of \$100, and if the pet is not removed within 24 hours, an additional \$155/per day fee will be imposed. Residents will be responsible for any damage and extermination costs incurred. 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 including Emotional Support Animals that are not approved or are in the process of being approved.

Students are also responsible for the actions of their guest and will be held accountable if a guest brings a pet inside a residence hall. 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. Campus staff reserves the right to call Animal Control for anyone who refuses to cooperate with this policy.

The only exception to this policy are service animals.

### **Emotional Support Animals**

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

But, with special privileges comes 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 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.** See the Disability Services Coordinator 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.** The Disability Services Coordinator 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 Student Life in the Office of Student Affairs 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 Student Life in the Office of Students Affairs, must do the following:

- Students will be required to sign a contract with the Director of Student Life and assume all responsibility and liability for the animal.

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 \$150 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 roommates, suitemates, 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 Student Life 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 \$150. 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, 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, Avinger Auditorium, Scottish Heritage Center, or the Equestrian Center.

### **Appliances – Mini Fridge and TV**

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 the appliance. 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, bathrooms, suite lounges, main lounges, or courtyards. Cooking is allowed only in the kitchens in the Granville Apartments and in microwaves provided in each suite for student use. Students may use their personal grills when there is no school grill in place for use by hall residents. Personal grills are strictly forbidden to be used within buildings or under any covered area, such as an overhang, or within the courtyards.

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.

### **Vandalism**

Intentional and malicious damage to the residence hall facilities is considered vandalism. When vandalism occurs, everyone pays. When the person or persons responsible cannot be identified, repair costs are passed on to all residents in the area through group assessment and/or to all residents through higher rates. So, remember, take care of the residence hall as if it were your home.

### **Air Conditioners**

Removing covers or filters or tampering with the air conditioning units makes repair difficult if not impossible. Report units which do not work properly to your RA, RD, or the Director of Student Life. A fine of \$100.00 will be levied for removing air conditioner covers or filters.

### **Maintenance**

Work orders for repairs are submitted to Campus Services by *Maximo*. Work is prioritized by greatest need; however, if follow up is necessary, contact the R.A. in the Residence Hall or stop by the Office for Student Affairs.



### **Changing Rooms in Residence Hall**

Residence hall assignments are made in an effort to match student's wishes, lifestyles, and interests to the best knowledge of the residence hall staff. However, it is inevitable, as human beings live together, that changes will be desired occasionally.

Because of the complexity of administrating room changes, provisions for room changes are as follows:

1. Room change requests are submitted in writing to the Office for Student Life after the first two weeks of the semester.
2. Any student changing rooms or moving without the written approval of the Director of Student Life will be subject to a \$100.00 fine.
3. Room changes are made as rooms are available. Many times, room changes must be coordinated through several sets of students.

### **Roommate Contract**

If needed, each resident must complete a Roommate Contract which will be used to settle all disputes between roommates. Conflicts which arise in violation of the signed Roommate Contract will be referred for mediation. Conflicts which arise in the absence of a signed Roommate Contract will be referred for immediate disciplinary action.

### **Room Checks**

The Dean of Students, The Director of Student Life, Resident Directors, Resident Assistants, or Campus Safety will conduct visual inspections of residence hall rooms when necessary. The dates will not be posted. The Director of Student Life, Residence Directors, Resident Assistants, or Campus Safety will determine that furnishings are present and being used properly, that the residence hall is in reasonably clean condition, that needed repairs are reported, and that residence hall/school policies are being followed.

### **ST. ANDREWS RESERVES THE RIGHT TO CONDUCT UNANNOUNCED ROOM CHECKS FOR VIOLATION OF RESIDENCE HALL REGULATIONS.**

### **Resident Assistant (R.A.)**

An R.A. is a full - time regular residential student who has applied and been selected to assist students and St. Andrews personnel in the residence halls. The R.A. will conduct hall meetings, request maintenance and repairs as needed, and work with security and housekeeping to establish a safe and reasonably clean environment for students to live. An R.A. will assist students in the residence halls within the guidelines of University policies and regulations. He/she will advise students and attempt to find help for the student if problems are beyond his/her experience and training.

### **Self-Regulated Visitation**

All guests must register at the Office for Campus Safety. The resident student is mutually responsible for the guest and must be always with their guest.

Resident students who wish to host a guest after hours (5 pm – 7 am) must document the arrangement with roommates through the Roommate Contract. Conflict in the absence of this agreement may result in disciplinary action. Only those students assigned to a room may reside in that room. Abuse of the visitation policy is cause for disciplinary action.

Residents may have an overnight guest for 48 hours. A student is allowed to have a guest(s) stay for a total of 8 days per semester. Residents must register their guest with security 48 hours prior to the guests' arrival. Students who will be hosting a guest must obtain a written statement from all roommates of approval for a guest. Guests must obtain a temporary parking permit; failure to make parking arrangements may result in towing of vehicle. An abuse of the spirit of this policy may be considered cohabitation, which will result in fines and or disciplinary sanctions. Due to the nature of our housing tenants, parents, grandparents, aunts and uncles, or guardians, will not be permitted to stay overnight in the dorm room with the student.

A student may not enter another student's room without permission. Failure to obtain permission will be considered unwelcomed and unlawful entry and will result in disciplinary sanctions.

### **Parking/Towing**

Any vehicle which enters St. Andrews property must display a valid St. Andrews sticker, a visitor's pass, or a faculty/staff sticker. Any vehicle found to be in violation of the above or found to be parked in an unauthorized area is subject to towing at the owner's expense by the Director of Security. Students should NOT park in lots designated Faculty/Staff.

See Appendix E – Vehicle Regulations for Motor Vehicles & Bicycles for more information.

### **Quiet Hours**

In all St. Andrews owned housing, certain hours of the day have been designated as "quiet" or "study hours". Quiet Hours are 11:00

p.m. - 8:00 a.m. (Sun-Th) in all residence halls. Quiet hours on the weekend are 12:00 am – 8:00 am (F-Sat) for all halls except Orange. Quiet hours in Orange are 2am – 8am (F-Sat). During these hours, noise must be kept at a minimum to allow students to study or sleep. Students are encouraged to keep their room doors closed during quiet hours. TV's, stereos, etc. should be played at a low volume that cannot be heard outside the room. Designated hours will be posted throughout each building.

During final exams week, continuous quiet hours are in effect. Remember that consideration and mutual respect are always in effect. If a neighbor is trying to sleep, study, or is disturbed by your noise, he/she has the right to ask you to keep the noise level down, and you have the obligation to accommodate him/her. If a compromise cannot be reached, an R.A. should be contacted to assist in mediation. Referral for disciplinary action will be made if mediation is ineffectual.

### **Laundry Facilities**

Laundry facilities are available in all Residence Halls. There is no charge to use the laundry facilities. Any problems with the machines should be reported to The Director of Student Life. Linen service is not provided by St. Andrews, so students must furnish their own linens. Students should bring their own irons, ironing boards, detergent, and fabric softener. **Off-campus students may not use laundry facilities.**

### **Restroom Facilities**

Only students residing in a particular suite may use the restrooms in that suite. Gender neutral restrooms are located in the main lounge of each residence hall.

## **Emergency Response and Evacuation Procedures**

Upon the confirmation of a significant emergency or dangerous situation on campus, the University has developed the following procedures to facilitate notification and evacuation.

### **Nixle**

It is very important that all members of the St. Andrews community sign up for NIXLE, our campus emergency system. This system is used to notify of weather conditions, class cancellations, the possibility of fire or an active shooter as well other events. In case of a power outage, it may be the only way we have to effectively communicate with you about what is happening and what you need to do.

To register, go to: <https://local.nixle.com/signup/widget/i/124>. Enter your email, cell number, and zip code of 28352.

The Emergency Team is comprised of the following positions: Campus President, Dean of Students, Vice President of Administration, Vice President of Academic Affairs, Athletic Director, Director of Computer Services, and Director of Campus Safety. The Emergency Team will meet to make a determination regarding the current circumstance. Depending on the outcome of the meeting, the following procedure will be put into motion:

In obvious emergency situations, the Campus President will put the following into motion:

The emergency notification process involves the receipt of information, which then sets into motion the following action:

1. Determination of whether or not the entire campus community will receive the Emergency Alert Notification System; decision made by Emergency Team or Campus President.
2. Compilation of the content of the emergency alert message decision made by the Emergency Team or Campus President.
3. Activation of the St. Andrews Emergency Alert Notification System-decision made by Emergency Team or Campus President.

St. Andrews will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate emergency.

The Vice President for Administration or designee is responsible for activation of the Emergency System as directed by the Campus President and/or Emergency Team.

The University will disseminate the emergency information using its Emergency Alert Notification System (NIXLE, emails, and web page alert messages).

The University will test the evacuation procedures (used for fires or other serious emergencies) once per semester. Before the emergency response and evacuation procedures are tested, the University community will receive adequate notification, as well as details regarding the evacuation procedure from each different location.

## Evacuation Procedure –Fire and General Evacuation

If a fire or a situation that requires evacuation is discovered in a building, you should take the following action:

1. Immediately evacuate the building. As you leave, notify other occupants. Activate a fire alarm pull system.
2. Close room and/or hallway and stairwell doors as you leave.
3. Once you leave the building, do not re-enter **for any reason**. The purpose of any evacuation is to empty a building or area of all occupants as quickly and safely as possible.
4. In most cases that require evacuation of a building (fire, explosion, bomb threat), occupants should proceed to a clear or safe location away from the building, but where they can be accounted for. St. Andrews Personnel or Emergency Personnel may direct you to other locations. Please comply with their requests in order to affect a safe evacuation.
5. Evacuation of persons with disabilities will be given the highest priority. They will be evacuated by the most expeditious and safe means available. If you are aware of person(s) with disabilities in your building who require assistance, please notify the Dean of Students, Campus Safety, and Fire/Emergency Rescue Team
6. When evacuating the building, do not run. Walk and remain quiet. Be observant to your surroundings and know a second means of escape from your building in the event that your primary route is obstructed.
7. Occupants, once outside the building, should congregate with fellow students to make sure that everyone has evacuated safely. If you discover that someone is unaccounted for, notify Campus Safety or the rescue team. Intentional evading or refusal to evacuate will result in notice of violation. In residence halls, the RAs, RDs and/or St. Andrews staff members will go room to room to ensure that evacuation of the residence hall is completed, and evacuation procedures are followed.

## Fire & Safety Standard

A fire is any instance of open flame or burning in a place not intended to contain the burning or in an uncontrolled manner.

### Fire Safety in Residence Halls

Fire Evacuation drills will be conducted once per semester to remind students of fast, safe, and orderly means of exit in case of emergency. Everyone is required to leave the building each time the alarm sounds. Failure to leave the building when the alarm is sounded will result in judicial action against a student. If a fire occurs: Pull fire alarm, dial 911, and exit the building through fire exits.

Fire alarms, smoke detectors, fire extinguishers, and exit signs are important protection equipment for all residents. Tampering, vandalizing, and other damage of this equipment is prohibited by law and a student will be subject to judicial action.

Tampering with or disconnecting smoke detectors is a felony. A mandatory \$500.00 fine will be assessed by the fire marshal for each occurrence, students will be prosecuted, and disciplinary action by the university will be taken.

All student housing buildings are equipped with an alarm system consisting of audible and visible alarms activated by manual pull stations or smoke detectors.

**TAMPERING WITH OR DISCONNECTING SMOKE DETECTORS IS A FELONY. A MANDATORY \$500.00 FINE WILL BE ASSESSED BY THE FIRE MARSHAL FOR EACH OCCURRENCE, AND STUDENTS WILL BE PROSECUTED, and DISCIPLINARY ACTION BY THE UNIVERSITY WILL BE TAKEN.**

### Procedure for Student Housing Evacuation

Fire or other potential emergencies in the dormitories may require the occupants, including students, staff, visitors, or staff from other University departments, to evacuate any or all of the campus buildings. The following information and procedures have been designed to help ensure your personal safety, should an evacuation become necessary.

Unauthorized re-entry into a building during a fire emergency is not permitted. Violators of this policy are subject to University and state fire code sanctions. During a fire emergency, only designated individuals may remain in the building to fulfill their responsibilities. All other occupants must immediately evacuate the building in accordance with the departmental emergency action plan.

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small, incipient stage fires (no larger than a wastepaper basket). Firefighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat, or flames.

**If you discover a fire: Alert people in the immediate area of the need to evacuate. Activate the nearest fire alarm, call 911, and Call Campus Safety at 910-280-2895.**

**If a building fire alarm is sounding or you receive notification of a fire emergency:** Feel the door or doorknob to the hallway with the back of your hand. If it feels hot, do not open it - the fire may be on the other side of the door. If you are trapped, put a cloth or towel under the door to help prevent the entry of smoke. Dial 911 and tell the Public Safety dispatcher your location and cell number, and that you are trapped in the room and need rescue. Stay on the phone until instructed otherwise.

If the door is not hot, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate via the nearest stairwell to the street/grade level exit. Close doors behind you. Assemble at the area designated for your building and remain there until instructed by Public Safety or the fire department that it is safe to re-enter the building.

**Designated Assembly Locations:**

Avinger	Liberal Arts Parking Lot along the tree line.
Morgan Jones	Liberal Arts Parking Lot along the tree line.
Liberal Arts Building	Liberal Arts Parking Lot along the tree line.
DeTamble Library	Scotsman Field
Vardell	Scotsman Field
PE Center	Faculty/Staff Parking Lot by Albemarle
Winston Salem Hall	Practice Soccer/Lacrosse Field
Pate Hall	Soccer Game Field
Orange Hall	PE Lawn
Albemarle Hall	Faculty/Staff Parking Lot by Albemarle
Wilmington Hall	Concord Parking Lot by Farrago
Concord Hall	Concord Parking Lot by Farrago

Any missing persons should be reported to the RAs, RDs, Director of Campus Safety, Dean of Students, Director of Student Life, or emergency personnel at the assembly point. Occupants will be advised whether or not they will be allowed to return to the building. If re-occupancy is not imminent, occupants will be directed to proceed to the PE Center if safe.

During an emergency, students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate. Special attention should also be given to any persons with disabilities, especially those who are visitors or unfamiliar with the building.

**Titles of each person or organization to which individuals should report a fire has occurred:**

911 – Scotland County Fire Department, Campus President, Vice President for Administration, Dean of Students, Director of Student Life, or Campus Safety.

