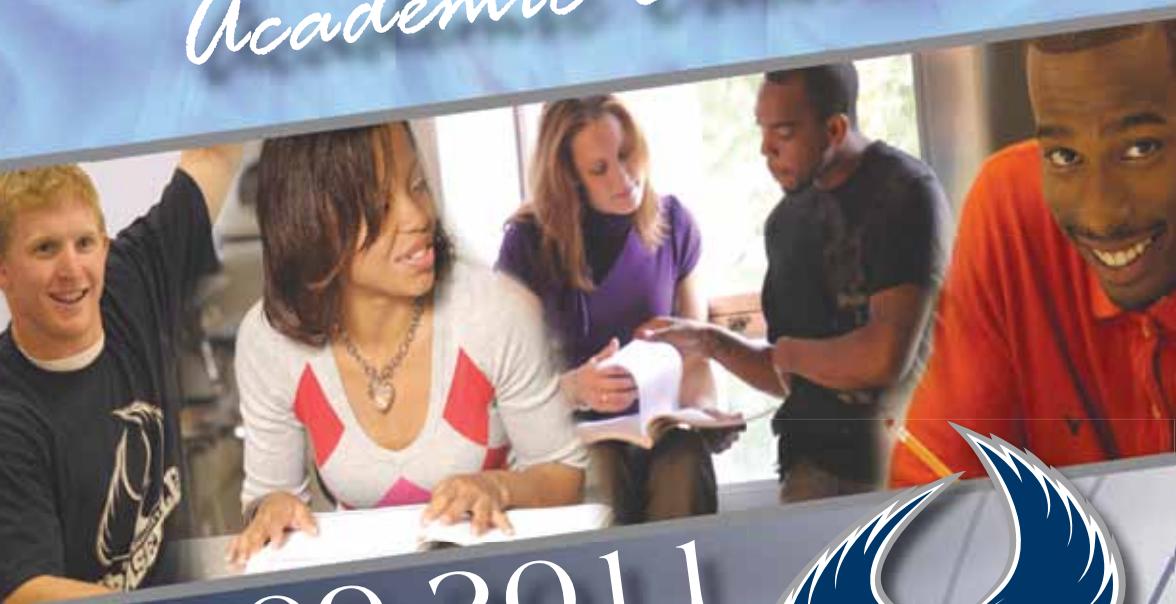


S A I N T
AUGUSTINE'S
C O L L E G E

ESTABLISHED IN 1867

*Student Handbook and
Academic Calendar*



2009-2011



If found please return to:

Student Name

Date Issued

**Welcome from Dr. Dianne Boardley Suber
President, Saint Augustine's College**

Welcome, Saint Augustine's College students. Saint Augustine's College was founded in 1867 in Raleigh, North Carolina by prominent Episcopal clergy for the education of freed slaves. Over the years, it has become one of the country's most highly respected private, accredited, historically black, coeducational institutions of higher learning.



Our challenge this year is to make this campus an exciting environment in which to live and grow. We, the faculty, staff and administration, are committed to bettering the college and helping you prosper; but these goals cannot be attained without significant contributions from you, the student body. Saint Augustine's College has established interpersonal values that it expects everyone to embrace: respect our legacy and history; work for the greater good of the College and the surrounding community; work with a commitment to excellence; trust and be trustworthy; maintain a strong sense of integrity; practice honesty and truthfulness; be respectful of and fair to each other; speak with one voice and support each other's activities and programs; practice civility, caring, and courage to do the right thing; keep the lines of communication open (speak freely and honestly); be open-minded; be available and approachable; view change as a challenge and not as a barrier.

As an educational community, we come from all over the world, each of us bringing our own unique backgrounds and experiences, and each with the hope of achieving a variety of goals by the end of this year. It is important that each and every one of us become engaged in the life of the campus. Understanding that the core experience of a college is its academics; the greatest opportunities for your individual growth and fulfillment exist outside the classroom. Saint Augustine's College offers unlimited opportunities for you to get involved, grow as a person while gaining leadership opportunities and experiences. Whether starting a new student organization or catering to a new student interest, Saint Augustine's College provides you the opportunity to make a difference. No factor will have a greater impact on your education, your success, or your personal happiness than the choices you make for yourself at Saint Augustine's College.

By working together, we can make this institution stronger than ever before. Good luck and have a great year!

With kindest regards,

A handwritten signature in cursive script that reads "Dianne Boardley Suber". The signature is written in black ink and is positioned below the text "With kindest regards,".

Dianne Boardley Suber, President

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HISTORY OF SAINT AUGUSTINE'S COLLEGE

Saint Augustine's College is an undergraduate, coeducational, liberal arts institution, affiliated with the Episcopal Church. Founded in 1867 to educate freed slaves the College's mission has grown with the diversification of its student body from an African-American student base to one that is multi-national and multi-racial. Grounded in the liberal arts tradition since its founding, the College first awarded baccalaureate degrees in 1931. Programmatic emphasis has shifted from early offerings in normal and industrial education, and pre-theological training, to current emphasis in scholarship, research, and community service.

Saint Augustine's College was the principal thrust of the Episcopal Church for work among blacks in the South following the Civil War. It was chartered in Raleigh, North Carolina, July 19, 1867, and received its first four students on January 13, 1868.

SAINT AUGUSTINE'S COLLEGE HISTORIC CHAPEL

One of the oldest buildings on the Saint Augustine's College campus, the cornerstone of the chapel was laid on July 15, 1895. The stone for the foundation and north transept was taken from the grove near the spring on Saint Augustine's ground. On Christmas Day, 1895, the first service was held in the structure and daily services began on Quinquagesima Sunday, 1896. The north transept, erected 1904, was built by students from the masonry class.

The Bishop's chair was placed in the sanctuary as a memorial to the consecration of the Right Reverend Henry Beard Delany. He was consecrated, November 21, 1918, and was the first African-American, Episcopal bishop from North Carolina.

The alter rail is a memorial to Daniel Carrington Taylor, who died in 1887, and his wife, Mary Greenlief Taylor, who died in 1886. The marble mensa of the alter contains five circles, symbolic of the five wounds in the body of our Lord. These circles contain stones from the Mantine Prison in Rome and from Apian Way. The Chapel maintains both a font and pool for the Rite of Baptism. Several persons who have desired to use it have been immersed in the pool. A rubric in the Book of Common Prayers states of an adult, "Dip him in water or pour water on his head."

The Saint Augustine's College Chapel has been designated a historic site by the Wake County Historical Commission. Chapel Service is held on Sunday mornings. A Praise and Prayer Service is held in the Chapel each Wednesday at 12:00 noon. The Chapel is open for prayer from 12:00 noon - 2:00 pm, Monday through Thursday. Currently Sunday worship services are held at 9:00am (Episcopal Holy Communion) and 11:00am (General Protestant service).

COLLEGE MISSION STATEMENT

To sustain a learning community in which students can prepare academically, socially, and spiritually for leadership in a complex, diverse, and rapidly changing world.

To fulfill the mission, the faculty fosters scholarship and creativity through various approaches to teaching and learning; the administration facilitates the enterprise by effectively garnering and managing financial and human resources; and the staff contributes to efficient operations by providing essential support services. Through these means, the College pursues excellence by developing:

- **flexible and innovative courses of study** that integrate theory and practical application through experiential approaches to learning;
- **opportunities for students to apply what they learn** through service learning, community service, internships, and cooperative education;
- **purposeful and individualized programs of study** for non-traditional students, through preparation for a career change or re-entry into the work force; and
- **knowledge and appreciation of cultural differences** through interdisciplinary courses, study abroad, and other programs.

THE HANDBOOK

The Saint Augustine's College Student Handbook specifies the general rules, regulations, policies, and procedures for student life at the College and within the campus community. It also defines the structure within which organized student life is carried on and the means by which students may achieve fullest realization of the College's resources and facilities.

As an official document of Saint Augustine's College, the Student Handbook represents a part of the student's obligation to the College. The Student Handbook must be used as a companion document to the College Catalog and the College's Student Code of Conduct and Judicial Manual and other published regulations and guidelines issued by various offices and programs of the College. The rules and regulations in the Saint Augustine's College Catalog will supersede any inconsistent rules and regulations published in other sources. Saint Augustine's College reserves the right to develop and implement new policies or regulations not presently included in this document. It is the responsibility of the College to make a reasonable attempt to inform the student body of any change in or addition to the current policies and regulations.

Students are encouraged to read the Student Handbook to familiarize themselves with the policies, regulations, and procedures found within. The student, on admission, is obligating himself or herself to submit to governance by reasonable rules and regulations contained in this document.

Whether on or off the campus, students are to behave themselves in accordance with the standards of conduct required of students enrolled at Saint Augustine's College. Therefore, acts committed off the campus that are detrimental to the interests of the College will subject the student to College judicial action the same as if they had been committed on campus.

SERVICES, PROGRAMS, AND ACTIVITIES

THE DIVISION OF ENROLLMENT MANAGEMENT AND STUDENT SERVICES

The Division of Enrollment Management and Student Services is committed to advancing the integration of the curricular and co-curricular areas of student life while simultaneously supporting the educational mission of the College. The Division also effectively recruits, enrolls, and retains the best-in-class students by uniting the Office of Admissions and Financial Aid, which provides: Academic Excellence, Leadership Development, Improvement of the College's Environment, as well as the improvement of overall Customer Service. Overall the division strategically plans, implements, and evaluates services and programs which facilitate student enrollment and success.

The division is also responsible for providing quality support services that are designed to achieve several objectives. They include: anticipating and responding to the changing needs of students while providing a safe, healthy, intellectually challenging environment and fostering greater student involvement and enhancing emotional, social, intellectual and career development.

JUDICIAL AFFAIRS

The Office of Judicial Affairs administers and enforces the Code of Student Conduct by employing reasonable efforts to ensure fundamental fairness, honor, and integrity are afforded to those students who encounter the judicial process. Through education and enforcement, this office strives to foster the personal and social development of those students who are held accountable for violation of the Code of Student Conduct, as well as protect the intellectual and social mores of the Saint Augustine's College community.

STUDENT ACTIVITIES

The Office of Student Activities offers a variety of social, cultural, educational, recreational, developmental, and experiential activities for the entire Saint Augustine's College community. Leadership and organization training and development, information services, entertainment promotion, and recreational activities are among the many programs, services, and resources coordinated by student activities. Students at Saint Augustine's College are encouraged to participate in co-curricular activities.

THE COLLEGE UNION

The College Union - Goold Hall/Student Center - is open seven days a week. This multipurpose facility houses the student government offices, organizational offices, recreational, and snack facilities. Serving as the hub of student activity, the Student Center provides cultural, social, and recreational activities that contribute to the students' overall personal growth and development. The

recreational area offers students a relaxing environment to socialize, watch television, play cards and board games, table tennis, billiards, and video games. The Student Center also serves as a forum for lectures, panel discussions, cultural fairs, festivals, meetings and a variety of other programs and activities.

CLUBS AND ORGANIZATIONS

A variety of student clubs and organizations are provided to enhance the overall development of students at Saint Augustine's College. These activities provide tremendous opportunities for participation and leadership and cater to a wide variety of interests. Official college recognition of these groups is determined by the appropriate approving authorities, following an application process. Membership is based upon the respective organization's national policies and procedures for induction/initiation. Hazing, humiliation, pledging, and harassment are strictly prohibited. Organizations found in violation of this policy will be subject to investigation by the College and/or their respective national organization and will be subject to immediate suspension. Also, the organization may have its charter/license as an officially recognized organization revoked.

Among the registered student organizations at Saint Augustine's College are the following:

- 100 Black Men of America
- Alpha Kappa Mu
- Alpha Phi Sigma Criminal Justice Honor Society
- American Correctional Association
- Campus Activities Board
- Christian Fellowship Organization
- Criminal Justice Club
- Delta Mu Delta National Honor Society
- Falcon Battalion, Army ROTC
- Fifth Element Dance Team
- FREE (Fierce Revolutionary Expressive Entertainment)
- Full Effect Dance Team
- History Club
- Human Performance and Wellness Majors Club
- International Students Association
- Men of Wisdom
- N.A.A.C.P.
- National Association of Black Accountants
- National Pan Hellenic Council
- Nubiance Modeling Troupe
- Belle J'Adore Modeling Troupe

Phi Beta Lambda
Phi Eta Sigma Honor Society
Political Science Club
Pre-Alumni Council
Psychology Club
Sigma Tau Delta Honor Society
Sisters Striving for Excellence
Sociology Club
Student Leaders
Tri State Club

Sororities

Alpha Kappa Alpha Sorority, Inc.
Delta Sigma Theta Sorority, Inc.
Zeta Phi Beta Sorority, Inc.
Sigma Gamma Rho Sorority, Inc.

Fraternities

Alpha Phi Alpha Fraternity, Inc.
Kappa Alpha Psi Fraternity, Inc.
Omega Psi Phi Fraternity, Inc.
Phi Beta Sigma Fraternity, Inc.