**Plans for future improvements in fire safety, if determined by the institution**

All Fire Safety Requirements will be implemented. All recommendations by the Scotland County Fire Department (during inspections) will be implemented. The Fire Data Folder (which includes Fire Statistics and Fire Logs) must be kept for three years following the publication of the last annual report to which it applies (in effect, seven years). The Director of Campus Safety is responsible for maintaining and storing all Fire Data.

**Tornado Safety in Residence Halls**

Tornado weather is usually a hot sticky day with southerly winds and a threatening, ominous sky. Clouds are often a greenish – black color. Tornado watch means there are weather conditions suitable for a tornado. Tornado warning means a tornado has been indicated on radar or has been sighted.

In the event of a tornado warning, you will receive notification via Nixle, email, and from the Residence Life and Campus Safety staff.

**During a Tornado:**

1. Close the blinds and stay away from the windows.
2. Close but do not lock the door.
3. Walk to the lowest level hallway and wait for an all-clear signal from your Residence Assistant before returning to your room.

**Missing Student Notification**

If any student, staff, faculty, or any employee of the University believes that a student may be missing, they should contact the Director of Campus Safety, Dean of Students, and Vice President for Administration.

**St. Andrews Campus Safety  
Phone: (910) 280-2895**

Each student living in on-campus Housing the opportunity to register a confidential contact person, who will be notified in case he/she is determined missing. Contact of parents/guardians/emergency contact will depend on the accuracy of the information given by the student. It is also the student's responsibility to update any and all contact information. Only authorized campus officials and law enforcement officers will have access to this information. Please contact the Office for Student Affairs or the Registrar's Office to update any information.

All missing students' reports will be referred immediately to the Dean of Students, Vice President for Administration, Campus President, and Campus Safety. Upon receipt of information, if Campus Safety is absent, the appropriate local law enforcement agency, the Laurinburg Police Department, will be immediately notified.

The University's Director of Communications will liaison with media only when it is in the best interest of the missing person.

**When a student who resides in on-campus Housing is determined to have been missing for 24 hours, the following procedures will be followed:**

The University strongly encourages that any report regarding a missing person, be directed to the Dean of Students, Director of Student Life, and Campus Safety. However, if a report of a missing student(s) is directed to another University Office or personnel, those receiving the report will immediately contact Campus Safety. Campus Safety will inform the Dean of Students or Vice President of Administration as well as the Campus President. An internal investigation will commence involving:

- The Missing Person Team – Director of Campus Safety, Dean of Students, Vice President of Administration, and Director of Student Life.
- Campus Safety will conduct a thorough search of student's room and, if available, automobile.
- The Dean of Students or Director of Student Life will attempt to contact the missing person via his/her contact phone number and through the University's E-mail system. Often students list their phone contact as that of their parents; thus only the phone contact for the student will be used at this time.
- Interview with the person who filed the report.
- Interview with roommates/friends /professors of the missing person.
- A timeline will be generated as to the last time the missing person was seen, as well as a description of the missing person with regards to mental/emotional/physical wellbeing and clothing.
- Within 24 hours of the report, if it is clearly evident that the student is missing, the Campus President will be informed, along with the appropriate local law enforcement agency. The Laurinburg Police department will be notified that a student is missing. Once the Laurinburg Police Department is notified of the missing student, the Laurinburg Police Department will lead the investigation.
- Once a student has been identified as missing, the parents or guardian of any student, who has not obtained the age of 18, and is not emancipated from their parents will be contacted immediately. The emergency contact (listed in the students file located in the Registrar's Office) of any student, who has obtained the age of 18, will be contacted. The confidential emergency contact person (if submitted) will be contacted.

**Trash Disposal**

All trash must be emptied in the trash bins that are provided at the end of the halls and outside of suite lounges. Do not set trash outside your residence hall door. Excessive trash in the hallways is an imposition on other students, and it creates an unsanitary environment. The residence hall staff will take appropriate action (fines, disciplinary referral, etc.) should this become a problem. Trash is collected daily; contact the Director of Housekeeping if more frequent collection is needed.

**Storage**

Storage of students' belongings is not available on campus. There are several commercial storage companies in the area which are reasonably priced.

**Vending Machines**

Vending machines are installed for your convenience. Vandalism to the machines will result in removal of the machines. Responsible parties will be referred for disciplinary action and restitution.

**Student Activities**

**Athletics**

Athletics make their own special contribution to education and intercollegiate sports provide competition against other college teams. Participants in the St. Andrews Athletics program utilize the NAIA Core Character Values implemented by our institution for our NAIA Champions of Character program: Respect, Integrity, Responsibility, Servant Leadership, and Sportsmanship. This gives our fans the opportunity to learn sportsmanship, school pride, and healthy competitive attitudes. The St. Andrews Athletics Program is a part of the National Association of Intercollegiate Athletics (NAIA) and competes in Appalachian Athletics Conference with the

exception of Women's Wrestling which competes in the Midsouth Athletics Conference. Varsity sports available at St. Andrews are: M/W Cross Country, E-Sports, M/W Soccer, M/W Indoor Volleyball, Football, M/W Basketball, M/W Golf, M/W Wrestling, M/W Swimming, M/W Track and Field, Cheer, Baseball, Softball, W Beach Volleyball and M/W Lacrosse.

See Appendix C – Student Athlete Rights for more information.

### **Clubs**

Student Government Association  
Student Athlete Advisory Committee  
Knights Ambassadors  
International Student Union  
Alpha Theta Sigma KDP  
Black Student Union  
Christian Student Union  
Pre-Med  
Pre-Vet  
Therapeutic Horsemanship  
Riding Council  
Knights4Health  
Chess Club  
Campus Pride  
HOSA  
DECA  
Tri-Beta  
Tennis Club

### **Recognition of Student Groups**

In order to be classified as a student organization, the organization must be approved by the Dean of Students. St. Andrews may permit organizations and clubs funded by a combination of contributions from its members, fund raising projects, and outside sources to exist on campus provided the organization has a faculty advisor and agrees to be governed by the rules of St. Andrews. St. Andrews may require approved organizations and clubs to deposit monies accruing to such organizations with the Business Office to be accounted for as agency funds. In this case, all monies accruing to the organization will be deposited with St. Andrews and withdrawals made following requisition by the organization's approved budget.

### **Student Publications**

#### **Policy on Student Publication**

Editors of student publications are appointed by the Campus President and are subject to removal only by the Campus President or her appointed representative. The Campus President will take action to remove a student editor in the event that the editor abuses editorial freedom through irresponsible journalism. Irresponsible journalism includes libel, indecency, unsupportable allegations, personal attacks, harassment, and innuendo. (The editorials contained in student publications must be identified as those of the writer and not opinions of the college or the student body.)

### **Student Health and Wellness**

St. Andrews has teamed with Scotland Health Care to provide medical services to students. The Coordinator for Health and Wellness, in the Center for Academic Success, 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 the Coordinator of Health and Wellness by 11:00 a.m. (910-277-5149, learr@sa.edu) or go by the Center for Academic success in Pate Hall. 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 The Coordinator for Health and Wellness, in the Center for Academic Success, 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.***

## **Counseling**

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.

*All students who feel the need to talk with a counselor should contact The Restoration and Wellness Center at [rwc@sa.edu](mailto:rwc@sa.edu). The Restoration and Wellness Center (RWC) offers a holistic approach to counseling for students, faculty, and staff. The RWC offers pastoral care, academic success counseling, occupational therapy, and a licensed mental health counselor. This service is available Monday – Friday from 8:30 am – 5:00 pm by appointment. In addition, The Restoration and Wellness Center has an established relationship with Scotland Family Counseling Center. Students, faculty, or staff may be referred to Scotland Family Counseling if deemed appropriate by the RWC staff. 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.*

## **Communicable Diseases**

Many communicable diseases are transmitted rather easily from one person to another either by direct contact or through the air. Among these are colds, strep throat, bronchitis, athlete's foot, sexually transmitted diseases, lice, and warts. A few helpful hints to avoid contacting these sometimes incapacitating diseases are:

- A. Do not share food or drinks with a friend.
- B. Cover your mouth when you cough.
- C. Do not share combs, toothbrushes, or cosmetics.
- D. Wear shoes or socks.
- E. Wear shower shoes in the shower.
- F. Always practice safe sex.

## **ACADEMIC AND SOCIAL POLICIES**

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

Webber International University educates students on the Florida Campus in preparation for careers in the worldwide business environment. The North Carolina campus offers an array of liberal arts and sciences, business, and pre-professional programs of study in preparation for lives of leadership and service. Student rights and responsibilities evolve from both this mission and expectations of how educated persons will conduct themselves. While the University does allow for Constitutional freedoms, students must understand they may be deemed inappropriate to life in this educational community and have consequences deemed appropriate by the administration that result in disciplinary actions including the possibility of loss of scholarship and/or dismissal from school. The University Catalogs, the 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. With respect, 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, high-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 evaluated according to specific requirements for each program, course, and activity.
- Be treated in a respectful manner by all other members of the University community.
- Be informed of the right of due process, 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.
- Be informed of the right of privacy, including the privacy of personal information, according to FERPA laws.
- Access resources provided by the University for learning, living, and recreation.
- Engage in free exchange of ideas and beliefs.

### **Students Have a Responsibility to:**

- Observe all duly established University, local, State and Federal regulations.
- Take an active role in his or her education, recognizing that while St. Andrews has an obligation to provide an education, 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 that does not infringe upon the rights of other members of the University community.
- Demonstrate responsible citizenship in his or her local neighborhood, community, and the University.
- Accept the consequence of his or her actions.
- Not to 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.
- Respect the ideas and beliefs of others.
- Follow the Code of Conduct.
- Use the resources provided by the University for learning, living or recreation with respect and in accordance with University policy.

See Appendix B – Statement of Student Rights & Privileges for more information.

### **University Communications and Policies**

The University utilizes @sa.edu email accounts as a primary means of communicating with its students. It is a student's responsibility to check this email account frequently as communication with a student is deemed to have occurred when an email is sent to their official @sa.edu email address.

Many important policies and procedures, as well as much useful information, are published on the sa.edu website. It is a student's responsibility to check this resource frequently. A policy or procedure is deemed published when it is posted to sa.edu website.

### **Student Code of Conduct**

St. Andrews is committed to fostering a University environment where the rights and responsibilities of all students are respected and protected. Therefore, in order to ensure the success of each individual, the University has established high expectations for ethical student conduct. All students are expected to:

1. Follow all regulations and guidelines as prescribed in the student handbook.
2. Be honest in all situations, academic and nonacademic.
3. Respect the rights and property of others.
4. Live in a manner that brings credit to you and your University.
5. Follow all state, local, and federal laws.
6. Take advantage of every opportunity to expand one's mind and to contribute positively to the University environment.

Failure to comply with the terms of any disciplinary sanction imposed in accordance with the code of student conduct will result in disciplinary sanctions. Contempt of adjudicative proceedings, including impairing or interrupting the course of proceedings of college judicial bodies will result in further sanctions. Misuse of the disciplinary procedures includes: failure to respond to the request for an interview by the judicial officer during the investigation of a violation, knowingly falsifying or misrepresenting information before a hearing body, disruption or interference with the orderly conduct of a hearing, knowingly making a false statement, attempting to influence the impartiality of a member of a hearing body prior to and/or during course of a hearing, harassment and/or intimidation of a member of a hearing body or of a witness, failure to comply with the sanction(s) imposed by the hearing body, and influencing or attempting to influence another person to present false information or a false complaint.

- 1. Bad Checks** - student shall not make and/or deliver any check to the University which is not supported by sufficient funds on deposit or is in any way worthless. The University will assess a fee for each bad check.
- 2. Contracting or Representation in the Name of the University** -Students are prohibited from contracting in the name of St. Andrews and may not claim to be official representatives of the University for any commercial purposes without prior authorization. Any forgery, alteration, or unauthorized use of institution documents, stationary, forms, records, or identification cards will be subject to disciplinary sanction.
- 3. Dress Code** – St. Andrews has established a student dress code in recognizing that appropriate dress is an essential ingredient of success in the business community. Student's dress must be neat, clean, decent, and in good taste. The following apply to all buildings, classrooms, offices, the dining hall, and the library: students are expected to wear shoes and shirts, shorts or skirts



which cover the appropriate areas reasonably, and to wear a cover-up to and from the pool area. Dress for special events should be business casual.

**4. Arson** - no student shall commit, or aid in the intentional commission of, an act which results in a fire being ignited which causes damage, or is intended to cause damage, to the property of St. Andrews or to the property of any other person.

**5. Assault, Battery, and/or Fighting** – no student shall

A. Threaten physical abuse, intimidation, fighting, harassment, pranks, and/or other physical conduct that either threatens or endangers the welfare, safety, and/or security of any person.

B. Verbal abuse, intimidation, harassment, coercion, pranks, or bullying that threatens the welfare, safety, and/or security of any person.

**6. Sexual Misconduct** - no student shall commit or attempt to commit any form of sexual misconduct which shall include sexual harassment, sexual assault, sexual battery (rape), public indecency, and voyeurism.

**St. Andrews defines consent as:**

Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether the person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. You can find more information about Title IX and sexual abuse at <https://www.sa.edu/life-on-campus/title-ix-information/>.

A. St. Andrews is committed to establishing and maintaining an educational environment free from discrimination, coercion, or harassment. The University strictly prohibits unlawful harassment based upon race, color, religion, sex, sexual orientation, national origin, age, or disability.

B. Any infraction of this policy is a serious violation and will result in disciplinary action, up to and including dismissal.

C. Sexual harassment is prohibited as illegal and against University policy. Sexual harassment is harassment directed solely at members of one sex and includes but is not limited to unwanted sexual advances, unwanted verbal and/or physical conduct of a sexual nature, and requests for favors either, explicitly or implicitly implied whereby. Submission to or rejection of such conduct by an individual influences decisions related to the employment or academic progress of that individual, or such conduct intentionally and substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive environment.

D. This policy prohibits any type of sexual harassment; verbal, physical, or visual---by coworkers, supervisors, students, vendors, or College agents.

Defining sexual harassment precisely is difficult, but conduct that may create sexual harassment certainly includes:

1. Unwelcome requests for sexual favors, lewd or derogatory comments or jokes, comments regarding sexual behavior or the body of another employee or student, sexual innuendo and other vocal activity such as cat calls or whistles, or leering and making gestures.

2. Obscene letters, notes, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature.

3. Continuing to express sexual interest after being informed the interest is unwelcome.

4. Retaliating or threatening retribution against a person for refusing a sexual advance or reporting an incident of possible sexual harassment to the University or any government agency.

5. Offering or providing benefits such as promotions, favorable evaluations/grades, favorable assigned duties or shifts, or similar student decisions, in exchange for sexual favors.

6. Any unwanted physical touching, assault, or blocking, or impeding movements.

**7. Sexual Harassment** - Employees and students are responsible for respecting the rights of others. Supervisors, managers, and professors are responsible for establishing a workplace/classroom environment free from all:

A. All harassment complaints must be reported as soon as possible. You have the right to report a harassment claim to any University officer, including the Campus President.

B. All harassment complaints will be promptly and thoroughly investigated. Confidentiality will be maintained to the extent possible. The investigation will be objective and complete; all those with pertinent information on the subject will be interviewed.

C. No student will suffer reprisals for reporting sexual harassment or any other unlawful conduct, or for initiating or assisting in any action or proceeding regarding unlawful harassment or discrimination. Any incidents of further harassment or retaliation should be reported immediately to a University officer.

D. When the investigation ends, a determination will be made, and the results will be communicated to the complainant, the alleged harassed, and as appropriate, to all others directly concerned.

E. If sexual harassment is proven, prompt and effective remedial action will result. This action includes the following: (a) the harasser will be disciplined and the complainant notified; (b) steps will be taken to prevent any further harassment; and other

appropriate remedial action will be taken.

- F. Any harassment complaint found to be frivolous, malicious, or based upon false information will be a serious violation and may result in disciplinary action, possibly termination/dismissal.
- 8. Sexual Assault** - The term "sexual assault" is commonly used to include criminal offenses such as sexual battery, sexual abuse, sexual misconduct, and severe types of sexual harassment. Any form of sexual misconduct will violate this student code of conduct.
- 9. Sexual Battery** - Sexual battery (rape) means oral, anal or vaginal penetration by or union with, the sexual organ of another or the anal or vaginal penetration of another by other object. If a person commits sexual battery on another person without that person's consent, and in the process uses or threatens to use a deadly weapon or actually uses physical force likely to cause serious injury, the individual is guilty of a life felony. There are varying degrees of sexual battery defined by the North Carolina Statutes. Sexual battery is an act performed against the victim's will and without consent. An individual mentally incapacitated, asleep, physically helpless, or unconscious due to alcohol or drugs is unable to give consent. Rape will include force that may involve physical violence, coercion, threat, or harm.
- A. Date or Acquaintance Rape** - This is a sexual battery of an individual by someone the victim knows who is usually an acquaintance or date.
- B. Exposure of Sexual Organs** - It is unlawful for any person to expose or exhibit his/her sexual organs in any public place in a vulgar or indecent manner, or to expose or exhibit his/her person in public place, or to be naked in a public place.
- D. Voyeurism** - It is a violation of the student code of conduct to trespass, spy, or eavesdrop for sexual arousal.
- E. Duty to Report Sexual Battery** - North Carolina law requires a person who observes the commission of sexual battery or has reasonable grounds to believe that he/she has observed sexual battery, has a duty to notify local law enforcement, in addition the incident should be reported to an administrator or the office for Campus Safety. The individual observer or the University must report any incident to a local law enforcement agency.
- F. Unlawful to Publish or Broadcast Information Identifying Sexual Offense Victims** - No person will print, publish or broadcast or cause or allow to be printed, published or broadcast, in any instrument of mass communication, the name, address or other identifying fact or information of the victim of any sexual offense.
- G. Stalking** - No person or persons is permitted to stalk, pursue stealthily or in a threatening manner, another person.
- H. Complicity** - A student present during the commission of an act by another student or individual may be charged as an accessory. In addition, students witnessing any act(s) which constitutes a violation of College policy are encouraged to report such incidents to the proper authorities.
- 10. Defamation, Threats, Extortion and Hate Crimes** - Verbal or written communication which unlawfully exposes an individual or group to hatred, contempt, or ridicule, and thereby injures the person, property or reputation of another is prohibited. A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias is a hate crime. Verbal or written communication which threatens another with a crime or offense, or threatens injury to the person, property or reputation with another, or maliciously threatens to expose another to disgrace, ridicule, damage with the intent to extort money or other advantages whatsoever, is prohibited. Any acts that violate the Student Code of Conduct and evidence prejudice based on the sex, sexual orientation, race, color, ancestry, ethnicity, religion, or national origin of the victim is prohibited. Embezzling, defrauding, or procuring any money, goods, or services under false pretenses is prohibited. Possessing, purchasing, or receiving property, money, or services knowing them to have been stolen or embezzled is prohibited. Unauthorized use of long distance caller identity codes is prohibited. Unauthorized use of the computer system, computer access codes, and restricted areas of computer services is prohibited.
- 11. Disruption** - It is unlawful for any person to knowingly disrupt or interfere with the lawful administration or function of any educational institution in this state, to knowingly advise, counsel, or instruct any student or employee to disrupt any school function or classroom, to knowingly interfere with the attendance of any student or employee in a school or classroom, or to conspire to riot or to engage in any campus or University function disruption or disturbance which interferes with the educational process or with the orderly conduct of a campus, the University or a University function or activity on University property. In addition, at the discretion of the administration which includes a faculty member, a student may be immediately suspended from class for one day for disruptive behavior and may be referred for further disciplinary action. The right of peaceful assembly will be recognized. However, student gatherings must not disrupt or interfere with the orderly educational operation of the University, nor be in violation of state statutes, local ordinance, or the University's administrative rules and procedures. Nothing in this administrative procedure will limit the University's right to control gatherings and assemblies at a campus or site. Disruption shall include, but shall not be limited to, the following:
- A. Physical violence** or abuse of any person or University-owned or controlled property, or a University-sponsored or supervised function, or conduct which threatens or endangers the health or safety of any person.
- B. Deliberate interference** with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by any approved section of the University community to express his views. A faculty member may temporarily dismiss a student from class for one class period for disruptive activities and may refer to the Office for Student Affairs for further disciplinary action.
- C. Forcible interference** with the freedom of movement of any member or guest of the University.

- D. Blocking of entryway** to buildings, rooms, or sections of buildings, or of hallways, or stairways in such fashion that people find it difficult or impossible to pass.
- E. Blocking of vehicular traffic.**
- F. Noise-making** or other physical behavior which is so distracting that it is difficult or impossible to conduct a meeting, conversation, study session, or other academic pursuit.
- G. Anti-Hazing** - The University policy prohibits hazing in any form. Hazing is defined as any intentional or reckless act by a student directed toward another student which endangers the mental or physical health or safety of the student. Hazing applies specifically to requirements either stated or implied for a student to gain membership to any student organization (club, fraternity, sorority, athletic group, etc.) which may be detrimental or embarrassing to the student. Such behavior is in violation of the anti-hazing policy and is subject to interpretation and sanction by the Dean of Student Life and the President's Executive Council.
- H. Endangerment to mental or physical health.** Such as:
- A. Brutality:** Whipping, beating, branding, tattooing, shock, placement of harmful substances in the body.
  - B. Physical Activity:** Sleep deprivation, exposure to the elements, confinement, and excessive calisthenics.
  - C. Substances:** any activity involving the consumption of food, alcohol, drug, or other substances.
- D. Intimidation:** Any activity that threatens a student with ostracism, or subjects the student to extreme mental stress, shame or humiliation, or which discourages the student from entering or continuing enrollment. Incitement to any of the above-mentioned actions or to other violations of University policy, which could result on such actions, whether orally or through written materials or pictures may be construed as hazing.
- 12. Misuse of Emergency Equipment** - Fire escapes, ground level fire doors, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. Tampering with, or misuse of, these emergency devices, or blocking of fire exits or other means of impeding traffic, is prohibited. Tampering with fire extinguishers, fire alarms boxes, or smoke or heat detectors anywhere on University property, rendering inoperable or abusing a fire alarm, extinguisher, or other safety devices and failure to evacuate university facilities, or willfully disregarding any emergency or fire alarms signals is cause for disciplinary action.
- 13. Unauthorized Use of University Facilities** - the unauthorized use of, or entry into, any University facilities (classrooms, athletic facilities, library, computer resource center, and student union), residence halls, equipment or resources, whether by force or not, is prohibited. Tampering with locks in college buildings, unauthorized possession or use of University keys, and alternation or duplication of University keys. Off-campus students are prohibited from the use of any of the residence hall facilities. Students found staying in a University housing without an assigned room may be charged for the entire semester.
- 14. Identification of Students** - Students will present identification when requested by authorized University officials. Any misrepresentation, alteration, or misuse of identification is prohibited.
- 15. Providing False Information** - No student shall knowingly give false or perjured testimony in any University investigation or proceeding. No student shall knowingly give false information to a University Official or show reckless disregard for truth.
- 16. Distribution or Sale of Literature or Goods** - Distribution or sale of literature or goods or services on campus must be approved by the Dean of Students
- 17. Obeying Reasonable Order by University Officials** - Students are required to comply with reasonable requests or orders by authorized University Officials or representatives acting on behalf of the University. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings.
- 18. Breach of Peace** - Student conduct or expression on University-owned or controlled property which disrupts the orderly functioning of the University, or which is lewd, indecent or obscene, is prohibited.
- 19. Children-** Students shall not bring and/or leave an unaccompanied child under the age of 18 on University property, unless the child is enrolled in a course or program at the University. All children under the age of 18 must be under the direct supervision of their parent or legal guardian. Except for brief visits during the published move-in period, children under the age of 18 are not allowed in the dormitories at any time. All guests must be signed in at Campus Safety.
- 20. Pets-** Approved service assistance dogs are permitted on the University campus and in buildings. Approved ESAs are only permitted in a student's residence hall. ESAs are not permitted in other buildings on campus. Any unapproved animals are subject to a \$100 fine for the first instance and \$150 for any additional instances.
- 21. Smoking** – North Carolina Law states that smoking cigarettes, E-cigs, vapes, or any other form of smoke is NOT permitted in enclosed public areas, which include (residence halls, bathrooms, hallways, lobbies, classrooms, labs, etc.). Hookah's, bongs,

and other smoking apparatus are NOT permitted on campus. Cigarette butts must be disposed of properly rather than thrown on the ground.

- 22. Guest Speakers** - No student shall invite outside speakers to address a campus audience without prior authorization from the Dean of Students.
- 23. Falsification of Records** - Falsification of University records, instruments of identification, including but not limited to admission, registration, and student disciplinary or final disciplinary and health records by forgery, or means of deception, is prohibited. Falsification of records will include forging signatures, alterations, or unauthorized possession of records or documents.
- 24. Search and Seizure** - The University may search briefcases, handbags, gym lockers, and other such containers in the libraries, laboratories, bookstores and at other places where materials or equipment are not secure. Contraband items will be confiscated and may be used as evidence in disciplinary cases.
- 25. Firearms (including pellet guns), Weapons, Fireworks, Explosives, Paint guns, Knives, BB guns, Airsoft guns, and Dangerous Chemicals** - No students, except law enforcement officers, may have weapons in their possession at any time on University property. Weapons are defined as firearms, knives, explosives, flammable materials, or any other items that may cause bodily injury or damage to property.
- 26. Damage or Destruction of Property** - Accidental damage, vandalism, or malicious damage to property belonging to St. Andrews or others may require restitution from persons responsible for such damage and/or disciplinary action. The unauthorized use, or the abuse, destruction, or theft of property of the University or of any of its members, guests, or neighbors may require restitution from persons responsible for such damage and/or disciplinary action. This regulation covers the unauthorized appropriation or borrowing of common property for personal use. It also covers the unauthorized use, abuse, destruction, or theft of property in the college care or custody, such as materials covered by copyright or specific agreements between the owner and the college.
- 27. Bomb Threat** - No student will report the false presence of an explosive or incendiary device. This includes making a false report concerning a fire, bomb, or other emergency.
- 28. Retaliation** - No student will retaliate or harass a complainant or other individual for acts known or unknown.
- 29. Littering** – A minimum of \$5 fine or community service maybe enforced if caught littering on campus.
- 30. Abuse/Theft of Telephone Service** - Unauthorized use of University telephones and telephone services constitutes theft and is automatically referred to the Dean of Students for disciplinary action.
- 31. Abuse/Theft of Computer Resources** - Includes but is not limited to: unauthorized modification to any University software for any reason, unauthorized entry into a file to use, read or change the contents or for any other purpose, unauthorized use of another individual's identification or Password, use of computing facilities to interfere with the work of another student, faculty member or University official, use of computing facilities to send obscene or abusive messages, use of computing facilities to interfere with the normal operation of the University computing system, unauthorized addition of software to any University computer without specific written permission by the Director of Computer Services.
- 32. Breaking and Entering/Burglary** – Entering a residence or other enclosed property through the slightest amount of force, (even pushing open a door), without authorization. If there is intent to commit a crime, this is burglary. If there is no such intent, the breaking and entering alone is illegal trespass, which is a misdemeanor crime and will be a serious violation and may result in disciplinary action, possibly termination/dismissal.
- 33. Room Inspections** - To ensure that the university provides an environment that is safe, healthy, and conducive to learning, Residence Life staff and Campus Safety are authorized to enter a room for inspection on a regular basis (every other week, but more frequently if needed). Since residents must live with others, it is the responsibility of the resident to be considerate of roommates and suitemates and keep their rooms neat and clean at all times. The initial unsatisfactory room inspection rating will receive a written warning. Subsequent unsatisfactory room inspections grades will receive a fine which will be placed on the student's account.
- 34. Public Laws** - Any act by a student which constitutes a charge or a violation of a public law, occurring either on or off-campus, may establish cause for legal and/or disciplinary action by the University.

## **Registered Sex Offenders Information**

In order to obtain information regarding registered sex offenders in the State of North Carolina, the following website may be accessed: The North Carolina Sex Offender and Public Protection Registry.

The website address: <https://sexoffender.ncsbi.gov/search.aspx>

See Appendix F – Discrimination and Sexual or Other Harassment Policy and Procedures for more information.

## **DISCIPLINARY CONSEQUENCES**

### **Apply to All Students**

Loud Music	5 Community Service Hours
Downloading Inappropriate Material into Campus E-Mail Account	10 Community Service Hours
Disrespecting Authority	10 Community Service Hours
Underage Possession of Alcohol	10+ Community Service Hours
Contributing to Underage Drinking	10+ Community Service Hours
Littering/Throwing Cigarette Butts	10 Community Service Hours
Burning Incense/ Candles in a	5 Community Service Hours
Underage Drinking	15 Community Service Hours 1 <sup>st</sup> Offense
Drunk and Disorderly Behavior	15 Community Service Hours
Inappropriate Behavior at Sporting Event/Off-Campus Function	15 Community Service Hours
Pulling Fire Alarm	15 Community Service Hours Each Offense \$500 Fine
Smoking in a Residence Hall or Dorm	20 Community Service Hours/Fine of up to \$150
Residence Hall or Dorm Vandalism	40 Community Hours, Payment for Damages, Dismissal
Disconnecting Smoke Detector	50 Community Service Hours – St. Andrews Sanction \$500.00 Fine, Class 2 Misdemeanor, \$1,000 fine and up to 60 days in jail per NC law.
Drug Possession/Use/Paraphernalia	Up to 100 Community Service Hours, Social Suspension, Expulsion – St. Andrews Sanction
Arrest and Possible Incarceration – Laurinburg Police Department Sanction, Dismissal.	
Fighting	Dismissal

St. Andrews reserves the right to make changes to the above disciplinary consequences of the university discretion.