Social Clubs

Swing Phi Swing (Inactive)
Groove Phi Groove (Inactive)

Special Interest

Student Government Association
Yearbook Staff
Falcon Forum
College Concert Choir
New Beginnings Gospel Choir
Residence Hall Association

MEMBERSHIP INTAKE PROCESS

All active sororities and fraternities must conduct intake annually during the Fall Semester. The Vice President for Enrollment Management and Student Services must approve any exception to this policy. The intent is to maintain the integrity of fraternities and sororities on the campus of Saint Augustine's College, and to assist students in carrying out their duties for the organization.

RELIGIOUS/SPIRITUAL EVENTS/ACTIVITIES

The Office of the College Chaplain will guide and direct all on-campus events and activities of any Religious/Spiritual nature. Program proposals should be submitted in writing to the College Chaplain. Programs will be reviewed for suitability, content and for the most appropriate venue for presentation. Persons wishing to sponsor or arrange for Religious/Spiritual events in the Saint Augustine's Historic Chapel must first obtain written approval from the College Chaplain.

ACADEMIC POLICIES

The Academic Year

The academic year at Saint Augustine's College is divided into two semesters of approximately sixteen weeks, including exams. In addition, the College offers Summer Sessions with two four-week block sessions. Students may begin their matriculation at the College at the beginning of the semesters or at the start of the Summer Sessions.

Degrees Awarded

Bachelor degrees are awarded to students who successfully complete a minimum of 120 credits and who satisfy all other relevant graduation requirements provided in the College catalog, which may be amended from time to time. Academic programs at Saint Augustine's College lead to two degrees: a Bachelor of Arts and/or a Bachelor of Science. Candidates for either degree must complete all courses in their major, including required supporting courses from other disciplines, with a minimum grade of "C." The degrees are awarded in the following majors.

Bachelor of Arts Degrees

Communication
Political Science
Elementary Education
Psychology
English
Religion and Community Service
History
Sociology
Music
Theater and Film
Visual Arts

Bachelor of Science Degrees

Accounting
Engineering Mathematics
Biology
Forensic Science
Biomedical & Scientific Communication
Human Performance and Wellness
Industrial Hygiene and Safety
Business Administration
International Business
Chemistry
Mathematics
Computer Information Systems
Pre-Medical Sciences
Computer Science
Sport Management
Criminal Justice

Minors

Accounting
History
Computer Information Systems
International Business
Computer Science
Psychology
Criminal Justice
Religious Studies
E-Commerce Sociology
Foreign Language (French/Spanish)

Graduation Requirements

Candidates for graduation must have: passed all General Education requirements; earned a minimum cumulative grade point average (GPA) of 2.0; earned a minimum grade of "C" in English 131-132; earned a minimum grade of "C" in all major courses, including required supporting courses from other disciplines; and earned the last 30 hours of course requirements in a major in residence at Saint Augustine's College. Candidates for graduation are expected to participate in all commencement exercises, unless excused in writing by the Vice President for Academic Affairs.

Candidates for graduation must submit an application to their respective advisors to verify their eligibility for admission to candidacy for graduation. The Candidacy

for Graduation form must be reviewed and signed by the student's advisor and submitted to the Division Deans by October 1 of the Fall Semester immediately prior to the Spring Semester in which the student expects to graduate. The Division Deans will review the student's academic record to determine whether all requirements for graduation have been successfully completed.

In summary, in order to be eligible for graduation, students are expected to know and satisfy all relevant degree requirements published in the *Saint Augustine's College Catalog* in effect when they declared their current major, including General Education requirements, division requirements, as well as the major requirements. While students may expect to receive guidance in course selections and assistance in familiarizing themselves with the College's academic policies from faculty advisors, Chairs and Division Deans, students shall be held responsible for satisfying all requirements necessary to earn their degrees. A student's failure to satisfy all relevant degree requirements is not a basis for making exceptions to the College's academic requirements and/or policies. Candidates must also be financially cleared with the College. Students should review the Financial Information section of the College Catalog for a listing of graduation fees.

Independent Study Policy

Offering courses through Independent Study provides students with an opportunity to complete courses required for graduation, but which may not be offered in the semester needed to complete requirements for the baccalaureate degree. Students needing to complete a required course in their major through Independent Study must obtain an application from the Office of the Registrar.

The application requires prior written approval from the instructor teaching the course; the signature of the Division Dean from the academic department offering the course; the signature of the Division Dean in the student's major; the signature of the Vice President for Academic Affairs; and the signature of the Registrar.

The following policies shall govern Independent Study:

1. Independent Study is limited to students who are currently enrolled at Saint Augustine's College who must complete required courses in their major;
2. A student is limited to a maximum of three (3) Independent Study courses. Independent Study may not be used to repeat a course unless otherwise approved by the Vice President for Academic Affairs; and
3. A student may not enroll in an Independent Study course in any semester that the course is offered as part of the regular schedule of courses. The faculty

member teaching an Independent Study course must:

1. Provide the student with a standard syllabus for the course; and
2. The syllabus must include required meeting dates, weekly assignments/topics and graded assignments including an assignment that forms the basis for a mid-term and final grade.

Honor Graduates

In order to be eligible for honors at graduation, a student must have: completed all requirements for the degree within seven years of enrolling in the College; must have earned a minimum of sixty (60) credits at Saint Augustine's College and earned a cumulative grade point average of 3.40 or greater. Recognition at graduation for honors in academic performance is as follows:

Summa Cum Laude

3.80 to 4.00

Magna Cum Laude

3.60 to 3.79

Cum Laude

3.40 to 3.59

Time Limit (Seven-Year Rule)

Students matriculating as degree students at Saint Augustine's College are allowed seven consecutive years to complete degree requirements under the catalog in effect when they entered the College or when they declared their current major, whichever event is the most recent. If students have not met the requirements for graduation under the Catalog within the seven-year time frame, they will be denied eligibility for graduation under that Catalog. Students whose time limit has expired will be graduated under the current College Catalog. Students exceeding the seven-year time limit may appeal in writing to the Vice President for Academic Affairs for exceptions to this rule.

Residence Requirements: 30-Hours Rule

All students enrolled in a baccalaureate degree program are required to complete the final thirty (30) semester hours of academic credit in residence at Saint Augustine's College. The student should be enrolled at the College during the year in which the degree is granted. This requirement also applies to transfer students who are admitted to the College. Coursework taken within the Cooperating Raleigh Colleges (CRC) Consortium is considered "in residence." The Chair, Division Dean, and the Vice President for Academic Affairs must give prior written approval to students, who have attained senior classification,

for a waiver of the 30-hour rule to support the 43 completion of graduation requirements, including waivers for general education or major requirements as well as CRC coursework. Official transcripts from the CRC institutions where academic credit was earned must be forwarded to the Office of the Registrar prior to Commencement. Students who have earned a grade of "D" or "F" in a course required for graduation while enrolled at the College must repeat that course at Saint Augustine's College and obtain a grade of "C" or better. The Vice President for Academic Affairs may make exceptions to residence requirements in conjunction with the approval support of the Division Deans and the Chairs.

Earning a Second Baccalaureate Degree

Students wishing to pursue a second degree are responsible for initiating and coordinating any action relating to the majors, whether pursuing two degrees concurrently or successively. Saint Augustine's College will not permit a student to earn more than two baccalaureate degrees.

Prior to pursuing courses in the second major, students are encouraged to meet with the Chairs and the Division Deans to obtain a full understanding of the courses and/or other requirements necessary for graduation. Division Deans, Chairs, and faculty advisors are encouraged to meet regularly with students pursuing a second bachelor's degree to insure that candidates for a second degree remain thoroughly familiar with all graduation requirements.

With the exception of a minimum of 47 hours of General Education credit, students may not use one course to satisfy two sets of academic requirements. Students pursuing a second bachelor's degree at the College will not be awarded credit towards the second major for courses that were required to complete the first major. Thus, students who plan to graduate with two degrees and dual majors must satisfy the requirements for each major, including all supporting courses and electives with separate courses. Credit for supporting courses completed at another institution for other than the first major may be transferred to Saint Augustine's as part of the maximum number (i.e., 90) of transferable credits. Students who satisfy all graduation requirements for two degrees shall receive two diplomas. Students pursuing a second degree at the College must satisfy all internal graduation requirements of the division in which their majors are located.

Concurrent Pursuit of A Second Degree at Saint Augustine's College (Dual Degree)

A student may earn two degrees concurrently at Saint Augustine's College by meeting the following requirements:

- Earn a minimum of 60 hours at Saint Augustine’s College;
- Receive written approval from the Division Dean in which the second major is located;
- Meet all graduation requirements for both degree programs;
- Satisfy all requirements for the two majors with separate courses; and
- Earn a grade of “C” or better in required majors coursework.

Successive Pursuit of a Second Degree

Students who already hold a baccalaureate degree either from Saint Augustine’s College or another regionally accredited college or university may earn a second baccalaureate degree at Saint Augustine’s College by meeting the following requirements:

- Complete a minimum of 30 credit hours towards the requirements for the second baccalaureate degree at Saint Augustine’s College;
- Satisfy all current requirements for the second major, including all course prerequisites;
- Earn a grade of “C” or better in the required major coursework; and
- Earn a cumulative grade point average of 2.0 or higher in all coursework earned at Saint Augustine’s College.

Students who have previously earned a baccalaureate degree at Saint Augustine’s College or at another regionally accredited institution and who wish to acquire a second baccalaureate degree from Saint Augustine’s College must satisfy the current major requirements in effect when they enroll for the second baccalaureate degree.

Semester Credit Hours

A semester credit is defined as one 50-minute class per week (or its equivalent) for one semester. For example, a three-hour class may meet for three 50-minute periods per week, or for two 75-minute periods per week, or for a combination of the two formats per week for one semester. Laboratory and studio classes normally require two to four hours in class per week to be equivalent to one semester hour.

Credits Earned at Accredited U.S. Colleges

Once a student has matriculated at Saint Augustine’s College, he/she may not pursue courses at another accredited college or university as transfer credits towards a degree without obtaining, in advance of registration for such courses, written approval from the Chair, the Division Deans, and the Vice President for Academic Affairs. The College may not accept courses taken without such prior approval.

Further, after a student has earned 65 or more semester hours of academic credits at another college, credits earned after enrolling in Saint Augustine's College from a junior college, community college, technical institute or other comparable institution will not be accepted as transfer credits.

Students transferring from regionally accredited community colleges and/or technical institutes will receive appropriate credit for courses completed. The student must, however, meet the requirements of the Saint Augustine's College major, even if this involves pursuing freshman and sophomore level courses. The respective Division Dean and/or Chair will review the record of the transfer student and will make the final recommendation on the course's applicability towards the major. This procedure will also apply in cases where the transfer student has earned the Associate of Arts or the Associate of Science degree from a state-approved program or programs approved by the Southern Association of Colleges and Schools. All transfer credits will be evaluated where applicable, but will not be computed in the grade point average at Saint Augustine's College.

Credits Earned at Foreign Colleges

Students transferring credit from courses taken or degrees completed at Colleges and/or Universities in foreign countries must have their transcripts forwarded to either World Educational Services (WES) or Educational Credential Evaluators, Inc., (ECE) for the evaluation of foreign educational credentials. The student should request that the transcript evaluation be sent from WES or ECE to the Office of the Registrar at Saint Augustine's College. The student must also provide the Office of the Registrar with an official copy (including the foreign college's or university's seal or stamp) on the transcript.

The Registrar shall forward a copy of both the transcript and WES' or ECE's evaluation of the transcript to the Chair. The respective Division Dean and/or Chair will review the transcript and the transcript evaluation of the international student and will make the final determination on courses to be taken and/or credit accepted towards the degree. The international student must, however, meet the graduation requirements as found in the current *Saint Augustine's College Catalog*, even if this involves pursuing freshman and sophomore level courses.

Cooperating Raleigh Colleges (CRC)

Through an agreement with North Carolina State University, Shaw University, Meredith, and Peace, Colleges (i.e., the Cooperating Raleigh Colleges or the "CRC"), students may take courses and pursue programs of study, including courses leading to a minor, when such courses are not offered at Saint Augustine's College. Fall and Spring Semester credits earned through the CRC are not considered transfer credits and, therefore, are computed in the students'

semester and cumulative grade point averages. Students who are enrolled at Saint Augustine's College and who are interested in taking courses through the CRC must receive written permission prior to registration at the CRC institutions from the Chair, the Division Dean and the Vice President for Academic Affairs. During the summer there is no inter-institutional program with local colleges.

Students who have previously enrolled in courses at Saint Augustine's College and who received a grade of "D" in courses required in the major must repeat such courses at Saint Augustine's College. Where there are extenuating circumstances that students believe warrant consideration in the application of this policy, students should appeal in writing to the Chair of the department in which the course is offered. Written authorization must be granted prior to enrolling in the course through the Cooperating Raleigh Colleges (CRC) by the Division Dean and the Vice President for Academic Affairs. Students who attend North Carolina State University and are not certified as North Carolina residents must pay additional tuition, and/or fees to North Carolina State University above the tuition and fees charged at Saint Augustine's College.