## **Judicial Policies**

To protect the rights, safety, and well-being of the students, St. Andrews has the responsibility to establish and to administer standards of conduct. Having accepted the privilege of admission to St. Andrews, each student accepts the responsibility of utilizing the resources of the University for the resources' intended purposes. Each University student must accept the responsibility for always behaving on campus or off campus, in such a way to reflect credibility upon St. Andrews. No student possesses the right to be the source of unfavorable or unflattering publicity which brings discredit upon the University community.

The University Administration will institute disciplinary action necessary in these circumstances. Whenever it is determined by the University that it does not have the personnel or the facilities to care for or deal with the needs of a student, the student may be required to withdraw, or he/she may be denied readmission for the ensuing term. Complaints for alleged violations may be filed by any member of the college community.

**THE UNIVERSITY RESERVES THE RIGHT TO TAKE IMMEDIATE DISCIPLINARY ACTION IN SEVERE CASES, WHICH MAY RESULT IN REMOVAL FROM THE RESIDENCE HALLS OR DISMISSAL FROM THE COLLEGE.**

## Disciplinary Sanctions

The following sanctions may be altered as determined by the Campus President or the Dean of Students. Furthermore, they are listed in the order of severity, generally, but are not necessarily administered in this order. A sanction must be completed during the semester it is imposed unless it is extended by the Dean of Students.

**A. Restitution** - Reimbursement for damages to or misappropriation of property. Clean up costs and labor costs will be included in restitution. Additional fines and/or sanctions may be imposed.

**B. Admonition** - A verbal or written warning to a student by an authorized St. Andrews official for violation of University regulation. While a warning does not become a part of the student's permanent academic record, the admonition is part of the University record for a period of time.

**C. Community Service** - In response to a violation of a University rule or regulation, a student may be assigned community service hours to perform tasks on the campus or in the community. This sanction will always be imposed when the student's actions cause inconvenience or the loss of use of a facility or service to the St. Andrews community. Additional sanctions may be imposed. For a list of Community service sanctions, see the Dean of Students. Community service hours may be bought out at the rate of \$20.00 per hour in the event of a justifiable conflict or if the student fails to complete the hours prior to the end of the semester. Approval by the Dean of Students required.

**D. Fines** - In some instances a fine may be deemed to be an appropriate sanction. Fines may be imposed in addition to other sanctions. If a fine is imposed, it must be paid in full within the time period designated in the action, or additional sanctions will be necessary. An automatic fine of \$50.00 is imposed for failure to complete a sanction by the deadline, in addition to any other penalty prescribed.

**E. Written Reprimand** - A written explanation of the violation and the possible consequence. Repeating the behavior after a written reprimand will result in very strong disciplinary action. Written reprimands are a part of a student's permanent record maintained in the Registrar's office and may be released with transcripts.

**F. Social Probation** - An official statement issued to cover a specified violation or violations of St. Andrews regulations. Social probation may consist of one or several of the following sanctions. The student will be notified in writing of the probation and the duration of the probation. Further violation could result in suspensions or dismissal.

1. While on social probation, a student may not attend or participate in any St. Andrews functions, including sports events on or off the campus, or any functions given by a recognized St. Andrews organization.
2. A student may not run for, receive, or retain an elected or appointed Campus office.
3. A student may lose University- based financial aid.
4. A student may not represent the University in any capacity.
5. If living in the residence hall, a student may have to vacate the residence hall by 5:00 p.m. the day the sanctions are imposed and may not continue on the meal plan.
6. The student may not use any University facilities or campus services. They may not visit the residence halls.
7. If living in the residence hall, the student may have visitation hour restricted.
8. The student may have any or all of the sanctions specified in items 1-6 above.

Social probation becomes a part of the Student's personal record, and may be imposed for varying periods of time (generally 1 calendar year). Because further violations may result in suspension or expulsion.

**1. Suspension** - An official statement to the student that they are no longer enrolled in the University and are not allowed to participate in any phase of the University's life. While under suspension, a student may not visit the campus without prior approval of the Dean of Students. Persons excluded from the University campus that subsequently enter or remain on it are subject to arrest and prosecution. Suspension will be imposed for any specified period of time and becomes a part of the student's permanent record. A student who is suspended may apply for readmission at the end of the suspension period. Readmission is not automatically granted. A student who is suspended is required to leave the campus by 5:00 p.m. on the day the sanction is issued. The Dean of Students may require earlier leave from campus when it is deemed in the best interest of the University or the student.

**3. Dismissal** - Termination of student status with no opportunity to apply for readmission. Upon dismissal, a student may not visit the campus without prior approval from the Dean of Students. Persons excluded from the University campus who subsequently enter or remain on it are subject to arrest and prosecution. A student who is dismissed is required to leave the campus by 5:00 p.m. on the day the sanction is issued. The Dean of Students may require earlier leave from campus when it is deemed in the best interest of the University or the student.

**4. Violation of Probationary Status** - A student who is alleged to have violated the Code of Conduct while being subject to disciplinary or final disciplinary probation may be charged with the separate offense of violating disciplinary probation.

**5. Mediation** - The University believes a strong system of mediation of disputes will encourage reporting and resolution of complaints. Mediation is appropriate when all parties involved (accuser/s and accused) voluntarily agree to engage in the mediation process. Mediation will involve resolution of the incident, including sanctioning when needed. If mediation fails, the case will be forwarded for a formal hearing.

**6. Incident Reports** - Incident Reports are used by Residence Life Staff and Campus Security to document, in writing, irregular events which occur on campus. Usually, the Dean of Students will decide if a report merits referral to the Dean's Hearing Committee. Incident reports can also be used to report facts about theft, unusual events, accident, or illnesses.

### Victims' Rights

Victims of sexual misconduct have the following rights during disciplinary procedures involving an accused student or employee:

- A.** The right to have a person of their choice accompany her/him throughout the disciplinary procedure. This person will act as a support person or counsel but will not represent the victim while he/she appears as a witness.
- B.** The right to assistance and advice of University staff with substantial knowledge of the student or employee disciplinary process.
- C.** The right to submit a list of questions related to the alleged incident, prior to the hearing, that she/he feels the accused should be asked during the hearing process.
- D.** The right not to have his/her irrelevant past conduct, including sexual history, discussed during a disciplinary hearing.
- E.** The right to make a victim impact statement and to suggest an appropriate penalty if the accused is found in violation.
- F.** The right to learn the outcome of the disciplinary proceeding upon request.

See Appendix F – Discrimination and Sexual or Other Harassment Policies and Procedures

### Alcohol and Drug Policy

In order to provide students, faculty and staff an environment which will permit and enhance the achievement of its mission, St. Andrews has established the following policies regarding alcohol, drugs, and other controlled substances by its students and employees.

#### Alcohol and Drugs

Alcoholic beverages are strictly regulated on campus or in residence halls. Only officially sponsored St. Andrews functions in which alcohol is served, are permitted on campus. Students must show proof of age; University representatives and St. Andrews will reserve the right to refuse alcohol to any student at a University sponsored function. A student living in the residence hall who is legal age may have alcohol inside his/her room in Pate, Albemarle, and Orange. Alcohol is only permitted in a student's room in Pate and Albemarle. It is not permitted in the suites or in the courtyard. Students living in Orange who are of age can possess and consume alcohol in their rooms, suite lounges, and courtyard. Students who are of age may possess and consume alcohol in Farrago. No open containers are allowed elsewhere campus. The sale of alcohol without a license is prohibited. The resale of alcohol is prohibited. Keg parties are not permitted.

Large quantities of any alcoholic beverages are not permitted in the residence halls. Students who are of legal drinking age, who wish to consume alcohol, may assemble in a residence hall room in Pate, Albemarle, or Orange; however, loud, boisterous behavior will not be tolerated. Students may not participate in "drinking games" or "funneling" which encourage excessive drinking. Hazing activities related to alcohol abuse are prohibited. A student of legal age who is using alcohol is responsible for his behavior and the behavior of his guests and is subject to discipline for irresponsible behavior.

Students of legal age who supply underage individuals with alcohol or who permit underage individuals to use alcohol purchased by the legal age student are subject to discipline and legal action according to the laws of the state of North Carolina. Public intoxication while on University property or attending a University sponsored event is prohibited.

The possession or use of any controlled substance (drug) without a valid prescription is prohibited. Violations of the drug policy are very serious. A student suspected of violating this policy is subject to a thorough room search by University personnel. The University will request law enforcement to take action if needed. The University will provide full cooperation with local law enforcement agencies for alcohol and drug-related violations. A student who is formally charged by a proper prosecution attorney with drug violations, following an administrative hearing, may be suspended until his/her case is adjudicated. Any off-campus facility such as a restaurant, club, or hotel which hosts a St. Andrews function is responsible for the distribution of alcoholic beverages in accordance with state law. Such facilities shall provide food and non-alcoholic beverages in sufficient quantity for students and faculty/staff who do not drink alcoholic beverages.

No illicit drugs or other controlled substances are permitted on the St. Andrews campus or functions by anyone; this includes students, faculty, staff, and visitors. Controlled substances (i.e. medications) which are properly dispensed and prescribed by a licensed physician are permitted as long as the individual uses them in accordance with physician's instructions. Posters or other public display



materials which market or advertise alcoholic beverages, drugs, or other controlled substances must be approved by the Dean of Students prior to their display. Such materials may not propose chemicals as a solution for personal or academic problems.

### **Medical Marijuana Policy**

St. Andrews prohibits the possession and use of marijuana on campus; this policy includes university housing. Marijuana is not permitted on campus because it remains a drug prohibited by Federal law. Additional Federal legislation also prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana on campus. The university continues to enforce its current policies regarding illegal substances or paraphernalia. Students who violate the university's drug policy prohibiting the use or possession of illegal substances or paraphernalia, including medical marijuana on campus, are subjected to disciplinary action such as community service, removal from student housing, or dismissal from the University.

Individuals found in violation of these policies will be subjected to the following:

1. Actions by the University personnel as outlined in the Student Code of Conduct or the Faculty/Staff Drug-Free Workplace Pledge.
2. Possible arrest and prosecution by North Carolina Law Enforcement officials according to North Carolina State Law.
3. Referral to an alcohol/drug rehabilitation program.
4. Any action which the University deems needed to protect its collegiate environment (both life and property). This includes, but is not limited to, community or college service projects, suspension, or expulsion.

### **Summary of North Carolina State Laws**

Driving while intoxicated:

**Level V** – Fine up to \$200; minimum of 24 hours in jail; maximum of 60 days in jail

**Level IV**: - Fine up to \$500; minimum of 48 hours in jail; maximum of 120 in jail

**Level III**- Fine up to \$1,000; minimum of 72 hours in jail; maximum of 6 months in jail

**Level II** – Fine up to \$2,000; minimum of 7 days in jail; maximum of 1 year in jail

**Level I**- Fine up to \$4,000; minimum of 30 days in jail; maximum of 2 years in jail

Level I and II drivers are repeat offenders, persons whose license is revoked, impaired drivers, impaired drivers who are transporting young children and impaired drivers who hurt someone in a crash. Impaired drivers must complete a substance abuse assessment and comply with any recommended treatment as a condition for having their driver's license restored at the end of the revocation period. For Habitual DWI offenders, drivers who have had three prior DWI convictions within the past seven years, DWI becomes a more severe felony. But more importantly, the Habitual DWI statute now mandates a minimum active jail term of one year -- a sentence that CANNOT be suspended. Offenders must also go through a substance abuse program while in jail or as a condition of parole.

North Carolina law stipulates that it is unlawful for an unregulated person to sell, manufacture, or deliver or possess with intent to sell, manufacture, or deliver a controlled substance. Evidence may be seized, tested, weighed, photographed, and used as evidence in court. Penalties vary with the type and amount of controlled substance. Penalties include fines of thousands of dollars and imprisonment.

Any person who agrees, conspires, combines, or confederates with another person to sell, manufacture, or deliver a controlled substance is as guilty as the person who actually did it and is liable for prosecution under the same penalties.

**St. Andrews abides by all State and Federal laws.**

## **Drugs**

### **Drug Conviction**

A federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions count if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Title IV aid. The period of ineligibility differs as to whether it is for possession or for sale of the illegal drugs and for the length of time since the offense as well as whether it is a first offense, second offense, or third (+) offense.

1. A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program.
2. A qualified drug rehabilitation program includes at least two unannounced drug tests and must satisfy at least one of the following:
3. Be qualified to receive funds from a federal, state, or local government program.
4. Be qualified to receive payment from a federally or state licensed insurance company.
5. Be administered or recognized by a federal, state, or local government agency or court.



6. Be administered or recognized by a federally or state licensed hospital, health clinic, or medical doctor.

More detailed information is available in the Financial Aid Office.

### **Personnel Available for Assistance with Consumer Information**

The Vice President for Administration and the Registrar are available for assistance with consumer information. They can be contacted by e-mail, phone, or office meetings.

## **Campus Safety Enforcement Policies**

### **Campus Safety**

Campus Safety personnel are on duty 24/7/365 to assist students, faculty, and staff and to ensure the safety of our campus community. Campus Safety personnel will enforce St. Andrews policies and regulations and will assist students, faculty, and staff in obtaining help in an emergency.

The goal at St. Andrews is to ensure that Campus Safety personnel maintain a safe and secure campus for students, staff, and faculty. Security personnel must ensure that the following locations are secure: all classrooms, computer classrooms, faculty offices, library, pool, fitness center, athletic offices, gymnasium, boiler house, lake house, LA Building, Avinger, Morgan Jones, Vardell, Mecklenburg, Winston-Salem, Orange, Pate, Albemarle, Granville, Wilmington, Concord, PE Center, and the Belk Center. Campus Security will lock and unlock the buildings/locations at the required times. Campus Safety personnel work closely with the Resident Assistants, Resident Directors, Director of Student Life, Dean of Students, and the Laurinburg Police Department and Scotland County Sheriff's Office.

Campus Safety personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at St. Andrews. Campus Safety personnel have the authority to place boots on vehicles. In order to have the boot removed, a fine must be paid to the Business Office. Campus Safety personnel cannot arrest anyone; however, they are empowered to contact local authorities immediately in the event of an emergency, a crime, or a disturbance. Criminal incidents are referred to the Laurinburg Police Department.

St. Andrews maintains a highly professional working relationship with the Laurinburg Police Department. All crime victims and witnesses are strongly encouraged to immediately report all crimes to the St. Andrews administration and Campus Safety. Prompt reporting will assure timely warning notices on campus and timely disclosures of crime statistics.

St. Andrews enjoys a close relationship with local law enforcement authorities. Local police have responded to emergency calls with an appropriate degree of promptness and have assisted students and St. Andrews personnel in dealing with situations. Campus Safety, local police and the University administration strongly encourage students to report all crimes to Campus Safety. At this time, the University does not have an official Memoranda of Understanding with the Laurinburg Police Department. However, the University has a strong working relationship, engages in open communication, and will continue to completely cooperate with the Laurinburg Police Department.

**Campus Safety Phone: 910-280-2895 24/7/365**

### **Reporting Campus Crime**

The University is very concerned with the safety of its students and faculty, and it is also concerned with the security of both personal and University property. When witnessing or discovering a crime, students should first do what is necessary to secure their personal safety and the safety of others. The students should immediately report the crime to University personnel available on site. University personnel will then assist students in contacting the appropriate law enforcement agency. Students may seek advice or assistance from police immediately in the event the crime is serious or life threatening.

The campus community will receive a bulletin from the Campus President's Office which will inform the community of any crime which affects the community at large or presents an imminent danger.

In case a sexual offense has taken place, students are advised to contact the Dean of Students to report the offense. In the event the student feels he or she is in imminent danger, he or she should take immediate steps to secure his or her personal safety and to contact law enforcement authorities immediately. The Dean of Students will assist the student in reporting sexual offenses to police. Students are reminded that preservation of physical evidence of sexual offense is essential for prosecution of the crime. The student is advised not to shower or change clothing prior to presenting.

University personnel who are available to assist students in resolving or reporting a crime are: Campus Safety, RDs, Ras, the Director

of Student Life, and the Dean of Students.

### **Campus Hours**

Campus offices are generally open from 8:30 a.m. until 5:00 p.m. Monday through Friday. Classrooms are open from 7:30 a.m. until 9:30 p.m. Monday through Friday and on Saturdays when classes are in session. The Library hours are M-R 8:30 am – 10:00 pm, F 8:30 am – 5:00 pm, Sat Closed, Sun 4:00 pm – 10:00 pm. Additional hours may be made available during exam weeks. The Center for Academic Success is open M-R 8:30 am – 9:00 pm and F 8:30 am – 5:00 pm. The Center is closed on Saturdays and Sundays.

The University reserves the right to alter access to the Campus facilities at any time. The University also reserves the right to bar an individual or group of individuals from Campus facilities or property

### **Drug and Alcohol Abuse Prevention Programs (DAAPP)**

St. Andrews is committed to compliance with the Drug Free Schools and Communities Act, and a campus culture that reduces alcohol and drug use, abuse, and illegal conduct. This commitment includes the development, enforcement, and continual evaluation of policy and programming, and promotion of awareness. St. Andrews will continue to host and promote alcohol-free events, and to promote student learning opportunities about alcohol and drug abuse. The University is committed to offering primary wellness and counseling options to students who are at risk of abusing alcohol and other drugs.

## **Parking and Traffic Policies**

### **Parking Regulations**

Parking permits can be obtained from Campus Safety. All mopeds and motorcycles must be registered. If the student changes vehicles, he or she is responsible for the removal of the University parking decal. Vehicles that do not have an up-to-date parking decal will be towed. Students, faculty, and staff are required to park in designated spaces only, or they will be towed.

St. Andrews parking and traffic violation fines are to be paid in the Business Office. Continued traffic violations are met with increasing levels of penalty.

### **Traffic/Parking Violations**

The following fines will be assessed for:

1. On campus students not having a decal
2. Noise- Playing music too loud
3. Speeding - Speed limit on campus is 15 mph and 35 on roads maintained by Scotland County.
4. Vehicles entering the wrong way on one-way streets.
5. Failure to stop at a stop sign or crosswalk
6. Parking in/blocking fire lanes
7. Driving/Parking on grass and/or sidewalks
8. Backing into a parking spot

Students will be responsible for all guest parking tickets

First Offense: \$25.00 Fine

Each Offense thereafter: \$75.00

Third Offense: \$75 fine and boot

Parking in a designed handicapped or visitor space: \$100.00 each offense.

Repeated offenses may result in on campus parking privileges being revoked.

### **Use of Vehicles**

Riding of bicycles or mopeds, roller skating or skateboarding in hallways, in buildings or on walkways is prohibited. Motorized vehicles are prohibited in areas other than designated roadways and parking lots. Operating a vehicle in violation of traffic rules, or so as to endanger people or property, is prohibited.

### **Student Vehicles**

All students are permitted to bring a vehicle to campus. Students are required to register their vehicle with Campus Safety and obtain a parking decal. Vehicles that do not have the required decals or that are parked in the wrong area will be towed. St. Andrews University is not liable for any damage to vehicles.

See Appendix E – Vehicle Regulations for Motor Vehicles and Bicycles

## **Consumer Information**

### **Availability of Employees for Information Dissemination Purposes**

St. Andrews University has designated employees who are available on a full-time basis to assist all enrolled or prospective students in obtaining information on financial assistance, graduation and completion rates, the school in general, and security policies and crime statistics; as required by the US Department of Education.

The Dean of Students is available during normal business hours, on a full time basis for information regarding general information about the University and security policies and crime statistics. For information regarding financial assistance, students should contact the Director of Financial Aid. The Director of Financial Aid is available during normal business hours on a full time basis to respond to requests for information. For information on graduation and completion rates students should contact the Registrar at 863-638-2930.

- Contact Information for Financial Assistance Information – Vice President of Financial Aid at 863-638-2929.
- Contact Information for Accreditation and Licensure Information, as well as Institutional Information – Registrar at 910-277-3956.
- Contact Information for Equal Opportunity Information –Controller at 910-277-5230
- Contact Information for Copyright Infringement Policies and Sanctions Information – Vice President for Academic Affairs - 910-277-5256.
- Contact Information for Drug and Alcohol Use Prevention Program Information – Dean of Students at 910-277-5271.
- Contact Information for Information on Graduation Rates and Other Student Profile Information –Assistant Registrar at 910-277-3975.
- Contact Information for Student Record Privacy and FERPA Information – Director of the Center for Academic Success at 910-277-5040 or 910-277-5149.
- Contact Information for Campus Crime and Safety Information – Dean of Students at 910-277-5271.
- Contact Information for Information about Athletics – Director of Athletics at 910-277-5428.

### **Misrepresentation Policy**

St. Andrews is prohibited under federal regulations from making any false, erroneous, or misleading statement directly or indirectly to a student, prospective student, member of the public, accrediting agency, state agency, or to the Department of Education. Misleading statements includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This includes student testimonials given under duress or because such testimonial was required to participate in a program.

Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment. The regulations regarding misrepresentation describe misrepresentation with respect to:

- Nature of the education program
- Nature of financial charges
- Employability of graduates
- Relationship with the Department of Education.

A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.

The Admissions Department maintains copies of all promotional materials, including statements made by University personnel.

The Vice President for Enrollment Management is responsible for the training of personnel under the director's supervision regarding misrepresentation of admissions requirements and other University information.

The Vice President for Financial Aid is responsible for the training of personnel under the director's supervision regarding misrepresentation of University financial aid information.

### **Disciplinary Action**

Any violation of this directive will be taken seriously and the University will ensure that it is not repeated.

Any employee's conduct resulting in disciplinary actions from misrepresentation activity will be documented in the Human Resources Department and maintained in the employee's personnel file.

## Copyright Infringement Policy

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. In the case where the copyright owner sustains the burden of proving, and the court finds, that infringement was committed “willfully,” a court may increase the award of statutory damages up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. The [U.S. Copyright Office](#) provides additional information on copyright law and criminal penalties.

St. Andrews also maintains a policy that protects the intellectual properties of students, faculty, and staff. In addition, the University also maintains a Plagiarism Policy, including sanctions for violating the policy.

The complete policies may be found on our website. The link is provided here.  
<https://www.sa.edu/student-consumer-information/>.

A paper copy of the policies is available upon request from the Registrar’s Office, [registrar@sa.edu](mailto:registrar@sa.edu).

## Academic Calendar 2022-2023

### Fall 2022: Full Calendar

Thursday-Sunday	August 25-28	New Student Orientation
Monday	August 29	Registration
Tuesday	August 30	First day of class
Tuesday	August 30	Opening Convocation (altered class schedule)
Tuesday - Thursday	August 30 – Sept 1	Pass/Fail for Demi 1 courses
Tuesday – Wednesday	August 30– Sept. 7	Pass/Fail for semester long courses
Thursday	September 1	Last day to add a Demi 1 course - Last day to drop a Demi 1
course without a “W” grade		
Friday	September 2	“W” grades begin for Demi 1 courses
Monday	September 5	Labor Day – No classes
Wednesday	September 7	Last day to add a semester long course or drop a semester long
course without a “W” grade		
Thursday	September 8	“W” grades begin for semester long courses
Monday	September 26	Demi 1 mid-term and check points due (12:00 noon)
Monday	October 3	Last day to withdraw from a Demi 1 course with a "W" grade
Tuesday	October 4	WP/WF grades begin if a student withdraws from a Demi 1
course		
Wednesday	October 5	Spring and summer semester incompletes become “F” if not
removed		
Wednesday	October 19	Last day Demi 1
Thursday – Sunday	October 20 – 23	Fall Break
Monday	October 24	Mid-term grades and final Demi 1 grades due (12:00 noon)
Monday	October 24	First day Demi 2
Monday – Wednesday	October 24 – 26	Pass/Fail for Demi 2 courses
Wednesday	October 26	Last day to add a Demi 2 course - Last day to drop a Demi 2
course without a “W” grade		
Thursday	October 27	“W” grades begin for Demi 2 courses
Monday – Friday	October 31 – Nov 11	Advisement period for Advanced Registration Spring 2023
Friday	November 11	Last day to withdraw from a semester long course with a "W"
grade		
Monday	November 14	WP/WF grades begin if a student withdraws from a semester
long course		
Monday	November 14	Demi 2 mid-term grades due (12:00 noon)
Wednesday – Sunday	November 23 – 27	Thanksgiving Break
Monday	November 28	Last day to withdraw from a Demi 2 course with a "W" grade
Tuesday	November 29	WP/WF grades begin if a student withdraws from a Demi 2
course		
Friday	December 9	Last class day for Demi 2 courses and semester long courses
		Last day to withdraw from Demi 2 and semester long courses - grades of
WP/WF apply		
Monday – Friday	December 12 – 16	Final Exams (Demi 2 and semester long courses)
Saturday	December 17	Dorms close at 10:00 a.m.
Monday	December 19	Final Grades due (12:00 noon) – Demi 2 and semester long
courses		
Monday	December 19-Jan 6	Winter session

## Spring 2023: Full Calendar

Monday	January 9	New Student Orientation/Registration
Tuesday	January 10	First day of class
Tuesday – Thursday	January 10-12	Pass/Fail for Demi 1 courses
Tuesday – Wednesday	January 10-18	Pass/Fail for semester long courses
Thursday	January 12	Last day to add a Demi 1 course or drop a Demi 1 course
without a “W” grade		
Friday	January 13	“W” grades begin for Demi 1 courses
Monday	January 16	Martin Luther King Jr. Day – No classes
Wednesday	January 18	Last day to add a semester long course or drop a semester long
course without a “W” grade		
Thursday	January 19	“W” grades begin for semester long courses
Tuesday	February 7	Demi 1 mid-term and check points due (12:00 noon)
Tuesday	February 14	Last day to withdraw from a Demi 1 course with a “W” grade
Wednesday	February 15	Strategic Planning & Professional Development Day for
Staff/Faculty & Coaches – No Classes		
course		WP/WF grades begin if a student withdraws from a Demi 1
Monday	February 20	Fall semester incompletes become “F” if not removed
Wednesday	March 1	Last day Demi 1
Friday	March 3	Mid-term grades and final Demi 1 grades due (12:00 <b>noon</b> )
Saturday – Sunday	March 4 - March 12	Spring Break
Monday	March 13	First day Demi 2
Monday – Wednesday	March 13-15	Pass/Fail for Demi 2 courses
Wednesday	March 15	Last day to add a Demi 2 course or drop a Demi 2 course
without a “W” grade		
Thursday	March 16	“W” grades begin for Demi 2 courses
Monday – Friday	March 27 – April 7	Advisement period for Advanced Registration Fall 2023
Friday	March 31	Last day to withdraw from a semester long course with a "W"
grade		
Monday	April 3	WP/WF grades begin if a student withdraws from a semester
long course		
Tuesday	April 4	Demi 2 mid-term grades due (12:00 noon)
Friday – Monday	April 7- April 10	Easter Break
Thursday	April 13	Last day to withdraw from a Demi 2 course with a “W” grade
Monday	April 17	WP/WF grades begin if a student withdraws from a Demi 2
course		
Thursday	April 27	Last class day for Demi 2 and semester long courses
grades of WP/WF apply		Last day to withdraw from Demi 2 and semester long courses -
Friday	April 28	Study Day
Saturday, Monday – Thursday	April 29, May 1-4	Final Exams (Demi 2 and semester long courses)
Thursday	May 4	Senior grades due by 10:00 a.m.
Friday	May 5	Baccalaureate
Sunday	May 7	Commencement
Monday	May 8	Grades due (12:00 noon) – Demi 2 and semester long courses

## Summer 2023: Full Calendar

Monday	May 8	Term A courses begin
Thursday	May 11	Last day to add or drop a course without a “W” grade
Friday	May 12	“W” grades begin for courses
Monday	June 12	Last day to withdraw from a course with a “W” grade
Tuesday	June 13	“WP/WF” grades begin for courses
Friday	June 23	Last day of classes for Term A courses
		Last day to withdraw from a course with a “WP/WF” grade
Monday-	June 26-30	Final exams week
Friday		
Monday	July 3	Term C courses begin

Friday	July 7	Last day to add or drop a course without a “W” grade
Monday	July 10	“W” grades begin for courses
Monday	August 7	Last day to withdraw from a course with a “W” grade
Tuesday	August 8	“WP/WF” grades begin for courses
Friday	August 18	Last day of classes for term C courses
		Last day to withdraw from a course with a “WP/WF” grade
Monday – Friday	August 21-25	Final exams week



## APPENDICES

## Appendix A

### Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords 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 St. Andrews 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 of 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 St. Andrews 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 St. Andrews policy, the Student Athlete can expect that absences from classes that result from participation in official St. Andrews 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 St. Andrews 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 St. Andrews 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 St. Andrews 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. 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 St. Andrews ID card or proof of St. Andrews registration must be presented at the time of registration.