Articulation Agreements

Students who enroll as transfer students from a North Carolina Community College System institution and who have earned either an Associate of Arts or an Associate of Science two-year degree are able to transfer and enter into Saint Augustine's College at the junior class level with all general education requirements satisfied. However, in the event that a major course requires a pre-requisite that has not been satisfied as part of the community college curriculum, then the student will be required to take that pre-requisite in order to satisfy the major course requirement.

If a student earned a two-year degree with an Associate in Applied Science, then their academic coursework will be transferred on a course-by-course basis. Course applicability is at the discretion of the academic Dean upon the recommendation of the major Chair.

CREDIT BY EXAMINATION

College Level Examination Program (CLEP)

CLEP is a national program of credit-by-examination that offers students the opportunity to obtain recognition for College-level achievement. CLEP offers subject examinations. CLEP credits will be reflected on the student's transcript as transfer credits. No more than twenty-four (24) hours of credit can be received through CLEP tests for both general and subject examinations combined.

To be considered for credit students must achieve scores of 50 or higher for each CLEP exam. No credit may be granted for CLEP tests, which are repeated. If a

student fails a CLEP test, and then retakes the test, the student may not receive credit even if the subsequent score meets the criterion.

The amount of credit to be awarded is to be determined by the Registrar and Division Dean in whose department/division the test falls. Credit will be granted only when an official CLEP score report is sent directly from the College Board to the Office of Registrar. Duplicate reports, examinee's copies or score reports received in any other manner, with the exception of a CLEP examination administered at the College are not acceptable.

ADVANCED PLACEMENT EXAMINATIONS

PART A

Saint Augustine's College awards Advanced Placement and/or degree credits for certain college-level courses based on the results high school students may obtain on some of the *College Examination Board* Advanced Placement Examinations. Students desiring to receive credit for Advanced Placement examinations should request that the examination scores be sent to the Office of Admissions at Saint Augustine's College by contacting:

Advanced Placement Service
Office Box 6671
Princeton, New Jersey 08541
Telephone #: 1 (888) 225-5427
E-mail: apexams@info.collegeboard.org

PART B

Additionally, Advanced Placement credits may be awarded to high school students who have enrolled in selected courses at the College upon enrolling as a matriculating student at Saint Augustine's College. Under certain circumstances, high school students classified as juniors or seniors, with a grade point average of 3.00 or better, and a letter of recommendation from their high school principal, may be granted permission to take College course work. Upon matriculation and approval by the Division Dean and Chair of the department in which the course was taken at Saint Augustine's College, the student will be granted college credit.

Proficiency Exam

Students enrolled at Saint Augustine's College may have developed knowledge and skills, which match the knowledge and skills to be achieved in certain courses at the College. A student may request credit by examination for the purpose of validating this knowledge of the material presented in a course. In order to be eligible to take a proficiency exam a student must show evidence of

preparedness, such as high achievement in private or public secondary schools, military service, or work experience which will qualify one for advance standing; documentation must be provided. Challenge procedures:

- To challenge a course, a student must have the approval of the Division Dean, after consultation with their advisor, to take a proficiency test in a particular course.
- No student will be allowed over two examinations for credit per semester, up to a maximum of 15 hours per degree.
- No freshman student will be allowed to earn credit by examination for 300 or 400 level courses.
- Only grades of “C” or better will be approved for credit toward graduation.
- Students may not challenge courses in which they have previously made a grade other than “W”.

The appropriate department will administer the examination. The standard fee (existing tuition and fees) will be charged, payable after the proficiency exam has been authorized. No fee paid to take a proficiency exam will be refunded regardless of the result of the examination. Only the Vice President for Academic Affairs may make an exception to these rules upon the recommendation of the Division Chair.

Military Credit

Credit earned while a student was a member of the United States Armed Forces, including credit earned for military training, may be accepted at Saint Augustine’s College upon review by the Chair and Division Dean and upon the written approval of the Vice President for Academic Affairs. The Vice President for Academic Affairs may require that the student submit an evaluation of credit earned while in the armed forces from such national organizations as the American Council on Education.

Class Load Limits and Excess Credits

The minimum academic load during a semester for a regular, full-time student is 12 semester hours. The normal full-time class load is defined as 12 to 18 semester hours per semester. A class load in excess of 18 hours is considered an overload and will require the approval of the Chair, Division Dean and written authorization from the Vice President for Academic Affairs. A student whose cumulative grade point average is less than 3.00 may not register for overload hours in any semester. **No freshman may take an overload.** Authorization for registering for excess credits must be granted in writing by the last day of registration as reported on the College’s current academic calendar for the semester in which an overload is requested. Additional tuition and fees will be

charged for overloads. Students with class loads of less than 12 hours are part-time and will be billed accordingly.

Classification of Students

A student is classified as a freshman at the time the student enrolls at the College. The classification of students is based upon the number of credits earned as follows:

Enrollment Level

Class Level Number of Semester Hours

Freshman 0 - 29 semester hours

Sophomore 30 - 59 semester hours

Junior 60 - 89 semester hours

Senior 90 semester hours and above

Enrollment Status

Full-time - Students who are pursuing a minimum of 12 semester hours

Part-time - Students who are pursuing less than 12 semester hours

Class Attendance

With the intent of optimizing student performance and ensuring that students have the opportunity to achieve academic success, students are expected to attend all classes. Faculty members shall provide as part of their course syllabi a clear explanation of their policy on unexcused absences and class attendance including the consequences of violating their policy. The faculty member's policy on unexcused absences and class attendance must be distributed to students within the first week of classes each semester.

Excessive absences may result in a failing grade. It is the sole responsibility of the student to withdraw from a course they are no longer attending prior to the published deadline on the academic calendar. The instructor may administratively withdraw students failing to attend the first week of any class and the instructor must notify the Registrar's Office by the end of the day of the second class meeting.

Students who occasionally fail to attend class may have a valid documented reason for their absence. Students who possess acceptable documentation for their absence from class will be allowed to make up and/or complete class assignments, tests, quizzes, papers, etc. Students must, whenever possible, provide prior notice to the faculty of their intended absence and upon the request of the faculty provide documentation that will account for their absence on the date(s) of the class assignments, tests, quizzes, papers, etc. For example,

faculty members may request that students provide documented evidence of:

Personal Sickness, e.g., a written statement from a nurse, doctor, or hospital records.

Death in Family, e.g., a funeral program, documentation from the funeral director, and/or minister.

Emergencies, e.g., appropriate evidence sufficient to document the particular emergency.

Participating in Required School Activities, e.g., a written statement from the appropriate college official such as a coach, band director, choir director, etc. Students on academic probation are allowed no absences unless approved the Director of Academic Advising and students who fail to meet this condition are subject to suspension. The academic divisions of the college may adopt supplementary rules on attendance not inconsistent with these general rules with the approval of the Vice President for Academic Affairs. The Vice President of Academic Affairs has the authority to suspend any student who fails to meet scholarship requirements or to abide by academic regulations.

ACADEMIC STANDING

Academic Warning

A student is placed on academic warning when the student's semester grade point average is below 2.00, but the cumulative grade point average is 2.00 or higher.

Academic Probation

Students whose cumulative grade point average (GPA) falls below a 2.0 at the end of any given grading period (semester) are automatically put on academic probation. Students on academic probation are restricted to thirteen (13) credits per semester. Students shall remain on academic probation until their cumulative GPA rises to a 2.0 or better, and students must abide by the 13 credit hour limit during the entire period of their probation.

Probationary status is reviewed at the end of each semester and students who fail to abide by the credit limits for probation may have their schedules administratively adjusted by the Registrar in order to ensure compliance with the College's policy on academic probation.

Academic Suspension

Academic suspension occurs automatically at the end of the spring semester when a student fails to meet the Standards of Minimum Progress listed below. A student who has been academically suspended may improve his/her academic

standing by attending Summer School at Saint Augustine's College. Attendance at Summer School, however, does not result in automatic readmission to the College. Students may be readmitted to the College at the discretion of the Vice President for Academic Affairs.

Students who are academically suspended must submit a letter of appeal to the Vice President for Academic Affairs. Such appeals shall be in writing and must be submitted thirty days prior to the start of the term in which the student is requesting readmission. Students who are readmitted after academic suspension are on academic probation and must meet the requirements for students on academic probation until their cumulative grade point average (GPA) is a 2.0 or better. A student who has been readmitted following academic suspension and who maintains a current term GPA of 2.0 or better shall not be academically suspended although his/her cumulative GPA at the end of the spring semester may be less than a 2.0. Students receiving a second academic suspension must wait one complete year before applying for readmission.

Standards of Minimum Progress

In order to avoid being academically suspended from the College, a student must meet the following minimum standards of progress:

- **At the end of the first year**
(Minimum of 24 attempted credits), a student has earned a cumulative GPA of at least 1.75;
- **By the end of the second year**
(25 to 48 attempted credits), a student has earned a cumulative GPA of at least 1.85;
- **At the end of the third year**
(49 to 72 attempted credits), a student has earned a cumulative GPA of at least 2.0;
- **At the end of the fourth year**
(Minimum of 73 attempted credits), a student has earned a cumulative GPA of at least 2.00.

Grading

The grading system is based upon semester hours. The faculty may award the following grades:

Letter Grade

Description Numeric Grade Quality Points Per Semester Hour of Credit

A = Excellent 90 and above	—Four (4) quality points
B = Good 80 to 89	—Three (3) quality points
C = Fair 70 to 79	—Two (2) quality points
D = Passing but poor 60-69	—One (1) quality point
F = Failure Below 60 None	
I = Incomplete	Quality points will not be used to compute the student's term GPA.

Please note:

- Students must pass all courses in the major including supporting courses from other disciplines, with a grade of “C” or better. Thus, students who receive a grade of “D” or “F” in any course in the major are required to repeat that course at Saint Augustine’s College.
- “W” Withdrawal is Non-Punitive (not used to compute the student’s cumulative GPA)

Grade Change Policy

It is the College’s policy that once a final grade is recorded, no changes are allowed. The only exceptions to this policy are as follows:

An “I” (incomplete) grade may be given in exceptional cases to a student whose work in a course has been satisfactory, and, due to documented illness or other documented emergencies beyond the student’s control, he/she has been unable to fulfill specific course requirement(s) such as the final examination, a notebook, an experiment, a research or term paper. The student must complete the work by the last day to withdraw from classes of the next semester following the granting of an incomplete (“I”) grade; otherwise, the “I” grade is automatically converted to an “F”. Although a petition for the “I” grade may be initiated by the student or by a faculty member, the recording of the “I” grade must be approved by the Chair and by the Division Dean. The Office of the Registrar provides faculty with a special form for the removal of an “I” grade.

The grade must be removed by the last day to withdraw from classes (in the semester following the one in which the “I” was granted) as stated on the academic calendar or the incomplete (“I”) will automatically convert to failure (“F”). An incomplete grade (I) shall not be recorded as a mid-term grade by a faculty member.

Recording error(s) and/or miscalculations of a grade must be changed no later than the end of the semester following the recording error or miscalculation.

Grade changes must be approved by the Vice President for Academic Affairs and supported by the Chair and the Dean. All grade changes requested because of recording error(s) and/or miscalculations of a grade must be supported by documentation from the faculty member who made the error; i.e., grade books, papers and examinations and calculation records.

Credit for Repeating a Course

Students are permitted to repeat only courses in which a grade of "D", "F" or "W" has been earned. The grade that is used is the highest according to the computer program. Students must repeat all courses in the major including supporting courses required in other disciplines, as well as selected General Education courses in which a grade of "D" (or "F") was received (see General Education section for those courses). In order to receive credit for repeating a course, the new course must contain the identical (i.e., course, prefix and number) with regards to the department in which the two courses are located. The repeated courses must be taken at Saint Augustine's College. The student's transcript will reflect that the course has been repeated.

Grade Reports

Grade reports are mailed to each student at the end of each semester. A copy of the grade report is mailed to 1) the student at the home address of record; and, 2) the parent or guardian, if requested in writing by the student. After grades are submitted by the instructor, they are processed and issued by the Office of the Registrar. Students should examine their grade report carefully. If no grade report is received, the student should contact the Office of the Registrar immediately.

Any error in a grade report must be reported in writing by the student who received the grade or by the instructor who issued the grade to the Chair and the Division Dean by the last day to withdraw from class (as reflected on the College's current academic calendar) in the semester following the issuance of the grade. Any grading error not reported by such time shall become the permanent grade on the student's transcript.

Dean's List and Honor's List

The Dean's List is achieved by having a semester grade point average of 3.00 and above for a minimum of 12 credit hours and the Honor's List is achieved by having a cumulative grade point average of 3.00 or above.

Dropping Classes

Students may drop classes without academic penalty according to the deadline published in the College's current academic calendar. Students are advised that discontinued attendance does not constitute dropping a class. Failure to report

for any class that appears on students' schedules or discontinuation of attendance without officially dropping the class or withdrawing from the course or the college will result in a grade of "F," which is computed in the semester and cumulative averages. Students should refer to the Financial Information section of this catalog to determine the billing and financial impact, if any, of dropping classes.