*Note: St. Andrews 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 St. Andrews.

### **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.
  - Other times as designated and deemed appropriate by St. Andrews 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 over-hang. 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 with the business office. 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**

St. Andrews 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 St. Andrews 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.

### **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 Dean of Students (or designee). The decision of the Dean of Students (or designee) 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 St. Andrews 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.
- 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** ***Updated June 2020***

#### **Preamble**

We at St. Andrews share a common belief that every individual should be able to work and study in an environment free from discrimination, harassment or intimidation based on race, color, religion, gender, gender identity, age, national origin, mental or physical disability, marital status, medical condition, veteran status, sexual orientation, citizenship, or any other characteristic protected under federal or state law or local ordinance.

Discrimination and harassment are illegal and in direct conflict with the mission of St. Andrews. It exposes St. Andrews and the individuals involved to liability under the law. Accordingly, St. Andrews prohibits any physical, written, or spoken conduct that violates the prohibitions on harassment set forth in the policy.

#### **What is “Title IX”?**

Title IX of the Education Amendments Act of 1972 prohibits sex discrimination in educational institutions. It states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance”. Title IX compliance is overseen by the Office of Civil Rights of the U.S. Department of Education. It is an amendment to the Higher Education Act of 1965 which, itself, sprang from the Civil Rights Act of 1964, including Title IV, which broadly prohibits harassment and discrimination on the basis of many personal characteristics including race, color, sex, religion, or national origin. Consequently, the University is responsible to promptly, equitably, and reliably address allegations of sexual harassment, discrimination, violence, and retaliation.

#### **What is the Campus SaVE Act?**

The Campus Sexual Violence Elimination Act (Campus SaVE Act) of 2013 reauthorizes the earlier Violence Against Women Act (VAWA). With guidance from the U.S. Departments of Justice, Education, and Health and Human Services, institutions of higher education such as Webber International University are required to report annual statistics of domestic violence, dating violence, stalking, and sexual assault. The University must make community members aware of resources for victims of such acts, provide prompt, equitable, and reliable investigations of such reports, and establish sexual violence education and prevention programs. For the purpose of clarity, sexual harassment, misconduct, violence, retaliation, and domestic violence, dating violence, and stalking may be referred to as acts of “sexual discrimination”. Unless otherwise specified, referring to one form of sexual discrimination does not exclude any other form. The term “harassment” will always be understood to comprise all forms of harassment, including sexual discrimination and harassment.

#### **I. Anti-Discrimination/Anti-Harassment Statement of Policy**

It is the policy of St. Andrews that no member of the campus community shall be subjected to any form of unlawful discrimination, harassment, retaliation, or violence by any other member of this institution.

##### **Harassment, Including Sexual Harassment**

For the purpose of this policy, “harassment” is defined as sexual harassment or harassment due to race, color, religion, gender, gender identity, age, national origin, mental or physical disability, marital status, medical condition, veteran status, citizenship or sexual orientation. Sexual harassment is defined as any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access. Stalking, domestic violence, and dating violence are forms of sexual harassment. Reports of sexual assault, dating violence, domestic violence, and stalking do not need to meet the description of “severe, pervasive, and objectively offensive”. Inappropriate and illegal verbal, physical or electronic conduct constitutes harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, academic advancement, or campus involvement;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, academic decisions, or residential and other campus involvement opportunities affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive living, working, academic, or campus involvement environment.

Harassment, including sexual harassment, while taking many forms, would include, but not be limited to, the following types of conduct:

**Verbal:** Inappropriate noises, remarks, or jokes; negative stereotyping; unwelcome remarks about a person's body, color, physical characteristics, or appearance; sexual propositions; sexual innuendoes or sexual remarks about clothing, body, or sexual activities.

**Nonverbal:** Demeaning or offensive pictures, posters, calendars, objects, cartoons, cards, inappropriate gestures or offensive notes or letters. This extends to all forms of social media as well. No messages with derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes, disability, age, gender, or sexual preference will be tolerated or transmitted; unwanted, protracted staring or leering are also forms of nonverbal sexual harassment.

**Physical:** Aggressive or violent touching, imitating, or exaggerating another's physical characteristics, threatening or intimidating behavior; touching, hugging, patting, or pinching that is uninvited and/or unwanted.

**Retaliatory:** Assigning low grades, changing work assignments, or refusing to cooperate with a person who has complained about or resisted harassment or discrimination; denying participation, membership; making retaliating verbal or physical threats to a person who has reported or resisted harassment or discrimination; imposing physical, social, or emotional sanctions on a person who has reported or resisted harassment or discrimination (see also section on Retaliation and Reprisals, below).

Harassment, including sexual harassment, includes harassment of women by men, men by women, women by women and men by men. It can occur between teachers and students, teachers and staff, staff, and students, and those at different levels of management, as well as between persons of the same University status, i.e., student-student, faculty-faculty, and staff-staff. Harassment, including sexual harassment, can also occur between any St. Andrews community member (student, faculty, or staff) and a third party. It may be found in a single episode, as well as in persistent behavior.

Many times, the person accused of harassment is unaware that behavior is inappropriate, coercive, or misunderstood. Even the accusation of harassment can have a destructive impact on the academic community. As such, St. Andrews will not tolerate any form of discrimination or harassment, or false accusations of such.

In the interest of protecting the campus community, St. Andrews has developed procedures to investigate and resolve harassment complaints. Those procedures are set forth in Section III of this policy.

## **II. Statement of Sexual Discrimination and Harassment**

It is the policy of the St. Andrews to provide fair, equitable, reliable, and compassionate responses to reports of any type of sexual discrimination or violence and that no member of the campus community shall be subjected to any form of unlawful discrimination, including sexual discrimination (sexual harassment, sexual misconduct, sexual violence, retaliation, and domestic violence, dating violence, or stalking). Examples of sexual harassment are provided in the previous section and examples of these other forms of sexual discrimination are described below. None of them will be tolerated at St. Andrews. All forms of sexual discrimination involve unwelcome and/or nonconsensual actions.

### **What is Consent?**

Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent.

Consent in terms of sexual conduct is freely and actively agreeing together, with clear understanding, to engage in mutually agreed-upon sexual activities. Persons who can never provide Consent include:

- Minors (in North Carolina, this is anyone under the age of 18);
- People with cognitive or social limitations that render them incapable of providing consent;
- Incapacitated persons. Incapacitation can occur through excessive alcohol or drug use or for other reasons such as unconsciousness, being asleep, or being otherwise physically unable to respond fully and effectively to the environment, such that they cannot make a knowing agreement to sexual activity
- In the case of drugs, alcohol or other impairing substances, incapacitation is determined by how the person's decision-making ability is affected and the ability of the person to make informed judgments. The relevant standard for review is whether the

person alleged to have engaged in sexual misconduct, or a sober, reasonable person in the same position should have known, the reporting party was incapacitated.

Consent is dynamic and ongoing throughout any given sexual encounter. It can be revoked by either party. It does not “carry over” to future encounters. If one person’s response is unclear or ambiguous, it is the other person’s responsibility to confirm Consent.

Finally, intoxication is not the same as incapacitation. Thus, the use of alcohol or other drugs does not release anyone from the requirement to seek and provide Consent.

### **Other Forms of Sexual Discrimination**

Sexual misconduct, violence, retaliation, dating violence, domestic violence, and stalking are forms of sexual discrimination. St. Andrews will not tolerate sexual discrimination in any form and, in the interest of protecting the campus community, St. Andrews has developed procedures to investigate and resolve such sexual complaints. Those procedures are set forth below, under Section III of this policy.

**Unwelcome Sexual Experiences:** Conduct is considered “unwelcome” if the recipient did not request or invite it and considers the conduct to be undesirable or offensive.

**Gender-Based Sex Discrimination:** Unwelcome sexually discriminatory conduct based on a person’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes. Discriminatory acts on the basis of Gender Identity are considered “hate crimes”.

### **Sexual Misconduct**

Sexual misconduct occurs in the absence of consent, including when the person is unable to refuse to participate, or despite a person’s refusal to participate in the activity. Sexual misconduct activities would include, but are not limited to:

- Giving sedative or “date rape” drugs such as GHB or Rohypnol to someone;
- Obscene or indecent behavior such as exposing one’s genitals/breasts without Consent or despite refusal;
- Deliberate observation, photography, or other forms of recording of others for sex-related reasons, including posting such images without Consent or despite refusal;
- Possessing or distributing illegal or unwanted pornographic images;
- Intentional transmission of HIV or other sexually transmittable diseases (STDs);
- Prostitution;
- Being an accomplice in the commission of sexual misconduct;
- Attempting sexual misconduct.

### **Sexual Violence**

In alignment with the U.S. Department of Justice, the St. Andrews defines sexual violence as occurring when someone is forced to take part in a sex act when this person has not provided consent, including when the person is unable to refuse to participate, or despite a person’s refusal to participate in the activity. “Force” includes the use of threatening words, gestures, or weapons to convey the intent to harm in order to intimidate someone into having sexual contact. Sexual Violence would include, but would not be limited to:

- Sexual Assault: Any offense that meets the definition of rape, fondling, incest, or statutory rape;
- Non-Consensual Sexual Intercourse: Sexual intercourse of any duration, using any object (animate or inanimate), imposed upon a person without their consent or despite their refusal. The FBI Summary Definition of rape is: “Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim”;
- Non-Consensual Sexual Touching: Also called “fondling”, any sexual touching (for example, of another person’s genitals/breasts/mouth) of any duration, including the use of an object (animate or inanimate), imposed upon a person without their consent or despite their refusal. This includes making one person sexually touch another person against her/his will;
- Continuing sexual activity of any sort after one person has clearly communicated, through words or actions that she/he does not wish to continue the sexual contact;
- Sexual contact with a minor or child;
- Being an accomplice to sexual violence; and
- Attempting acts of sexual violence

## **Dating Violence**

The U.S. Department of Justice and the University define Dating Violence as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

“Dating Violence” is not explicitly defined in North Carolina state’s code.

Under the Violence Against Women Act (2014), Dating Violence is defined as: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purpose of this definition—
  - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - b. Dating violence does not include acts covered under the definition of domestic violence.

## **Domestic Violence**

The U.S. Department of Justice and the University define Domestic Violence as “a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.”

A Domestic partner could include:

- A current or former spouse or intimate partner
- A person related to you by blood or marriage such as a cousin, parent-in-law, etc...
- Any person who has lived in the same home with you as “part of the family”, including a roommate or boyfriend/girlfriend
- The parent of your child, even if you have never been married or lived together

### **Incest**

- Sexual intercourse between persons who are related within the degrees to which marriage would be prohibited by law.
- Statutory Rape
- Sexual intercourse with a person who is under the statutory age of consent. In North Carolina, the age of consent is 18.

### **Stalking**

- The U.S. Department of Justice and the University define stalking as a “pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear” for their own or another’s safety or to experience emotional distress. Additionally, along with the State of Florida, the University identifies stalking if a person “willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person”.

## **Retaliation and Reprisals**

No individual will suffer any retaliation or reprisals for truthfully reporting any incidents or making any complaints of discrimination, including sexual discrimination (sexual harassment, sexual misconduct, sexual violence, dating violence, domestic violence, or stalking), or for participating in any investigation of incidents of discrimination or perceived discrimination. Acts of retaliation or reprisal under these circumstances are prohibited under Title IX, Campus SaVE Act, and other state and federal laws and are strictly prohibited by the St. Andrews. Reprisal and retaliation, either through direct actions or as a third party, will result in disciplinary consequences. Examples of retaliations or reprisals would include, but would not be limited to:

- Assigning low grades, changing work assignments, or refusing to cooperate with a person who has complained about or resisted harassment or discrimination;
- Denying participation, membership, or relationship to a person who has reported or resisted harassment or discrimination;
- Imposing physical, social, or emotional sanctions on a person who has reported or resisted harassment or discrimination;

- Failing to comply with No Contact Directives, acting in ways that interfere with the process or outcome of an anti-discrimination/anti-harassment investigation, or failing to respect the privacy and dignity of those involved in such an investigation.

A range of sanctions is possible, up to and including removal, suspension, or expulsion from the St. Andrews. Sanctions will be determined by the appropriate Title IX Officer in collaboration with other campus officials.

#### **False Accusations- Definition**

If an investigation results in a finding that the Reporting Party intentionally falsely accused another of sexual discrimination (including sexual harassment, sexual misconduct, or sexual violence), the Reporting Party will be subject to appropriate sanctions, as described below, including the possibility of expulsion, suspension and/or termination (in the case of employees). The fact that no action is taken as a result of the complaint against the Responding Party does not mean that the complaint was not false or malicious.

#### **Sexual Violence, Dating Violence, Domestic Violence, and Stalking Prevention Education**

St. Andrews provides Title IX/Campus SaVE Act sexual violence education and preventive information to all campus community members through training programs with all faculty, staff, and students on an annual basis.

### **III. Title IX and Campus SaVE Complaint/Grievance Policies and Procedures: Information for Reporting Parties and Responding Parties, Employees, and Students**

Procedures for Reporting Sexual Discrimination, Including Sexual Harassment, Sexual Misconduct, Sexual Violence, Retaliation, Dating Violence, Domestic Violence, or Stalking

St. Andrews conducts prompt and equitable investigations in response to claims of all forms of sexual harassment and sexual discrimination. Persons who have engaged in acts of sexual discrimination, based on a preponderance of the evidence;” standard (i.e., it is more likely than not that sexual discrimination or harassment occurred), may receive institution-imposed sanctions. Additionally, anyone who retaliates against an individual who has made a complaint, or against an individual about whom a complaint has been filed, is acting unlawfully and will be subject to appropriate disciplinary actions. Finally, anyone who has knowingly made false accusations related to sexual discrimination will also be subject to disciplinary actions.

Safety First if you Have Experienced Sexual Violence

- Get to a safe location;
- Tell someone who can help.
- Preserve any evidence;
- Remember, we are here to help and support you.

#### **Terms and Definitions Related to Sexual Discrimination Grievances**

Title IX Coordinator:

Dr. Timothy Verhey will act as the Title IX Coordinator and ensure continuity in resolving harassment complaints. The obligation of this position is:

- To distribute and make available the Anti-Discrimination/Anti-Harassment Procedures to every student and employee at St. Andrews;
- To implement Anti-Discrimination/Anti-Harassment Procedures;
- To keep ongoing statistics and report them annually to the Campus President;
- To maintain records of all cases noting any patterns of misconduct and advising the appropriate administrator(s); and
- To ensure that policies, procedures and the educational programs are properly administered.

**Reporting Party:** Any member of the campus community who files a harassment complaint, based on a protected category or sexual harassment.

**Responding Party:** Any member of the campus community who becomes the subject of a harassment complaint, based on a protected category or sexual harassment.

**Advisor:** Any individual who provides the Reporting Party or the Responding Party with support, guidance, or advice.



**Investigator:** A designated member of campus administration responsible for collecting and examining the information and facts surrounding a claim.

**Report:** Sharing that sexual discrimination, including sexual harassment, sexual misconduct, or sexual violence, dating violence, domestic violence, or stalking has occurred either on campus or off campus at a campus-sponsored function does not mean a student must file charges, but the campus must investigate such reports (see Confidentiality “Privilege” and Duty to Report, below). A report also does not mean a student must file charges with local law enforcement. The decision to file charges or not to file charges with local law enforcement is the Reporting Party’s choice.

**Grievance:** A complaint is defined as the claim of a student or employee (the “Reporting Party”) that s/he has been adversely affected by a substantial breach or violation of the campus rules, regulations, and policies as approved by the Campus President, University President, and/or the Board of Trustees.

**Proceeding:** All activities related to the campus’s non-criminal resolution of an institutional disciplinary complaint, including a complaint of any form of sexual discrimination. Proceedings include fact-finding interviews, investigations, and formal and informal meetings. Proceedings do not include communications and meetings concerning accommodations or protective measures to be provided to the Reporting Party or the Responding Party.

**Result:** Any initial, interim, or final decision/outcome by any official or entity authorized to resolve disciplinary matters, including those related to all forms of sexual discrimination, within the institution. Final results will include any sanctions imposed by St. Andrews.

#### **Procedures for Making a Sexual Discrimination Complaint-**

St. Andrews provides members of the academic community prompt, equitable, and reliable mechanisms for reporting incidents of sexual discrimination, including sexual harassment, sexual misconduct, sexual violence, harassment based on a protected category, retaliation, dating violence, domestic violence, stalking, and false accusations.

A sexual discrimination report does not have to result in filing charges. However, a report of the sexual discrimination charge must be investigated. A Reporting Party can report an initial complaint/grievance about sexual discrimination to any St. Andrews employee she/he feels comfortable speaking to. The information will then be shared with the Title IX Coordinator (see below, Confidentiality “Privilege” and Duty to Report). Additionally, if you are concerned you will be named as a Responding Party in a sexual discrimination report, you are also encouraged to contact the Title IX Coordinator. We promptly, equitably, and reliably support the rights of all St. Andrews community members-Reporting Party’s, Responding Party’s, and witnesses. Complaints/grievances about acts of sexual discrimination, including sexual harassment, misconduct, violence, or acts of retaliation that are in violation of the Anti-Discrimination/Anti-Harassment policy will be taken seriously, will be investigated, and will be treated in a compassionate and discreet manner.

#### **D. Privacy Statement**

Most St. Andrews employees, including faculty, staff, Resident Directors, and Resident Assistants are obligated to respond to reports of sexual discrimination, including sexual harassment, sexual violence, dating violence, domestic violence, and stalking, even if the individual reporting the incident requests that no action be taken. St. Andrews understands that prompt, equitable, and reliable responses to Title IX and Campus SaVE harassment and discrimination reports often require obtaining sensitive information about the Reporting Party and other members of the campus community. The privacy of reports will be strictly kept when possible, or tightly maintained among persons who have a need to know to keep the Reporting Party and the community safe when strict privacy is not possible. The identity of the Reporting Party and/or the Responding Party will be disclosed only on a need-to-know basis to the extent feasible in light of the need to conduct an investigation and to promote community safety. Persons with whom St. Andrews may share investigation-related information include, but might not be limited to:

- St. Andrews employees working in an official capacity who require information for the proper performance of their professional responsibilities, particularly in matters of conducting an investigation and/or protecting individual student and campus-wide safety.
- A Reporting Party or Responding Party of an investigation, when such information is necessary for the effectiveness of interim conditions (e.g., enforcing a “No Contact” directive)
- A Reporting Party or Responding Party of an investigation, concerning the final results of the investigation i.e., a determination that discrimination did or did not occur, remedies being offered, and right to appeal; however, all disciplinary actions taken against a Responding Party will not necessarily be released to the Reporting Party without the Responding Party’s consent. These written notifications to the Reporting Party and Responding Party will occur in rapid succession of one another (i.e., as close to simultaneously as is reasonable)
- Appropriate persons in case of health or safety emergencies
- Outside law enforcement officials, when St. Andrews deems this appropriate or necessary

- Local, state, or federal entities that require reporting of sexual assault and other violent incidents e.g., Clery Act, Campus SaVE Act (personally identifiable information about the participants will be redacted whenever permissible). Students or employees may report any concern about sexual discrimination, including sexual assault, dating violence, domestic violence, or stalking, anonymously. Reporting persons may decline to name themselves and St. Andrews will investigate the report, establish Interim Measures, refer any named parties to resources, and take other actions as possible. Anonymous reporters must realize St. Andrews will be limited in its ability to respond or investigate in such cases, but will do all it can with limited information to promptly investigate the report of sexual discrimination, stop the reported discrimination, and prevent its recurrence
- St. Andrews seeks to adequately protect confidential Student Education Records while also conducting a prompt, equitable, and effective investigation. Determining which campus officials, Reporting Party, Responding Party, witnesses, and other parties need to know about Title IX/Just Ask sexual discrimination investigations, interim measures, final investigation outcomes, sanctions, remedial actions, and other details shall be decided in compliance with FERPA requirements.
- All other St. Andrews employees, including students (such as Resident Assistants) employed by the campus and St. Andrews faculty, have a duty to report observations or knowledge of sexual discrimination, including sexual harassment, sexual misconduct, and sexual violence, or other criminal acts such as dating violence, domestic violence, stalking, and child abuse (when a crime has been committed against a Minor which, in Florida, is anyone under the age of 18). Employees should report their knowledge to their immediate supervisors and to a designated Title IX Officer. If the immediate supervisor is a potential Responding Party to the discrimination complaint, report the information to the designated Title IX Officer

#### **F. Investigations of Sexual Discrimination or Harassment**

The Office of Title IX Compliance team members receive annual training in techniques to investigate all forms of sexual discrimination and harassment including sexual assault, dating violence, domestic violence, and stalking. All St. Andrews employees receive training about sexual discrimination, including sexual harassment and violence, and on the procedures outlined in this policy.

Rights of Reporting Party and Responding Party: Reporting Party and Responding Party share equally in the right to have private interviews. Since these are not legal proceedings, legal representation for Title IX/Campus SaVE Act investigations will not be appropriate for either party.

Additionally, both the Reporting and the Responding Party have the right to

- respond to claims or statements in writing
- produce documentation, witnesses, or other evidence to support their statements or claims
- be kept up to date by St. Andrews on the progress of the investigation and associated proceedings
- receive written/electronic notification about existing on- and off-campus resources
- not suffer any retaliation or reprisals for truthfully reporting any incidents or making any complaints or for participating in any investigation
- file an appeal with the appropriate campus official following the defined Appeal Process
- written outcome of the appeal, including any changes in final results of the investigation
- written notification when Results become final
- bring an Advisor or support person to an interview and/or hearing
- Provided copies of all statements at least 10 days prior to a hearing
- file a criminal complaint with local law enforcement though the University operates its investigation independently from local police
- contact an attorney for legal counsel on matters involving criminal or civil action.
- Note: If an attorney is selected by the Reporting Party or Responding Party as an Advisor, the attorney can only serve as an advisor or support person for the Reporting Party or the Responding Party. Neither a Reporting Party nor a Responding Party's attorney may participate in a St. Andrews sexual discrimination investigation in their legal role.
- The Reporting Party and Responding Party shall be present at the hearing and have an opportunity to ask questions of each other

#### **NOTE: Title IX/Campus SaVE Act Investigations Are Not Criminal Investigations**

Sexual discrimination, including sexual violence, dating violence, domestic violence, and stalking, are potential crimes that can be reported to the police or other law enforcement agencies. However, they are also Title IX and Campus SaVE Act violations and violations of campus Anti-Discrimination/Anti-Harassment policies and procedures. St. Andrews is committed to addressing and preventing sexual discrimination in all its forms regardless of whether or not such activity constitutes a crime.

Interim Steps: Depending on the facts and circumstances known to St. Andrews, in its discretion and judgment, may take appropriate interim steps to support and protect the Reporting Party or Responding Party prior to the outcome of an investigation.

- Establishing a No Contact Directive
- Changes in residence hall residency
- Changes in employment location or schedule
- Changes in academic schedule, exams, and assignments
- Academic support services
- Withdrawing from a course without grade penalty
- Medical, counseling, and spiritual assistance offered for free by campus resources
- Medical, counseling, and spiritual assistance through off-campus referral, based on student preference
- Connecting the student with off-campus victim advocacy resources
- Connecting the student with assistance for filing a police report
- Voluntary withdrawal
- Emergency Interim Suspension of the Responding Party

Any Interim Measure can potentially serve as a remedial measure at the discretion of the Reporting Party or the Responding Party. Additionally, appropriate community remedies might be provided (e.g., improved campus lighting, educational programming, staff training, climate assessments).

These actions are not intended to be punitive but to protect the safety of individuals and the greater community and to promote accountability. Every effort will be made to minimize unnecessary or unreasonable burdens to both the Reporting Party and the Responding Party.

All St. Andrews investigative, protective, and interim measures and remedies will be available to both Reporting Party and Responding Party whether or not either party files a police report.

#### **Complaint/Grievance Investigation Timetable:**

Every effort will be made to strictly adhere to the timetables in this document. However, if investigations extend to when school is out for prolonged periods or if there are unavoidable challenges in communications or evidence-collection with the Reporting Party, Responding Party, or others involved in an investigation, St. Andrews may require extensions to the below timetables.

Immediately upon a complaint being filed, the investigation will proceed as follows:

Investigating a Complaint of Sexual Harassment or Discrimination: Employee-to-Employee, Employee-Third Party, Student-to-Student, Student-Employee, or Student-Third Party Discrimination

- Anyone on the St. Andrews campus who observes an act of sexual misconduct or violence toward another person- student, employee, or third party (including a child/Minor which, in the State of North Carolina, is anyone under the age of 18) and anyone in the St. Andrews community who experiences or observes a sexually discriminatory act or learns of a sexual discrimination situation that involves a campus community member should provide verbal notification of receiving this knowledge within twenty-four hours to the Title IX Coordinator, Dr. Timothy Verhey (910) 277-5145.
- If the situation comes to someone's attention after business hours or during holidays and does not involve eminent physical or emotional peril to the employee or student, the notification should be made to the Title IX Coordinator within four (4) hours of regular business hours resuming. Title IX notifications that could reasonably involve eminent physical or emotional peril to the employee or student need to be submitted immediately and the reporter should either call 9-1-1 and/or should be directed to St. Andrews Department of Safety and Security (910-280-2895). The Campus Safety Office will notify the necessary campus officials.
- Within 24 hours of receiving a complaint, or during the next business day, the Title IX Coordinator will notify the Office of Human Resources that a Title IX/Campus SaVE Act investigation has been initiated. The Title IX Coordinator and Dean of Students will initiate an investigation into the incident and notify the Reporting Party as soon as practicable regarding the status of the investigation.
- The investigation will look at the totality of the circumstances, including the nature of the conduct and the context in which it occurred. While strictly observing or tightly maintaining privacy (please see previous section on "Privacy" in this document), the Title IX Coordinator and Dean of Students will communicate with others as necessary to facilitate a prompt, equitable, and reliable investigation and will attempt to resolve the complaint within 30 calendar days of the initial filing of the complaint. In rare circumstances, more time may be required to complete an investigation. Both the Reporting Party and the Responding Party will be kept apprised of the progress of the investigation and of any delays that may arise in meeting institutional timetables.
- Upon conclusion of the investigation into the complaint, and if a written record is warranted, the Title IX Coordinator then provides the written record to that effect, and the principal parties – Reporting Party, Responding Party, and Title IX Coordinator– sign their agreement in rapid succession of one another (i.e., as close to simultaneously as is reasonable). If a signed written record is not needed, the Title IX Coordinator will complete a description of the resolution and how the

Reporting Party and Responding Party were informed, privately but otherwise simultaneously to both the Reporting Party and the Responding Party.

- Mediation on a voluntary basis can be used to resolve some forms of sexual discrimination at the conclusion of an internal investigation but will not be used to resolve cases of reported sexual violence. This does not preclude the use of other informal approaches to resolving such complaints.
- Depending on the facts and circumstances known, St. Andrews, in its discretion and judgment, may determine that the allegations of sexual discrimination, harassment or retaliation will be investigated by outside law enforcement officials, and St. Andrews may take interim action as it deems appropriate to address the safety and protection of the campus. Additionally, the Reporting Party or the Responding Party may decide to file civil or criminal charges. In such cases, St. Andrews may have to suspend its own investigation but will resume it once law enforcement officials have finished collecting their evidence.

#### **The Investigation into Complaints of Sexual Harassment or Discrimination:**

During this phase the appropriate Title IX Officer, with or without an additional trained Title IX Investigator, will interview parties involved including the claimant, Responding Party (if known) and any witnesses. At this stage, the investigation process may include any or all of the following, or such other elements as deemed appropriate:

- Confirm name and position of the Reporting Party.
- Identify the Responding Party.
- Assure both the Reporting Party and the Responding Party that equal opportunities for presenting evidence, receiving notification of the outcome, and exercising rights to appeal are available to both.
- Thoroughly ascertain all facts in connection with the alleged incident, beginning by interviewing the Reporting Party and the Responding Party. Questions of all parties should be asked in a nonjudgmental manner.
- Upon first interviewing the parties, remind the Reporting Party and the Responding Party of the policy against retaliation.
- Determine frequency/type of objectionable conduct and, if possible, the dates and locations where the behavior purportedly occurred.
- Find out if any witnesses observed the alleged objectionable conduct. If the Reporting Party and the Responding Party present conflicting versions of the facts, interview any witnesses.
- Ask both parties how each responded to the alleged objectionable conduct.
- Determine what efforts, if any, at informal resolution of the matter were made, the result, and any witnesses.
- Determine whether the Reporting Party or Responding Party consulted anyone else about the reported objectionable conduct, and ascertain those witnesses and their response to the disclosure.
- Develop a thorough understanding of the professional, academic, or personal relationship between the Reporting Party and Responding Party.
  - Determine whether either the Reporting Party or the Responding Party has made and carried out any threats or promises directed toward the other.
- Determine whether the Reporting Party knows of or suspects that there are other individuals who have been subjected to similar conduct by the Responding Party. Receipt of any complaint shall be cause for a file review to determine if a prior complaint against the same person is on record.
- Assure both the Reporting Party and the Responding Party that the past sexual history of either will only be considered if it relates to the complaint.
- Statements are taken in private. Because such interviews are internal, attorneys have no role in the interview process.