Withdrawal from a Course

Withdrawing from a course is recognized as officially and permanently leaving that course after the drop/add period. Students may withdraw from a course according to the deadline published in the College's current academic calendar. Students who desire to withdraw from a course should secure a Course Withdrawal Form from the Office of the Registrar. Processing of the withdrawal form will begin after the student has returned it to the Office of the Registrar, with the signatures of their academic advisor and the Division Dean in the student's major. Students officially withdrawn from a course are assigned a permanent grade of "W" by the Registrar. Students should refer to the Financial Information section of this catalog to determine the billing and financial impact (if any), of withdrawing from a course.

Withdrawal from the College

A student is not officially withdrawn from the College until an application has been signed by the appropriate college administrators and returned to the Office of the Registrar. Students are encouraged to notify their instructors when withdrawing from the College. College property (such as dorm keys and ID cards) must be returned to the Office of Enrollment Management and Student Services at the time of withdrawal. Upon completion of the withdrawal procedure, the student's transcript is annotated with a grade of "W" for all courses in which a student is enrolled at the time of withdrawal as well as the date of withdrawal. A student who stops attending class and/or leaves the College without processing a formal withdrawal application form shall receive an "F" grade in each course in which the student is registered.

A student may withdraw from the College at any point up to two weeks before the date for the start of final exams. Students should refer to the dates listed on the current academic calendar. Students who withdraw from the College and who do not re-enroll within one academic year must meet the requirements of the current catalog, including General Education, as well as requirements in the major. Students who have withdrawn from the College and more than an academic year has passed since they re-enrolled may appeal in writing to the Vice President for Academic Affairs for a review of circumstances that may warrant consideration of an exception to the application of this rule. Students should refer to the Financial Information section of this catalog to determine the billing and financial impact, if any, of withdrawing from the College.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, gives students the right to: (1) inspect and review their educational records; (2) consent to release of educational records to a third party; (3) request amendment of information believed to be incorrect that is included in the educational records; and (4) be notified of their rights under FERPA. Also under FERPA, the student must authorize, in writing, the release of any part of his/her records including grades. It is the policy of Saint Augustine's College to comply with the terms and conditions of FERPA.

MAJORS AND MINORS

Declaring a Major

Students may declare their major discipline of study when they are admitted to Saint Augustine's College and they will be assigned an academic advisor from the department or division in which the student's major is located. Students who do not declare a major at the point at which they are admitted to the College are regarded as "Undecided" and will be assigned an academic advisor from the Lower Division Program.

Concentrations Within a Major

A concentration is a series of defined courses, usually nine (9) to twelve (12) hours, required within the major course requirements. A concentration provides the student with an increased measure of proficiency in a specific area within the chosen major. These courses, selected in conjunction with the academic advisor, generally carry the course prefix of major courses offered by the division. A major concentration is not printed on the College transcript.

Change of Major

The Change of Major form is required in order for students who were formerly "Undecided" to declare a major or for students to change their current major. A Change of Major Form is available from the Office of the Registrar and students must secure the appropriate signatures and return the form to the Registrar. When students change their major, however, they are required to satisfy the current requirements in effect at the time the Change of Major form is completed.

Qualitative Performance in the Major

Students must earn a grade of "C" or better in all courses in the major, including supporting courses required in other disciplines. Courses in the major in which a grade of "D" or "F" was received must be repeated at Saint Augustine's College.

Declaring a Minor

Students may declare a minor (in departments in which there are published requirements for a minor) in departments other than the one in which their major is located. The minor must be published in the current Catalog. A student who wishes to minor in a particular discipline must successfully complete eighteen (18) credit hours of required courses in the minor. Students who successfully complete the requirements for a minor shall have the minor indicated on their transcript. No course at Saint Augustine's College may be used to satisfy two or more requirements. Thus, the 18 credit hours must be in elective courses that the student is not using to meet General Education, Divisional, Departmental, or major requirements. In order to successfully complete a minor, students must earn a grade of "C" or better in all courses required in the minor. Students who have earned a grade of "D" in a course required in the minor but who have otherwise completed all other requirements for graduation may graduate but will not have the minor recorded on their transcript. Students are advised to confer with the Chairs in which the minor is offered prior to declaring a minor.

ACADEMIC HONOR CODE

Academic Dishonesty

The primary mission of the faculty at Saint Augustine's College is to teach students the major paradigms and the content of their respective discipline. The faculty encourages each student to achieve the highest academic ideals. The faculty also strives to make certain that their evaluation of students' academic performance accurately reflects each student's true merit. Because academic dishonesty interferes with the faculty's mission of educating and evaluating students, academic dishonesty will not be tolerated at Saint Augustine's College. The policy of the College is that any student found to have engaged in academic dishonesty shall fail the assignment and may fail the course. The student may also be referred to the Division Dean in which the student's major is located and to the Vice President for Academic Affairs for additional disciplinary action. All instances of academic dishonesty are subject to the full range of penalties at the College's disposal.

Penalties for Academic Dishonesty

Any student found to have engaged in academic dishonesty at the College shall fail the test or assignment for which the student cheated and may be subjected to one or more of the following penalties including: failure of the course in which the academic dishonesty occurred; written reprimands from the Chair, Division Dean, and/or the Vice President for Academic Affairs; and suspension and/or expulsion from the College. Suspension is for a specified period, not to exceed two years. On the other hand, expulsion is the permanent separation

from the College. Depending on the severity of the academic dishonesty, a student may be suspended or expelled although the accused student has never received a lesser penalty for previous academic misconduct.

Finally, when an act of academic dishonesty is found to invalidate a major academic requirement for a degree, then the penalty may include a recommendation to the Vice President for Academic Affairs to revoke a certification or not grant a certification, and/or to revoke a degree. Students who have engaged in academic dishonesty may also be required to participate in counseling, take reduced credit loads, and/or be denied admittance to certain majors or programs. In addition to the aforementioned penalties, other sanctions may be imposed, such as, but not limited to, financial restitution, campus or community service, and additional educational requirements.

Types of Academic Dishonesty

Below is a list of common forms of academic dishonesty. The list is not intended to be an exhaustive representation of all the possible forms of academic dishonesty.

Cheating

Cheating is the use of or the attempted use of unauthorized information such as books, lecture notes, study aids, answers or other materials from students and/or other sources, for the purpose of submitting a part or all of the unauthorized information as one's own individual effort in any class, clinic, assignment, or examination. Helping or attempting to help another student commit any act of academic dishonesty is also a form of cheating.

Plagiarism

Plagiarism is the submission, either orally or in writing, of words, ideas, drawings, or other works of another person as one's own without providing the appropriate citation or otherwise referencing the source of such words, ideas, drawings, or other works of another person for the purpose of receiving credit for having completed an academic assignment.

Abuse of Academic Materials

Abuse of Academic Materials is destruction of the College's property including defacing the College's academic resource materials stored in the library, archives, faculty and administrative offices.

Stealing

Stealing is the unauthorized taking, or withholding the property of another and thereby permanently or temporarily depriving the owner of its use or possession.

Lying

Lying is making any oral or written statement, which the student knows, or should know, is not true or accurate.

Academic Dishonesty Appeal Process

The procedure for resolving disputes of academic dishonesty or for resolving any dispute concerning a student's academic standing at Saint Augustine's College is the Academic Dishonesty Appeal Process. The Academic Dishonesty Appeal Process requires that a student first discuss the academic dispute with the faculty member who accused the student, or assigned the grade, or initiated the penalty, or with whom the dispute first surfaced. If the dispute is not resolved in conversation(s) with the faculty member, the student shall next address the matter with the head of the department in which the course is taught. The Chair shall: investigate the matter thoroughly; make a record of the relevant evidence; make a determination about the nature of the dispute or appropriateness of the accusation, the grade, or the penalty imposed on the student. If the matter is still in dispute following the investigation and determination by the Chair, the student has a right to appeal to the Division Dean in which the dispute arose. In cases where the recommended penalty is that the student be suspended or expelled, or where the student's degree or certification is revoked, students may appeal in writing to the Vice President for Academic Affairs.

Specifically in cases involving allegations of academic dishonesty students shall be provided with: (1) adequate notice of any offense with which they are charged; and, (2) an opportunity to be heard by the Division Dean in which the offense is alleged to have occurred. The penalty imposed by (or approved by) the Division Dean shall be based on evidence collected and recorded by the faculty member, the Chair, and/or the Division Dean. The Division Dean in which the student's major is located shall also be notified of the academic dishonesty and of the penalty imposed by the Division Dean in which the academic dishonesty occurred.

SUPPORT SERVICES

Advisement Center

The Academic Advisement Center provides assistance to all students in the attainment of their educational goals, through academic advisement and intervention to help make a successful transition to, and establish their place, in college life; referral and mentoring; assist students to take responsibility for learning how to set academic, career, and personal goals, and the strategies for achieving them; and provide guidance to help them graduate in a timely manner, successfully meeting all requirements. The Academic Advisement Center advises

all students in the first year of their collegiate experience. Students will meet with their academic advisor at least twice (2) each semester.

ADA Compliance Program for Students with Disabilities

The ADA Program offers quality services, reasonable and effective accommodations to students with disabilities to enhance their academic success, participation in educational programs, and quality of campus life.

Saint Augustine's College supports the protection available to members of its community under all applicable Federal laws, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, and Title VI and Title VII of the Civil Rights Act of 1964. Each student's program of study is given individual attention to take personal needs into account. The ADA Compliance Officer invites all students with special needs of all types to take advantage of the support services provided by the College, to enable them to reach their full academic potential. The ADA Compliance Office is located in the Hunter Building, Room 207.

Career Services

The mission of Career Services at Saint Augustine's College is to provide career planning and job search assistance to students and alumni seeking opportunities in internships, coops, and full-time and/or part-time positions. Career Services is the official campus liaison between job seekers, academic departments and employers, providing assistance and resources to all constituencies.

There are a wide range of career services provided to assist students in exploring and identifying different careers, developing job search skills, and implementing job search strategies, just to name a few. Career Services is located in the Hunter Building, Room 207.

Library Services

The mission of the Library is to provide informational resources, services and programs, which meet the educational goals and research needs of the college and community. The Library resources at Saint Augustine's College are located in the Prezell R. Robinson Library, which provides information and research services for the college community. Equity of access is provided to the physical collection of books, magazines, and audiovisual materials through an automated, online library system. Training is provided to library users in small groups and/or large group instruction on using the online library system and accessing and evaluating information resources. The Library staff is comprised of information educators who prepare students, faculty, and all users to be knowledgeable and creative information consumers.

The Prezell R. Robinson Library consists of three floors with resources such as an Archives Room, which houses documents relating to the history of the College and rare books. The facility also contains seminar rooms with space for study groups and computer labs. Throughout the Library are individual carrels and study tables that will seat up to 500 students.

The Library has over 100,000 volumes that represent courses offered by the divisions of Business and Computer Science, Liberal Arts and Education, Natural Sciences and Mathematics, Social Sciences and the division of Military Science. The information resources are in many formats- print, video/DVD and other audio recordings, Internet and NC LIVE. There are approximately 300 periodicals that provide current information in support of the five academic divisions. About 30 newspapers of local, regional and national coverage are included.

The Testing Center

The Testing and Assessment at Saint Augustine's College provides a variety of assessment services and assistance to faculty, students, and other members of the college community. The goal of the Testing and Assessment is to institute quality testing and assessment and conduct evaluations that are essential to developing the needed strategies to assist faculty working with first and second year students. These services include:

- Working with academic units to facilitate and coordinate initial skill assessment in Reading, Writing, and Math.
- Assisting academic units with the appropriate course placement and credits depending on a student's incoming skill level.
- Providing a service and location where students can take independent exams, as well as state and nationally administered tests.
- Provide evaluation measures to assess student performance.
- Facilitating student assessment through exit exams.
- Providing resources on testing and assessment in support of improvement efforts and faculty research.

The following tests are offered:

- Accreditation Council for Accountancy and Taxation
- ACT Assessment Test (ACT)
- American Board of Optician/National Contact Lens Exam
- Certified Health Education Specialist (CHES)
- Certified Information Systems Manager (CISM)
- CFP Certification Examination

- College Level Exam Program (CLEP)
- DANTES Subject Standardized Test (DSST)
- Electrocardiographic Examination
- Foreign Service Written Exam (FSWE)
- Graduate Management Admissions Test (GMAT)
- Human Resource Certification
- Law School Admission Test (LSAT)
- Medical College Admissions Test (MCAT)
- Miller Analogy Test (MAT)
- Multistate Professional Responsibility Examination (MPRE)
- Pharmacy College Admission Test (PCAT)
- Pharmacy Technician Certification Board, Inc. (PTCB)
- PRAXIS Series
- Scholastic Aptitude Test (SAT)
- TEST of Spoken English (TSE)
- World Languages other than English Assessment (WLOE)

SPECIAL PROGRAMS

Academic Achievers Program (AAP)

The Academic Achievers Program (AAP) is a federally funded academic enrichment program designed to provide students with additional support and motivation needed to excel in their chosen academic career. Evidence shows that students who participate in these programs are “more than twice as likely to remain in college”.

The program helps students achieve their success through personalized attention, individualized academic coaching and advisement, a dedicated personal academic trainer, enhanced academic courses, smaller class sizes, a dedicated licensed counselor, a more proactive approach to education and cultural enrichment activities. The Academic Achievers Program, nationally known as Student Support Services, is part of the TRIO family of programs (i.e. Talent Search, Upward Bound and Ronald E. McNair Post Baccalaureate Achievement) and is located in the Boyer Building.

First Year Experience Program

The First Year Experience Program at Saint Augustine’s College is a mentoring program for first year and transfer students, designed to assist them with the transition from high school to college. The program strengthens students’

thinking, problem solving and communications skills, as well as promotes spiritual, social, financial and physical well being.

The Program consist of a series of activities and events that assists students in becoming familiar with the College, their surroundings, and the opportunities that are available to them. Assistance is provided for academic advisement, scholarships, financial aid, housing, health services, student organizations, and other important areas of the College.

It is mandatory for **all new and transfer students** to complete **all scheduled activities and events** of the program.

The Gateway Lifelong Learning Program

The mission of “The Gateway Lifelong Learning Program” is to offer non-traditional, continuing and alternative academic educational opportunities for adult learners. The Gateway Program is designed to give working, non-traditional and community college transfer students an option to pursue a degree and/or personal/professional development.

Scheduling of courses, academic content, the teaching/learning style, accessibility and convenience characterize the non-traditional educational programs which help adult learners cope with the pressures of life, including those of home and work, while completing their educational goals and objectives. These academic programs address the learning needs of employed adults who prefer an educational delivery system that is participatory and experientially related to the workplace. An example of an educational program consistent with the lifelong learning philosophy is the Organizational Management (OM) major, which is offered through the College’s Gateway Program. This unique program offers an ideal alternative academic opportunity for the employed adult to complete the Bachelor of Science degree in an accelerated format while attending classes during the evening and weekend. The Organizational Management major enables adult learners to develop:

- interpersonal skills;
- written and oral communication skills;
- problem-solving and decision-making skills;
- an understanding of research techniques and applications;
- self-knowledge and self-image growth; and
- self-reliance and leadership skills.

Admission Policies for the Gateway Adult Learner Program Advisory Admissions Committee for the Adult Degree Completion Program

The main purpose of this committee is to monitor the various policies and processes established for the degree completion program. The Committee is comprised of the Provost and Vice-President of Academic Affairs, Program Director, and the Registrar.

Admission Policies

Adult learners must have earned a high school diploma or GED Certificate. Credits placed on an adult learner's transcript upon entry into the degree completion program are those with a grade of "C" or above. The adult learner's previous grade point average and credits below the level of C are not considered in the admissions process, and are not shown on the transcript that will become the official record of the adult learner's performance in the College's degree completion program. Adult learners, who have transferable credits from accredited colleges and universities that correspond with the General Education and Elective requirements of the Organizational Management Plan of Study are able to complete their bachelor's degree from Saint Augustine's College in approximately 3 semesters.

Note: Adult learners who formerly attended SAC will be considered as returning students and will retain their previous academic transcript.

- Adult learners who do not have corresponding credits to meet the General Education and Elective requirements of the OM Plan of Study must recognize that additional time beyond the major coursework will be required for degree completion;
- In order to earn a Bachelor's Degree from Saint Augustine's College, adult learners admitted into the Gateway Program must meet all of the graduation requirements as published in the College's Catalog including, but not limited to, General Education requirements and the minimum total number of credit hours; and
- Adult learners must have three to five years of progressive work experience with supervisory and/or program development responsibilities and be age 21 or older. The Admissions Committee for the degree completion programs will consider any exceptions to the admissions policies.

Admission Requirements

- Have official transcripts from each college or university attended sent to the Gateway Program Office for a **tentative** assessment;
- Submit an application with fee to the Organizational Management Program;

- Submit two letters of recommendation;
- Provide an on-site writing sample, which demonstrates the competency required to function in the Organizational Management program;
- Meet with Assessment Counselor for preliminary review of the official transcript(s) hours and Plan of Study;
- Provide evidence of financial capability to complete the program through personal financial aid and/or employer assistance;
- Participate in an admissions interview and/or orientation session; and
- Pay class reservation deposit.

Note: Admission information regarding the Gateway Adult Learner Program is also located on the College's official Web site: <http://www.st-aug.edu/default/gateway.htm>

Honors Program

The Honors Program at Saint Augustine's College seeks to provide a venue that assists and allows high achieving, dedicated and highly motivated students to enhance their leadership capacity as they strive to become prominent leaders in today's global society. The program is designed to enhance individual growth and development of student attributes that are necessary for an ever-growing and culturally diverse workforce environment. Activities will focus on developing time management skills, fiscal responsibility, networking strategies, public speaking, multi-tasking, and community service and involvement.

Admission to the Honors Program

Talented high school seniors with a 3.5 and above grade point average who have been named Presidential Scholars will participate in the Honors Program. Second-semester freshmen with a 3.5 GPA the first semester will be formally invited to apply for admission into the program. Rising sophomores who have completed 30 hours with a 3.5 GPA and rising juniors with a 3.5 GPA who have completed 60 hours, may enter the program. Formal entry into the program includes submission of an application, an essay, two letters of recommendation and an Induction Ceremony.

For all students admitted to the Honors Program, continuation in the program is dependent on maintaining a 3.5 GPA and fulfilling the requirements of the program at each applicable level. If the GPA falls below 3.5, students will have a one semester probationary period in which to bring their GPA back to the required average. Freshman and sophomore honor students will be required to take specially designated Honors sections of General Education Curriculum. The Honors Seminar is taken during the sophomore or junior year.

Honors students must complete an honors thesis during the senior year for three hours credit. The student must plan and implement a research project or thesis in their major field of study. The thesis will be presented at the Senior Capstone Defense. Students **MUST** actively participate in activities sponsored by the HONORS PROGRAM. Failure to do so will result in suspension from the Honors Program and other related functions. Honors Program students are expected to attend at least one conference and take the appropriate exam for graduate study by the end of their junior year.

Community Service

A major component of the Honors Program is service to the community. Honors Program students are required to perform a minimum of 36 hours of community service per year.

Study Abroad Program

The Saint Augustine's Honors Program offers the Honors Program student an opportunity to study abroad. Through the several programs such as the Luard Scholarship and Cultural Experiences Abroad (CEA) program, students may apply for opportunities to study abroad.

Washington Center Internship Program

Students will have an opportunity to apply for internship through the Washington Center Internship Program in Washington, D.C.

GRE/MCAT/LSAT/GMAT Testing

Honors Program students will have available to them the Kaplan Preparatory Course materials. These materials will facilitate the preparation of the student for the professional school examination in their major. Both study materials and practice exams will be provided.

The College requires **all** freshmen and transfer students with less than twenty-four (24) semester hours of transferable credit to meet all freshman requirements including the Freshman Studies course.

You must register for and complete Honors courses in your major department when these courses are available. The Honors General Education courses are **only** offered during the regular academic semesters. Credits transferred from another institution count toward "College" academic requirements but **DO NOT** count as Honors credits.

The Center for Real Estate Management and Development

The Center for Real Estate Management and Development's (The Real Estate Center) primary purpose is to provide *marketable skills* to those students who seek careers in property management and real estate development.

RESIDENCE LIFE AND HOUSING

The Office of Residence Life and Housing (ORLH) is firmly committed to providing an on-campus residential and learning community that complement the mission of Saint Augustine's College. This Office assists students in becoming academically successful in developing life skills with persistence from freshman year through graduation. Residential living provides many opportunities for students to experience living independently; to interact with a peer group that is experiencing the same unique demands made of a college student; to develop the requisite skills to become a community leader; to experience a diversity of lifestyles and values; and to participate in social and developmental activities. Campus residency is an opportunity for the college to make academic support a part of the student community, and to contribute to the campus' educational environment by providing students with a comfortable living environment.

The Office of Residence Life and Housing (ORLH) places a high priority on the provision of safe, clean and well-maintained student residential communities. The residential life services offered at Saint Augustine's College are designed to be an integral part of providing our students with an atmosphere that supports and encourages academic success, positive and acceptable social behavior, leadership development and spiritual growth.

A student who experiences a housing problem during the academic year should discuss the problem with the resident assistant responsible for his/her floor or the Residence Hall Director responsible for his/her residence hall. If the problem cannot be resolved through discussion with the resident assistant or the residence director, the student may make an appointment with the Dean of Residence Life and Housing for further consideration.

Residential Community Conduct Guidelines

The residential experience is meant to be one with fun-filled memories, the development of life-long relationships and social maturity. However, in order for our community to be successful, certain expectations must be understood and followed. Each resident student is responsible for helping to maintain an acceptable residential community environment. First and foremost, we all must understand and agree to live by the *Community Creed*. The *Community Creed* is based on the idea of respect. Being a Saint Augustine's College student means exhibiting respect to your roommate and all residents of your floor, your building, and your campus community.

Residence Hall Conduct Guidelines

All College students are subject to the conduct guidelines as outlined in this guidebook.

A. Depriving Others of Their Rights

Students are free to express themselves in a responsible manner. Such expression is unacceptable when the expression impinges on the rights of others, or when it disrupts administrative activities or approved programs or events. A roommate who subjects others in the room to systemic stress and harassment will be subject to disciplinary actions.

B. Damaging Another Person's or College Property

Instances where damage to property occurs, the student causing the damage will be expected to compensate the owner for the loss of the property and will be subject to disciplinary actions. When College property is damaged, the student will be required to make restitution. Students of residence hall rooms will be held responsible for damage to the room and/or furnishings.

C. Verbal Abuse

Verbal Abuse, threat of force or intimidation of others is unacceptable and is subject to disciplinary action.

D. Chronic Misbehavior

A resident establishes an unacceptable pattern of misconduct when she or he frequently violates College policy, even if the infractions are minor. A pattern of such behavior may be interpreted as a significant disciplinary problem. Residents must comply with the directives of College personnel, including Hall Staff, Campus Police and Security, as well as others appointed by the Office of Residence Life and Housing. Failure to comply with disciplinary sanctions imposed by proper authority is unacceptable conduct and may result in severe disciplinary measures, which could include but not limited to the termination of the Housing Contract.

Staffing

The Residence Hall Director is responsible for the comprehensive administration of student housing, which encompasses (a) the process of admission of students to campus housing; (b) the application and assignment process; (c) residential hall staff training and supervision; and (d) departmental decision-making. The residence halls are staffed by Residence Hall Directors (RHD), Assistant Hall Directors (AHD) and student Resident Assistants (RA's).

Room Furnishings

All of the residence halls rooms are furnished with beds, mattresses, and mattress covers, desks, dressers, chairs, and blinds (as appropriate). In addition, each room has a smoke detector, cable television access, a phone line and Internet access for two computers. The College will hold students liable for any furniture removed from the room or any damage to furnishings beyond usual wear and tear.

Public Area Furniture

Each public lounge in the residence hall is furnished for the use of all residents. As such, all furniture must remain in the lounges. Also, room furnishings provided by the College are not to be removed from the rooms. Removal of any of the furnishings from their assigned locations, including lounge furnishings moved into a student's room, is considered theft of College property, and the student(s) involved will be referred for judicial action.

Room Accommodations

Each residence hall is supervised by a professional staff member. The Residence Life and Housing staff works collaboratively to create a community that honors rights, respect and responsibility. All residence halls are tobacco free. In the traditional residence halls, each room in the hall is furnished with two twin beds, two desks, two chairs, two dressers, mini blinds and two closets. Each room has a smoke detector, cable television access, a phone line, and Internet access for two computers. In addition, the residence hall is equipped with fire alarms, vending machines, washers and dryers. Items that **do not come** into residence halls rooms include (but not limited too) grills, hot plates, toasters, coffee pots, toaster ovens, George Foreman grills, pets, candles, oil lamps, kerosene, immersion heaters, incense, electric blankets, heaters, ceiling fans, and air conditioners.

Residence Hall Services

Residence Hall Main Desk

Each residence hall has a main desk area located in the lobby that is open 24 hours a day. Desk Clerks, Resident Assistants and the Assistant Hall Director staff the desk areas. The Residence Hall Director supervises its operation.

Telephone Service

Each room is equipped for one touchtone phone. A phone is not provided. On the side of each wall you will find a jack for a modem.

Housekeeping

Residents are responsible for cleaning their room, suite or apartment areas. All public areas of the residence halls are cleaned on a regular basis by the housekeeping staff. The housekeeping staff daily cleans community bathrooms. In addition, housekeeping remove trash from designated areas. Your cooperation with these staff members will aid them in making your environment a more attractive and pleasant place to live. Residents living in suite style rooms are responsible for cleaning their own bathrooms.

Laundry Facilities

Washing machines and dryers are located in each residence hall. Your Residence Hall Director and/or Resident Assistant (RA) can tell you where they are located. The machines only accept quarters. Please remember to remain with your

belongings at all times. We **are not** responsible for lost or stolen items.