#### **Resolving the Complaint/Grievance of Sexual Harassment or Discrimination**

Upon completing the investigation of a complaint involving students, Title IX Coordinator will summarize findings and review with the Dean of Students. The Dean of Students and the Title IX Coordinator will decide upon the response and any associated disciplinary action if applicable. Upon completing the investigation of a complaint involving employees, Campus President and Title IX Coordinator will decide upon St. Andrews' response and any associated disciplinary action if applicable. St. Andrews' findings and intended actions will be communicated to both the Reporting Party and Responding Party.

If St. Andrews determines that there is a preponderance of the evidence (i.e., it is more likely than not) that discrimination, including sexual harassment, sexual misconduct, sexual violence, retaliation, dating violence, domestic violence, or stalking occurred, the Responding Party will be subject to appropriate disciplinary procedures ("Sanctions") as listed below. The Reporting Party will be informed of the outcome of the investigation but, unless the Responding Party waives rights to privacy, may only learn of those remedies or disciplinary actions that the Reporting Party "needs to know" to be safe and remedied. If St. Andrews does not find a preponderance of the evidence that sexual discrimination, including sexual harassment/misconduct/violence, retaliation or other illegal sexual conduct has occurred, this finding will be communicated to the Reporting Party in an appropriately sensitive manner. Just because the information St. Andrews was able to obtain does not meet a "preponderance of the evidence" standard and so it cannot

find that sexual discrimination took place does not affirm or prove that such discrimination did not, in fact, take place.

Any report of false accusations will be evaluated as well, and the Reporting Party and Responding Party duly notified of the findings and any associated disciplinary actions (see item “I” below).

### **G. Sanctions**

Individuals found to have engaged in illegal sexual activity or behavior constituting sexual discrimination (including sexual harassment, sexual misconduct, and sexual violence, retaliation, dating violence, domestic violence, or stalking), based on a preponderance of the evidence” standard (i.e., it is more likely than not that sexual discrimination occurred) as defined in this policy, will be disciplined, up to and including discharge, removal, suspension, or expulsion from St. Andrews. The range of possible sanctions includes, but would not be limited to:

- Ongoing No Contact remains in place
- Written warnings
- Educational interventions
- Targeted community service
- Social, housing, or other probations
- Suspension (for varying lengths of time)
- Expulsion

Appropriate student sanctions will be determined by the Dean of Student Affairs and the Title IX Coordinator while employee sanctions will be determined by the Director of Human Resources, Title IX Coordinator, and Campus President. In addressing incidents of sexual discrimination, the St. Andrews’ response at a minimum will include reprimanding the offender and preparing a written record. Additional action may include: referral to sensitivity or other relevant training, reassignment, temporary suspension (if an employee, without pay), reduction in duties, discharge, or removal or expulsion from St. Andrews.

### **H. Right to Appeal**

Both the Reporting Party and the Responding Party have the right to appeal the decision of the Title IX Coordinator, Dean of Students, or Director of Human Resources within seven (7) business days, in writing, to the Campus President.

There are two grounds upon which to base an appeal:

- There is significant, new information that was not available at the time of the initial investigation which could reasonably alter the facts and outcome of the investigation. A written appeal must delineate these new facts and explain how they could impact the outcome.
- There was a procedural error that significantly affected the outcome. A written appeal must describe the procedural error and support how that error affected the outcome.

Both the Reporting Party and the Responding Party will be notified of any changes to the final outcomes of the Title IX/Campus SaVE Act investigation.

### **I. False Accusations**

If an investigation results in a finding that the Reporting Party intentionally falsely and maliciously accused another of discrimination (including sexual harassment, sexual misconduct, or any form of sexual violence or retaliation), the Reporting Party will be subject to appropriate sanctions, as described above, including the possibility of expulsion, suspension and/or termination (if an employee). The fact that no action is taken as a result of the complaint against the Responding Party does not mean that the complaint was not false or malicious.

### **J. Possible Illegal Activities/Behavior**

Any actions reported to a Title IX Officer, member of the faculty or administration, or other employee which may be interpreted to be a violation of North Carolina law, will be reported to the appropriate law enforcement agency for investigation and further action. Any doubt as to whether the conduct does or does not violate North Carolina law may be resolved in favor of the party reporting the matter.

### **K. Maintaining a Written Record of the Complaint**

St. Andrews shall maintain a complete written record of each complaint and how it was investigated and resolved. Written records shall be maintained in a confidential manner to the extent practical and appropriate the office of the Director for Human Resources for investigations and incident reports involving an employee, and in the office of the Title IX Coordinator for all investigations involving a student.

Written records will be maintained for seven (7) years from the date of the resolution, unless new circumstances dictate that the file should be kept for a longer period of time. These records shall document that a complaint was filed and the resolution of the complaint.

#### **IV. Reporting Sexual Discrimination with Violence of Physical Contact, Including Sexual Assault:**

Should sexual violence or sexual assault occur that involves a St. Andrews student or employee, either on campus or at an off-campus St. Andrews function, the victim is encouraged to notify local law enforcement by dialing “911” and the St. Andrews Office of Campus Safety and Security (910) 280-2895. Such reporting can provide the victim with access to needed medical care and personal safety as well as protect the campus community from further crime. Victims of sexual violence or assault are also encouraged to seek counseling and mental health services through community resources.

Assistance in changing employment, academic, or on-campus living situations after an alleged sexual assault has occurred is available through the Office of Student Affairs (910) 277-5409 for a student.

Victims may also elect to report an assault anonymously. Anonymous reporting alerts the campus community to potential danger and helps in compiling accurate crime statistics.

#### **What to Do if You Learn of a Sexual Violence/Assault Incident:**

The following information outlines St. Andrews’ Sexual Violence/Assault Reporting Procedure, a guide on how to respond to a student’s or employee’s report of sexual violence or assault (from here on referred to as “sexual assault”).

Following a sexual assault or incident of dating violence, domestic violence, or the experience of being stalked, it often happens that the first person the student or employee confides in is not a nurse, counselor, Campus Safety officer, or other official person, but someone else the student or employee already knows and trusts. The student or employee may choose to talk to a trusted friend or advisor before speaking to anyone else. The most crucial guideline in taking any of the following steps is to allow the student or employee to choose how the situation will be handled. A victim of sexual assault has been through an experience over which she or he had little or no control. Therefore, it is extremely important that the victim be allowed to regain a sense of control by making her or his own decisions.

- Whenever a student or employee reports a sexual assault, the first task is to ask the individual if there is a need for immediate emergency assistance, as in cases, for example, in which the assault has just occurred or is still going on. If emergency services are required, call 911 immediately and then notify St. Andrews Campus Safety and Security (910) 280-2895. Take every step to ensure that the student or employee is not alone until help arrives. The reporting party’s official duties end at this point, but the student or employee may need continued support and assistance over the next hours, days, and weeks (please be ready to refer the individual to the resources at the end of this document).
- If the student or employee does not require emergency assistance and the sexual assault occurred within the past 72 hours, ask the individual if she or he wants to report the assault. If so, call St. Andrews Campus Safety and Security (910)-280-2895. At this point, physical evidence can still be collected and if the student or employee chooses later to press charges, this physical evidence may be extremely important. Remain with the student or employee and continue to offer support until she or he is in the care of the police, Campus Safety, or other appropriate official.
- If the sexual assault occurred more than 72 hours ago, ask the student or employee whether she or he feels safe and if she or he wants to notify local law enforcement or St. Andrews Campus Safety and Security (910)280-2895. Please contact the Title IX Coordinator, Dr. Timothy Verhey (910) 277-5145.

#### **V. Conclusion**

St. Andrews has developed these Anti-Discrimination/Anti-Harassment, Title IX, and Campus SaVE Act policies and procedures so that all members of its community can work and study in an environment free from harassment (including sexual harassment). St. Andrews will have as one of its duties the immediate dissemination of this policy to all members of this community and will provide this policy to all new members upon their arrival. St. Andrews will conduct information sessions and training concerning the policies and procedures to ensure that all members understand St. Andrews’ commitment, are familiar with the policies and procedures, and know that any complaint received will be investigated and appropriately resolved.

The Title IX Officers, and all campus employees, officials, and students have the responsibility to follow this policy and to accord dignity to all the parties involved.

## **Title IX Officers**

Dr. Timothy Verhey  
Title IX Coordinator  
verheyti@sa.edu  
910-277-5145

Dr. Ellen Bernhardt  
Interim Campus President  
bernhardtte@sa.edu  
910-277-5002

Dr. Elizabeth Hernandez  
Dean of Students  
[hernandez.elizabeth@sa.edu](mailto:hernandez.elizabeth@sa.edu)  
910-277-5271

Mary Cross  
Director of Student Life  
crossmk@sa.edu  
910-277-5409

## Appendix G

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

#### St. Andrews Community Honor Code

St. Andrews 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 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 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 St. Andrews

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. 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.

## **Appendix H**

### **St. Andrews University Fair-Use Network Policy**

*Revised August 10, 2021*

To maximize network capabilities and speed, students are asked to abide by the Fair-Use Network Policy. When conducting Health and Safety Inspections, Resident Directors and Resident Assistants will also be conducting an inspection of approved devices. Please note that 1 smart TV per room is permitted.

#### **Allowable Devices on Campus Network:**

1. Cellular phones
2. Smart Watches
3. Tablets
4. Laptops & Desktop PCs
5. Smart TVs (1 per room)
6. Medically necessary or assistive devices
7. Gaming Consoles\*
8. Other devices with approval from the IT Department

#### **Forbidden Devices on Campus Network:**

1. Cryptocurrency mining hardware or software
2. Smart Appliances (Wi-Fi enabled coffee makers, light bulbs, outlets, etc.)
3. Personal firewalls
4. Network Attached Storage devices (Apple Time Machines, personal storage arrays)
5. Managed or unmanaged switches, hubs and other enterprise network hardware
6. Personal servers
7. HUAWEI brand networking equipment
8. Cable Modems
9. Any device(s) leased or owned by a cable/ internet provider

#### **Campus Wireless Network**

St. Andrews University operates a campus-wide, open access wireless network, broadcasting an SSID of “SAU\_Wireless”. The network operates on the 2.4GHz band and provides coverage for most parts of the University, including resident halls. The following devices may be connected to the campus wireless network: laptops, desktops, tablets, smartphones and assistive devices. The following devices may not be connected to the wireless without approval from the IT Department: gaming consoles, smart TVs, streaming hardware devices, Apple TVs. Because bandwidth is a finite resource, any device found to be aggressively consuming bandwidth or is found to cause interference or network issues will be removed and blacklisted from the network for a specified amount of time. Be aware that the campus wireless network is open and accessible to anyone on campus. Attempts to circumvent content filtering, engaging in network hardware or SSID impersonation, spoofing or other malicious acts are detected by our network and will result in an automatic blacklisting.

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#### **Campus Ethernet in Resident Halls**

Each dorm in Resident Halls will have either one or two ethernet ports available for student devices, depending on the building and number of occupants in each room. All ports are connected to the sapc.edu domain. These ports should be used for bandwidth-intensive devices, such as Smart TVs, gaming consoles and streaming devices. Students may utilize these ports for desktop or laptop computers if desired. Any device found to be aggressively consuming bandwidth or is found to cause interference or network issues will be removed and blacklisted from the network for a specified period. Repeated or egregious violations of campus network policy will result in ethernet ports being disabled for the remainder of the semester.

#### **Personal Routers and Wireless Access Points**

Routers are not allowed in the following Resident Halls: Albemarle, Concord, Winston-Salem and Wilmington. A new wireless network has been installed that will serve all of your devices. If the IT Department discovers a router connected in your room, your internet service will be disconnected and you may be assessed a fine of \$100. Repeat violations will result in equipment confiscation

and disciplinary actions being taken.

**IMPORTANT:**

**HUAWEI-brand wireless routers or network equipment are not allowed on our network under any circumstance and will be disconnected or confiscated if discovered.**

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**URL Filtering and Web Browsing**

St. Andrews University's network is managed and protected by multi-layer security appliance(s), which includes URL content filtering and application-layer DPI (deep packet inspection). Access of adult content, dark-web material, malware dissemination sites, gambling services, hate-speech, extremist sites or otherwise offensive content is strictly forbidden. Use of a VPN to circumvent content filtering is prohibited and will be detected by our security appliances. Various systems on campus will alert the IT Department of such activities and will result in a permanent disconnection from the campus network without recourse. Depending on the severity of the infraction, disciplinary action may be taken.

**Fair-Use Policy & Expectations of Privacy**

Students at St. Andrews University are expected to abide by the rules hereby declared in this document. By connecting your device to the campus network, whether wired or wireless, you agree to utilize the network in a manner described above. Failure to comply with these rules will result in device blacklisting, permanent disconnection or, depending on the severity and nature of the infraction, may result in disciplinary measures being taken.

Expectation of Privacy: There should be no expectation of privacy when utilizing our campus network. All traffic traversing the network is subject to inspection, both by the IT Department and campus security appliances. Generally, the IT Department will not inspect traffic unless warranted by complaints from students, staff, faculty, our Internet Service Provider(s) or law enforcement agencies.

## **Appendix I**

### **St. Andrews Social Media Policy**

St. Andrews supports and encourages the face-to-face resolution of problems and concerns. Social media has become a passive-aggressive way of venting frustration and complaining. If you use Facebook, Instagram, Twitter, or any other social networking site you should be very cautious about using it as a forum to complain or denigrate students, faculty, staff, or administration. Negative pictures, posts, or behavior seen on these sites is contrary to the St. Andrews Community Honor Code and may subject you to disciplinary action. You will be required to allow an administrator to review your posts if the University receives a complaint.