Vending Machines

Vending machines are located in each hall. Please report to the main desk when a vending machine is out of order. This will help us provide a better service to you.

Maintenance Requests & Repairs

All repair requests should be made in writing to your Hall Director. To request a repair, fill out a maintenance request form, which is located at the hall main desk or with your Resident Assistant (RA). Leave the form at the main desk for the Residence Hall Director to turn into the Office of Residence Life and Housing.

Mail Delivery and Packages

The post office is located in the Martin Luther King Jr. (MLK) building. Mail is picked up by the Hall Directors every day except weekends and holidays. If you receive a package, a notice will be placed in your box, and you may pick up the package at the Shipping and Receiving trailer during posted hours.

Residence Hall Policies

Non-Refundable Housing Fee

Each student must pay a non-refundable housing reservation fee to reserve a room. All returning students are to make application during the room sign-up process at the end of each academic year and pay the required fee. Prospective residents who pay a room deposit for campus accommodations are guaranteed a space only if their accounts are current or if a credit exists. As demand increases for housing, students with debts to the College **may** lose their assigned room. All entering freshmen students are required to have a roommate during their first year at the College.

Definition of Room Reservation

Payment of a room reservation fee does not entitle a resident to a particular room in any specific campus-housing complex. Students are permitted to request particular type housing and a preference of a roommate. Requests are honored based upon the administrative ability to do so. All room deposits are credited to the student's account, which reduces the amount owed at registration. Students residing in the traditional residence halls and the Apartments are required to be on the meal plan provided by the College.

Residential Requirement

College's Residence Life and Housing policy **requires** that all freshmen, sophomores, and those students who receive 50% or more institutional scholarship or grant funds **must** reside on campus. Institutional funds include

academic and athletic scholarships, and any other funds that are generated, influenced, or awarded by the College. Students with certain circumstances may request a waiver to the policy. The Office of Enrollment Management and Student Services must approve exceptions to this policy.

Housing Contracts

Before moving in, students must sign a housing contract, which specifies many of the regulations applicable to resident students. Students are advised to read the housing contract carefully before signing it. Once a student signs the housing contract, s/he is bound by its terms and must pay his/her room fee for the remainder of the academic year.

Room Changes

A student, who wants to change to a different room in his/her residence hall, or to a completely different residence hall, should obtain a room change request form from the Office of Residence Life and Housing. The student should complete the form, obtain the required signatures, and return it to the Office of Housing and Residence Life. All room change requests **must** be made during the designated room change period each semester. These dates will be posted in each residence hall. All requests must be processed, and room changes must be completed between these dates. Requests made after the room change deadlines will not be approved except for medical reasons that are verified by appropriate health personnel, or special circumstances as determined by the Residence Director in conjunction with the Dean of Residence Life and Housing. Students may change rooms only through coordination with the Office of Residence Life and Housing.

You should not expect approval for requests that are based on:

- considerations of race, color, national origin, religious preference or other areas which violate federal laws;
- conflicts related to an individual's personal habits or life-style preferences which, in the appropriate staff member's judgment, are resolvable.

Students who make unauthorized room changes will be subject to disciplinary measures, which may include immediate removal from the unauthorized room, denial of a subsequent request to change rooms, forfeiture of the privilege of living on campus, payment of fines, or other appropriate measures. The Office of Residence Life and Housing may require a student to change rooms for health, interpersonal, psychological, and disciplinary, as well as, other appropriate reasons.

Semester Openings, Closings, and Break period

The Residence Halls have specific times for opening and closing. Residence halls are closed during the winter break. Room fees do not include this vacation period. Any students remaining on campus during vacation periods without authorization will be referred for disciplinary action. Since the College does not permit students to remain in the residence halls when school is not formally in session, students are not permitted access to the residence halls after closing. Also, the College is not responsible for items left in students' rooms. If a student is unable to go home during the break, he or she must take the responsibility for arranging off-campus temporary accommodations. The Residence Halls close for summer break. All residents must vacate the building by a specific time on the designated day. Except for graduating seniors, or students who have commencement responsibilities, all students are expected to clean their rooms for inspection by the residence hall staff within 24 hours after their last examination. Each student must ensure that her room is thoroughly cleaned before moving from the room, or the student will be assessed a cleaning fee (\$100.00). Trunks, packages, and other personal effects left in the residence hall after the hall closes will be discarded. **Note: Any student who stays in a residence hall after the designated closing date will be assessed a \$100.00 fine for checking out late.**

Common and Public Area Damage

Residents are expected to take every precaution to assure that communal area (hallways, restrooms, stairwells, lounges, computer rooms, and laundry facilities) are not abused. There are specific acts of damage or vandalism that occur in the residence halls for which the responsible party cannot be identified. The College has a collective fee policy for assessing vandalism and other damage charges. If the responsible party cannot be established within a reasonable period of time, the cost of repair or replacement of the area or item vandalized will be divided equally among all residents of the affected area. A minimum charge of **three hundred dollars (\$300.00)** will be assessed for damage to common areas or to the room. The student will be notified of the charge, which will be added to the student's account. Failure to pay damage fees could result in loss of housing, and other penalties may apply. Prior to assessment of damage fees, every effort will be made to identify the parties responsible for the damage, including hall meetings and announcements on the bulletin boards. Excessive damage may also result in loss of housing.

Electronics and Appliances

Electric skillets, microwaves, coffee/tea pots, hot plates, cooking equipment, etc. **are not** allowed in the residence halls. Lights, radios, TVs and stereos should be turned off when a student is out of the room. Air conditioners (or similar cooling units) and space heaters **are not** permitted in the residence halls.

Due to overloading of electrical outlets, the total wattage of all electrical appliances in use at any one time should not exceed 1800 watts. Irons are permitted, but students are asked to refrain from ironing on their beds due to safety and damage concerns. Electrical surge protectors are recommended for students who bring their own personal computers. Electrical appliances must be UL-approved and in good working condition. Any multiple plug outlets must have surge protection. Unauthorized items will be confiscated and secured to the end of the semester and the resident will receive a \$25.00 fine.

HEALTH AND SAFETY INSPECTIONS

The purpose of health and safety inspections is to insure that each student's room, all common spaces, and public areas of the residence halls are in reasonably clean condition, and that all terms associated with the safety regulations and policies of the College are being met. These inspections are conducted at least once a week. Residence Life staff will inspect the general condition of the room, which includes closets, appliances, extension cords, ceilings, and wall hangings. Violations will be noted and called to the attention of the student. Serious violations or failure to remedy the condition may result in the loss of housing and other penalties may apply.

During the room inspection, hall staff will look for such violations as the presence of pets and animals, excessive dirt, open food containers, overloaded outlets, and alcohol and drug containers and paraphernalia. The inspection will be visual in order to insure the student's privacy during the inspection; however, items seen in the room that are in violation of residence life policies will be confiscated, and such items will not be returned to students until the end of term.

Staff will post signs informing residences of room inspection at least 24 hours in advance of the planned inspection. However, unannounced inspections can take place. Room inspections can be conducted with or without the resident (s) being present. Residents who fail initial inspections for cleanliness issues will receive a \$25.00 fine. Residents who fail re-inspection for cleanliness will be required to schedule a meeting with the Residence Hall Director.

Standard Operating Procedure for Health and Safety Inspections and Residence Hall Violations

A. *SEARCH AND SEIZURE*

Saint Augustine's College, as an institution of higher education, recognizes that there must be a balance between its right to maintain an ordered educational environment and its students' constitutional right to privacy.

In regard to its residence halls, Saint Augustine's College draws the balance through the use of an administrative search warrant policy. This policy is designed to maintain an ordered educational environment while protecting a student's right to privacy in his/her residence hall, and falls within the constitutional limits placed upon institutional action under the Fourth and Fourteenth Amendments. To implement this policy, the following procedures will be complied with: All residence hall room searches, except those conducted by the Campus Police with a legally obtained search warrant, must be approved by the **Vice President for Enrollment Management and Student Services**.

B. *DEFINITION* – What is a Search?

A search is defined as: The entry into a room by on-campus authorities for the purpose of investigating suspected violations of campus regulations and/or city, state or federal law

A room may be searched only if there is reasonable cause to believe that a student(s) is/are using his/her room for a purpose in violation of federal, state or local laws, or College regulations. "Reasonable cause" is defined as facts and circumstances sufficiently strong to warrant a reasonable person to believe beyond mere suspicion that room is being used for a purpose in violation of federal, state or local laws, or College regulations. If there is reason to believe that there is a violation of Residence Hall Policy (i.e. smell of marijuana, co-ed visitation) then a search is warranted.

The Residence Hall staff will carry out all room searches, other than those performed by Campus Police. When the Residence Hall staff feels such "reasonable cause" exists, they will request an administrative search warrant from the **Vice President for Enrollment Management and Student Services**, specifying the applicant, date, room to be searched, occupants, facts and circumstances constituting "reasonable cause," material to be seized and names of two Residence Hall staff members who will conduct the search.

In conducting a search, the Residence Hall staff members will attempt to have the occupant(s) of the room present. If present, the occupant(s) will be (a) informed that any material found may be used in a College judicial hearing, in a court of law, or both; (b) will be presented a copy of the administrative search warrant and (c) the reason for the search and material to be seized. If the occupant(s) is (are) not present, the search may be conducted, with presentation of the administrative search warrant, at a later time.

Should the search for specified material uncover other material indicating illegal activity or violation of College regulations, it will be seized. When the search is completed, the Residence Hall staff will complete a search inventory form

specifying the room search, and a detailed explanation of material confiscated the completed form will be given to the Vice President for Enrollment Management and Student Services.

In all cases, the residence hall staff shall be assisted by the Campus Police during a search. If searching for illegal drugs, any part of the room where illegal drugs may be concealed will be searched. If searching for an individual in violation of co-ed visitation, those areas large enough to conceal someone hiding, i.e., closets will be searched. Any contraband in plain view in a search may lead to a closer inspection of the room.

C. *PROCEDURES* - Room Entry Protocol

When entering a student's room, the staff member/Campus Police will:

- 1) Knock twice on the door
- 2) Identify themselves stating that they are conducting room inspections/ residence hall violation
- 3) Insert key into door (if the student does not open door)
- 4) Turn key, open the door and enter the room.
- 5) Request SAC ID or other form of identification from all within the room. Determine who the occupants of the room are.

The staff member conducting the inspection will ask a Resident Assistant (RA) or other staff member along with a member of the campus police to stand at the door to serve as a witness.

Room Entry Inspection and Property

1. The College reserves the right to enter rooms for purposes of (a) improvements, (b) maintenance, (c) recovery of College owned property which is not authorized for use in the assigned space, (d) fire and safety inspection, (e) suite and room inspection and (f) actions necessary to insure the safety, health and general welfare of the resident or others and/or the protection of College or student property.
2. A resident's request for maintenance or repair constitutes his/her consent for room/suite entry.
3. While entry without notice may be necessary, attempts will be made to provide prior notification whenever reasonable.
4. The College reserves the right to remove and dispose of any personal property remaining in a room/suite following (a) termination or expiration of the **Housing Contract**, and/or (b) the resident's separation by/from the College, and/or (c) the date the resident officially checks out of the room. A charge for costs incurred by such removal may be assessed to the resident.

5. The College respects the resident's right to privacy within his/her room. When entry or inspection is required reasonable consideration will be given to the resident's academic and personal pursuits.

Care of Your Room

Each student is responsible for the care of his/her room and the protection of the furnishings in the room. Students must pay for any damage to walls or furniture beyond normal wear and tear. This includes damage caused to walls by tape, paste, glue, nails, tacks, or any disfiguring materials. Students who move furniture from common

Residence Hall Cleaning and Maintenance

It is the responsibility of each student to clean and maintain his/her room. All waste paper and other trash must be deposited in wastebaskets provided and in the dumpsters near the building. Littering is not permitted. A charge will be issued to residents who dispose of personal trash in areas that are not designated.

Extermination

The College is not liable for the presence of bugs, vermin or insects and the presence **will not affect the Residence Hall Contract in any way**. All food must be kept in tightly closed metal or plastic containers. The College will exterminate residence halls on an as needed basis.

Keys and Lockouts

The housing staff will issue keys at the beginning of the year during check-in and each student is responsible for that key the rest of the year. You should keep your key with you at all times. If you lose your key, a new lock core and new key will be ordered for your room at the student's expense. New keys will be available in the Physical Plant office after the new core is installed.

Repairs

Students should report all needed repairs to their Residence Hall Director. They should not attempt to make repairs themselves. The Residence Hall Director is responsible for reporting the concern to the Dean of Residence Life and Housing for the coordination of repair.

Clogged drains and toilets

Clogged toilets are the responsibility of the resident. Paper towels, tampons, sanitary napkins and objects other than toilet paper should not be flushed down the toilet. Plungers are available in the main office of each residence hall. Maintenance personnel will be provided for serious situations.

Furniture

Furniture should not be moved from one room to another, nor should beds be dismantled. Building lofts, using cinder blocks, bunking beds, or stacking furniture is not permit.

Smoking

Smoking is not allowed in the residence halls. The policy includes the use of cigarettes, cigars, pipes, etc. Violators will be fined. Continuous violators will be referred to the Dean of Residence Life and Housing.

Drugs, Alcohol, and Paraphernalia

Saint Augustine's College is fully committed to achieving a drug - and alcohol-free environment for its students. As such, the College has a zero tolerance for illegal drugs and drug paraphernalia. Saint Augustine's College students are expected to comply with campus rules and regulations. Those rules prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students on College property or as part of any Saint Augustine's College activities. Violators will be referred to the Dean of Residence Life and Housing.

Roommate Conflict

When conflict or disagreement arises between individuals or groups of residents, it is best to talk with one another and resolve the issues at the most immediate level. If this is not possible, or it is unsuccessful, students should approach the Resident Assistant (RA), Assistant Hall Director (AHD), or Resident Hall Director (RHD) for help. The RAs, AHDs, and RHDs will assist with conflict resolution and mediation and can utilize other campus resources when necessary. The Office of Residence Life and Housing staff is committed to helping all roommates involved in a conflict explore means of solving any conflicts either as a source of suggestions or through direct mediation. Occasionally it may be necessary to resolve a conflict through a room or hall change, although this method of resolution is used as a last resort.

Curfew

As a means of getting freshmen acclimated to college life, Saint Augustine's College imposes a curfew the first ten weeks. The curfew will be lifted the beginning of Homecoming Week. Curfew is as follows:

Sunday – Wednesday	12:00 am
Thursday – Saturday	3:00 am

Quiet Hours

Twenty-four hours a day, all students are expected to be considerate of others who are studying and sleeping. Radios, televisions, alarm clocks, and conversations should not be audible outside a student's room. Designated quiet hours are generally set during the first week of classes, and all residents must adhere to them. Quiet hours are:

10:00 pm – 10:00 am	Sunday – Thursday
12:00 am – 10:00 am	Friday - Saturday

Residence Hall Hours

All residence halls will remain locked 24 hours a day. The buildings remain locked for maximum protection. Students should take their keys with them at all times, and are cautioned that residence hall doors are not to be left opened, propped or unlocked at any time. Failure to comply with these rules will jeopardize the safety of campus residents. Students are issued front door keys when they move into the residence hall. It is each student's responsibility to secure the front door once he/she has entered or exited the residence hall.

Mandatory Meeting

The Residence Life Staff has the right to call mandatory meetings with a room, suite, floor or building as deemed necessary by appropriate staff. Non-attendance at any mandatory meeting will result in a residence life fine.

Abandonment of Property

Any student personal property that is left in a vacated room will be disposed of within 24 hours.

Protection of Personal Property

The College does not assume any responsibility for loss of, damage to, or theft of students' personal property anywhere in the residential facilities, whether by fire, theft, or otherwise, or for the direct or consequential damages arising from loss of, or any interruption of, any utility service provided by Saint Augustine's College or any person or organization in connection with residence services. Many family homeowners' insurance policies provide coverage for the students' belongings at school. Residents may wish to consider purchasing additional insurance if their families' policies do not cover their belongings on campus. Incidents of theft should be reported to both the Offices of Enrollment Management and Student Services and Campus Police promptly.

Fire Alarms and Drills

Fire drills will be scheduled periodically in each residence hall. The fire doors are not to be used except in the case of an emergency. Activating fire alarms or using fire extinguishers when there is no fire is a serious offense, and offenders will be prosecuted through the State Fire Marshall's office and the Office of Enrollment Management and Student Services. Using fire equipment when there is no fire will result in the cancellation of the housing contract. Each time a fire alarm sounds, it is the mandatory for all residents to evacuate the hall; this regulation is an order of the State Fire Marshall. Students should refrain from using earphones while sleeping or otherwise engaging in activities that will obstruct their ability to hear the alarm. Any student found in the building after evacuation will be subject to fine and disciplinary actions.

Removal from Campus Housing

The Dean of Residence Life and Housing or the Vice President for Enrollment Management and Student Services may remove a student from campus housing for misconduct. The student will be given not more than 24 hours to vacate the residence hall unless a special exception is made by the Dean of Residence Life and Housing. If the student has not vacated the premises by the designated time, College-designated personnel will remove the student's personal effects from the room. The College assumes no legal or financial liability for the safety or security of such effects.

RESIDENCE HALL VIOLATIONS & FEES

(See Residence Hall Policy Manual)

FIRE SAFETY POLICIES AND REGULATIONS

Prevention

Saint Augustine's College students are required to abide by regulations prescribed by the state fire marshal and Saint Augustine's College Campus Police and Physical Plant Services. Appropriate disciplinary action will be administered to protect persons and property from fire.

Tampering with firefighting equipment when no emergency exists endangers occupants and damages property. Any person suspected of sending a false fire alarm will be referred to the Judicial Affairs Administrator and/or Vice President for Enrollment Management and Student Services for appropriate judicial action.

College housing lobbies, stair landings, and hallways will be kept clear of unauthorized items such as furniture, curtains, bicycles, and containers. No item may be placed in such a way that emergency evacuation of the building is impeded. Hallway and stairwell doors **should not** be propped or blocked open at any time. No flammable liquids are permitted inside college buildings, in personal vehicles on campus, or in College motorized vehicles. No candles incense, or open flame devices except cigarette lighters are permitted inside College buildings.

Evacuation When Alarm Is Sounded

Each time a fire alarm sounds, it is **mandatory** for all students to evacuate the building. This regulation is an order of the state fire marshal. Students should refrain from using earphones while sleeping or otherwise engaging in activities that will obstruct their ability to hear the alarm.

Fire Alarms

Any student who tampers with or cause any damage to a pole, wire, insulator or alarm box, fire door, smoke/fire detector, gives a false alarm from such a

box or by use of a telephone, or breaks the glass falsely will be subject to disciplinary action and prosecution in accordance with local, state, and federal laws. Appropriate fines and/or imprisonment can be levied.

Setting Fires

Because of the threat to safety and damage to property, a person found having set a fire as a prank will be subject to severe disciplinary sanctions as well as prosecution in accordance with local, state and federal laws for what is considered as felony arson.

Fire and Safety

Fire and safety equipment in the residence halls is necessary and protects life and property. The equipment is effective, only if it is in proper working order and is used properly. Each time a building is evacuated; there is a possibility of injury. Frequent false alarms create a feeling of false security, and students will begin to take fire alarms less seriously. The City Fire Department responds to all fire alarms. College regulations prohibit playing or tampering with fire and safety equipment.

The College will levy fines in assessing the costs to repair or replace safety features. The following are examples of violations regarding misuse of fire and safety equipment:

- Unauthorized discharge of fire extinguisher
- Removal of fire extinguisher from building
- Broken fire extinguisher cabinet glass
- Damaging fire extinguisher cabinets
- Removing or damaging fire extinguisher brackets
- Damage or breakage of exit / emergency lights
- Damage, breakage, or removal of centrally wired smoke detector
- Damage, breakage, or removal of single station battery-powered smoke detector
- Smoke detectors damaged or removed from a residence hall room
- Removal of batteries / covers from smoke detectors
- Tampering with or unraveling fire hose
- Removal of fire hose / nozzles from a building
- Tamping with or causing a fire sprinkler to activate
- Damaging emergency telephones in elevators
- Activation of fire alarms due to use of illegal cooking appliances
- Deliberate activation of a false alarm
- Failure to evacuate building during an alarm
- Deliberate damage to building fire alarm system
- Damaging or removing fire exit closures

City fire department personnel and staff of the College Physical Plant Department make regular inspections of the residence halls. Students will be required to make the necessary corrections if a violation or potential violations of fire/safety rules are observed. If an illegal appliance is found during one of these inspections, the appliance will be confiscated and stored by the Residence Hall Director, and disciplinary action will be taken. Residents may reclaim their property at the end of the semester after paying their fines.

Note: Representatives from the Physical Plant, Campus Police, the Vice President for Enrollment Management and Student Services, and Residence Life Offices reserve the right to enter a student's room for the purpose of fire/safety inspections.

GUEST POLICY

All Saint Augustine's College students are responsible for the appropriate behavior of her/his campus guests. A guest is expected to observe the same regulations as the Saint Augustine student. Guests will be responsible for paying for a meal eaten in the dining hall.

No overnight guests are permitted without prior approval of the residence hall director. All roommates must agree to receive overnight guests in order to obtain approval. Due to the College's insurance regulations students who have children **are not** allowed to keep infants or young children in the residence halls overnight.

Co-ed Visitation Policy

Co-ed Visitation at Saint Augustine's College is a privilege extended to resident students enrolled at the College. The College reserves the right to restrict or revoke visitation privileges of students that choose to abuse the policy. The successful implementation of the Co-ed Visitation policy is based upon the cooperation of all residents and, especially, roommates in a specific hall. Residents are responsible for their guests' conduct and for observing College regulations and the specific visitation policy of a residence hall.

Guest Visitation Policy

Each residence hall has posted times for guest visitation in common areas and student rooms. Roommates are required to sign an in-room visitation agreement before non-residents are permitted inside their rooms. Infants are strictly prohibited in the residence hall. All age appropriate guest (same sex and opposite sex) **must sign-in** at the front desk of each hall and have valid picture identification. Residents are required to escort their guests when they are present in the residence halls. Residents are also responsible for the conduct of their guests when they are present in the residence halls and while attending events on campus. Overnight guest require advanced approval from a Residence Hall Director.

Visitation is subject to cancellation by the Vice President of Enrollment Management and Student Services when there is a major campus event that conflict with these policies. The College reserves the right to limit or alter visitation times or procedures as necessary. The visitation policy will not be in effect during periods when the College is officially closed and/or when classes are not scheduled such as during holiday vacations or during periods of weather or safety emergencies. Some additional policies may be added to specific residence halls based on staffing and building design. **Residents participating in visitation must leave his/her door open during the visit time period.**

Infants, Children and Teenagers (non-adult, underage visitors)

Infants and toddlers are not permitted to visit within any residential facility. Children under age fourteen (14) are only allowed to visit in first floor common lobby areas. Only persons 18 years and older are allowed to visit beyond the first floor common lobby areas.

Non-Building residents (people who live in the same hall but different rooms)

Non-building resident (regardless of gender) are not permitted with-in any hall after 11:45pm. *Only building residents are permitted in the residence halls after midnight.

Internal Building Residents (as Visitors) (people who live in the same hall but different rooms) Same sex internal building residents do not have to sign-in to visit other residents in their same respective facility; however, after mid-night non-room residents are expected to leave, unless there is a mutual consent amongst room-mates*. A room-mate agreement must be signed concerning this action.

Overnight Guest as Visitors (campus and non-campus residents' policy)

Overnight visitation is limited to one same-sex guest at a time. Overnight guest request must be submitted to the Residence Hall Director at least three (3) days in advance and requires that the guest have valid ID and contact information. Such request must have both room-mates consent and cannot extend beyond a three-day period.

Co-ed Visitation Policy (opposite sex guest visitation)

Students with outstanding disciplinary sanctions or residence Life charges are ineligible for Co-ed visitation, until such items are resolved. Each student is allowed to have a maximum of two guests at a time. Each guest must be signed in properly at the front desk. Each guest must present a recent, valid picture identification card (driver's license, school or military ID, etc.) ID's must be left at the front desk during the time of the visit, and retrieved at the end of the visit. In the event that a guest presents a valid driver's license that does not have picture, the guest must submit a second type of identification. **Residents**

participating in visitation must leave his/her door open during the visit time period. Visitors along with their hosts/hostesses are to study or socialize during visitation periods. Sleeping, cohabitation, or any acts of sexual activity are not permitted. Failure to abide by this policy will subject the student(s) to disciplinary action up to and including suspension from the residence hall. **Guest must be signed out at midnight or before.** These hours are subject to change.

Co-ed visitation hours:

Monday-Thursday	6:00 p.m. - 11:00 p.m.
Friday	6:00 p.m. - Midnight
Saturday	3:00 p.m. - Midnight

Rules that apply to ALL forms of visitation

Students are responsible for all rules and regulations described by the Office of Residence Life/Division of Student Affairs.

A party atmosphere is **strictly prohibited**. A party atmosphere can be described as but is not limited to: loud music or videos, illegal substances or beverages, illegal guest, excessive rotation of guest, more than (4) people (male or female) in one room or more than 8 guests in a suite at a time. The Residence Hall Director/Resident Manager determines which situations are to be described as party Atmosphere.

The resident must accompany each guest at all times. Any guest found unattended will be escorted out of the room/building and face possible future restrictions. **Residents assume 100% responsibility for guest they sign in or give access to their rooms.**

Any resident who has an unattended/illegal/unapproved guest will be subject to:

- a. loss of visitation
- b. fines or sanctions imposed
- c. possible contract reassignment or termination
- d. other disciplinary action as needed

Roommates are also required to fill out a Roommate/Suitemate Agreement and thoroughly discuss their views regarding in room co-ed visitation. Residence Life reserves the right to deny or restrict guest visitation, or ask visitors to vacate the premises at any time.

HEALTH SERVICES

Health Services are provided at the Joseph G. Gordon Student Health Center. Prior to matriculation at Saint Augustine's College, each student must have taken a thorough physical examination and submitted a certificate of good health. A

student who has special medical problems is responsible for registering them with the College's Family Nurse Practitioner/Director of the Gordon Student Health Center. Since the health fee is nominal, the College must charge the student for extra medical services, if required. The College maintains a supplemental health plan, which is included in the general fees. The insurance will only pay a percentage of the medical expenses incurred from a hospital visit or a physician's office visit. Some expenses are not covered by the health plan. In case of emergencies or illnesses beyond the capability of the College Health Center, students will be directed to the Wake Medical Center, approximately three miles from the campus.

All students having medical problems should visit the Gordon Student Health Center. The College Family Nurse Practitioner/Director of the Gordon Student Health Center will determine if the illness requires further diagnosis and treatment.

The Health Center hours of operation are 8:00 a.m. until 5:00 p.m. Monday through Friday. The Health Center is not open on weekends or during official College closings. In the event of accident or sickness, the student should report to the Student Health Center. After hours, a student should contact his/her Residence Hall Director. The College also provides a health and wellness program. A "state of the art" fitness center provides wellness services and is free for students.

Student Health Requirements for all New Students

The North Carolina Immunization Law requires that all new students entering college present the Student Health Center with a record of immunization prior to college enrollment. Each student must provide proof of a:

- Tuberculin skin test and physical examination (within one year prior to enrollment)

Student 17 years of age or younger:

- Three (3) DTP (Diphtheria-Tetanus-Pertussis) or Td (Tetanus- Diphtheria) doses. One Td (Tetanus-Diphtheria) must be within the last 10 years.
- Three (3) POLIO (oral) doses. One dose on or after 4 years of age.
- Two (2) MEASLES* (Rubeola) one dose on or after 12 months of age, the 2nd after 15 months of age. (2MMR doses meet this requirement).
- One (1) Rubella** (German measles) dose.
- One (1) Mumps.

Students born in 1957 or later and 18 – 49 years of age:

- Three (3) DTP or Td doses. One Td dose must have been within the last 10 years.

- Two (2) MEASLES* one dose on or after 12 months of age, the 2nd after 15 months of age. (2 MMR doses meet this requirement).
- One (1) Rubella** dose.
- One (1) Mumps. ***

Students 50 years of age or older:

- Three (3) DTP or Td doses. One Td dose must have been within the last 10 years.

*History of physician- diagnosed measles disease is not acceptable. The student must present a signed statement from physician confirming receipt of immunization. A student must repeat measles vaccine if received even one day prior to 12 months of age.

** Physicians- diagnosed rubella disease is not acceptable. Only laboratory proof of immunity to rubella is acceptable.

*** Physicians diagnosed mumps disease is not acceptable. Only laboratory proof of immunity to mumps is acceptable.

Funerals

In the event that a student has to attend a funeral, he/she should first notify the Residence Hall Director of the death. The Residence Hall Director will report the death to the Dean of Residence Life and Housing. The Dean of Residence Life and Housing will inform the Dean of Students and contact the student to gather as much information as possible. The Dean of Students will contact the College Chaplain, the College Family Nurse Practitioner/Director of the Gordon Student Health Center, and the Director of the Counseling and Psychological Services Program, if necessary.

Upon return, the student should report immediately to the Dean of Students and submit the obituary for verification/approval by the Dean of Students for an official excuse to miss class.

The following guidelines govern excused absences from class:

- **For immediate family members (Mother, Father, Sister, and Brother)** an excuse will be given for three (3) days if traveling in state and five (5) days if traveling out of state.
- **For grand parent(s) if the student was reared by either or both**, an excuse will be given for three (3) days if traveling in state and five (5) days if traveling out of state. If the student was not reared by the grand parent(s), an excuse will be given for one (day).
- **For extended family members (In Laws, Step Mother, Step Father, Step Brother, Step Sister, Half Brother, Half Sister, Aunt, Uncle, Nephew, Niece, Cousin, Distant Relative, God Children, God Mother, God Father, God Sister, God Brother, etc.,** an excuse will be given for one (1) day.
- **For friend**, an excuse will be given for one half day (1/2).

HIV/AIDS Awareness Policy

The first response of colleges and universities to the epidemic of HIV infection must be education. Saint Augustine's College, therefore, is committed to educating its students, faculty and staff about AIDS and HIV infection. The primary purposes are to (1) prevent the spread of the infection by supporting positive behaviors that reduce the risk of infection; and (2) provide support for those who are infected with HIV. These educational goals should emphasize the distinction between the real risks of HIV transmission and unnecessary concerns based on false assumptions regarding HIV infection.

Students or employees of the College who may become infected with the AIDS virus will not be excluded from enrollment or employment, or restricted in their access to College services or facilities, unless medically-based judgment in individual cases establishes that exclusion or restriction is necessary for the welfare of the individual or other members of the College community. Individual with the AIDS virus will be expected to maintain appropriate health practices in relationship to other members of the Saint Augustine community.

The medical, scientific, and legal understanding of AIDS and HIV infection is still evolving. In order to respond to the challenges of HIV infection with sensitivity, flexibility, and the best and most current medical, scientific, and legal information available, it is the policy of Saint Augustine's College to review, evaluate, and respond on an individual case-by-case basis to any known instances of HIV infection among the members of the College community. Such individual review, evaluation, and response shall, at a minimum, take into consideration applicable federal and state laws; the recommendations of the U.S. Public Health Service, the Centers for Disease Control, and the American College Health Association; other relevant medical, scientific, and legal literature; the expressed desires and opinions of the individual with HIV infection and of such individual's personal physician; and the College's commitment to the protection, to the extent possible, of both the public health and individual rights.

Other Communicable Diseases

The College reserves the right to request that a student with a highly communicable disease leave the campus immediately and remain away until he/she is medically deemed no longer contagious. The College attempts to respect the privacy of students in all health-related matter.

CAMPUS POLICE & SAFETY

Saint Augustine's College maintains a safety and security program through the Department of Campus Police and Safety to safeguard persons and property in the campus community. Campus Police responds to calls in all situations where the safety or security of a member of the College community is threatened. Campus Police officers are authorized to take necessary measures to effectively

and efficiently perform their duties. Students must give priority recognition to the Campus Police staff as authorized and duly deputized officers of the College, as they discharge their duties. Failure to comply with these officials acting in their official capacity constitutes a violation of the College's Code of Student Conduct and will subject the student to disciplinary action. Including but not limited to suspension or expulsion.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Saint Augustine's College Counseling and Psychological Services (CAPS) program is designed to help students enhance strengths and develop abilities to deal with the experiences of living, growing, and learning. CAPS offers individual counseling/psychotherapy, consultation, couples and group counseling to currently enrolled students at no additional cost. Students have an opportunity to meet with a licensed counselor to address personal issues, work through challenges, and deal with the implications of growth and change. The CAPS program also offers psycho-educational workshops designed to enhance personal and academic skills and to teach more effective strategies for coping with problems. Some of the concerns that students discuss with CAPS counselors are related to:

- family, friends and dating partners
- academic performance
- self-esteem
- stress
- depression
- loss of an important relationship
- issues related to sexual orientation
- sexual assault and rape
- concerns about use of alcohol or other drugs

Students may call or come by the office to make an appointment. CAPS carefully adhere to professional standards of ethics and confidentiality. If a student wants information concerning his/her contact with the CAPS staff released, he/she must sign a specific written authorization.

FIRST YEAR EXPERIENCE PROGRAM

All first semester freshmen students will attend a compulsory chapel service during the freshmen orientation week. All first semester freshmen students will attend two compulsory chapel services per month.

COLLEGE ORGANIZATION

The College consists of the following major constituent groups, The Board of Trustees; The Administration, Faculty and Staff, Student Body; and the Alumni

Association. Administrative Units of the College include:

- Office of the President
- Academic Affairs
- Enrollment Management and Student Services
- Business and Finance
- Institutional Advancement and Development
- Information Technology

STUDENTS' ROLE IN COLLEGE GOVERNANCE

Students at Saint Augustine's College have the opportunity to participate in the institutional decision making process in a variety of ways. All undergraduate, degree-seeking students at Saint Augustine's College hold membership in the Student Government Association. This organization is responsible for considering and accepting student initiatives. Leadership of this organization is vested in the Senate, which includes the elected officers, the president and vice president of each class, and a representative appointed by each class president.

Additionally, the Student Government Association elects a representative to serve as a voting member of the Board of Trustees of the College. This person must be a full-time student who is currently enrolled and in good academic standing at the College. Students also participate in College governance through representation at the President's monthly Student Leadership Roundtable meetings where relevant issues regarding the institution are discussed.

RIGHTS AND RESPONSIBILITIES

The following statements of rights and responsibilities are not viewed as a final accomplishment of a completed institution, but rather as themes of a direction for a growing and changing educational environment.

Students enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as are all citizens. Saint Augustine's College considers individuals as students upon receipt of a deposit for admission.

1. The student as a citizen has the rights of freedom of speech, freedom of the press, freedom of peaceful assembly and association, freedom of political beliefs and freedom from personal force and violence, threats of violence and personal abuse.
2. The student as a citizen has a right to be considered equally for admission to, employment by and promotion within the campus in accordance with the provisions against discrimination in the general law.
3. Saint Augustine's College is no sanctuary from the general law; furthermore, the campus is a community of growth and fulfillment for all rather than a setting described in the concept of *in loco parentis*.

EDUCATIONAL

All students have other responsibilities and rights based on the nature of the educational process and requirements of the search for truth and its free presentation. These rights and responsibilities include the following:

1. Each student has the freedom, dependent on level of competence, to teach, learn and conduct research and publish findings in the spirit of free inquiry.
2. Each student has the right to pursue normal curricular and co curricular activities, including freedom of movement.
3. Students have the right to expect that their student records contain only information that is reasonably related to the educational purposes or to the health and safety of the individual or others. Furthermore, it is assumed that the student has the right to protection from unauthorized disclosure of confidential material contained in college records.
4. Students have the right to reasonable and impartially applied regulations, designed to reflect the educational purposes of the institution and to protect the safety of the campus.
5. Students have the right to recourse if another member of the campus is negligent or irresponsible in the performance of his or her responsibilities, or if another member of the campus represents the work of others as his or her own.
6. Students who hold opinions about basic policy matters of direct concern to them have the right to have their concerns heard and considered at appropriate levels of the decision-making process. It should be noted that students who have a continuing association with the institution and who have substantial influence have an especially strong obligation to maintain an environment supportive of the rights of others.
7. Student have the responsibility to act in a manner that is conducive to learning by being prepared, prompt, attentive and courteous in all academic settings (including classrooms, laboratories, libraries, advising centers, departmental and faculty offices, etc.) and complying with requests made by a faculty or staff member in an academic setting.

SAINT AUGUSTINE'S COLLEGE POLICY

1. The College has the right and an obligation to provide an open forum to present and debate public issues.
2. The College has the right to prohibit individuals and groups who are not members of the college community from using its name, finances, and physical operating facilities for commercial or political activities.
3. The College has the right to prohibit students from using its name, finances, and physical and operating facilities for commercial activities.
4. The College has the right and obligation to provide students with the use of meeting rooms under the rules of the campus, including the use of space for political purposes such as political clubs; to prohibit the use of its rooms by individual members or groups of members on a regular or a prolonged basis as free headquarters for political campaigns; and to prohibit the use of its name, finances, and office equipment and supplies for any political purpose at any time.
5. The College has neither the right nor the obligation to take a position in party politics and public issues, except on those issues that directly affect its autonomy, academic functions, financial support and the freedom of its members.
6. The College has the right and obligation to protect students and their visitors from physical harm, threats of harm or abuse; its property from damage and unauthorized use; and its academic and administrative processes from interruption.
7. The College has a right to require students to identify themselves by name and address. Additionally, visitors to the campus may be required to state what connection, if any, they have with the college.
8. The College has the right to set reasonable standards of conduct in order to safeguard the educational process and provide for the safety of students and protection of college property.
9. The College has established a policy that does not allow freshmen to have vehicles on campus. Students must have thirty (30) credits in order to purchase a decal for campus parking. Consideration will be given to military and transfer students on an individual basis.

SAINT AUGUSTINE'S COLLEGE ON FACEBOOK AND TWITTER

Twitter

Go to http://twitter.com/St_AugNews and create a personal profile for yourself in order to get the latest Saint Augustine's College news and follow our "tweets".

On Facebook:

Go to <http://tinyurl.com/saintaugustinescollege>, become a fan on our Facebook page and receive notifications when we update Saint Augustine's College news.

For questions or more information, please call the Office of Institutional Advancement and Development at 919.516.4190 or 919.516.4119.

RAVE Alert

In the case of emergencies Saint Augustine's College employs the Rave Alert system. The system provides an immediate, easy and effective way to send emergency notification and other important announcements via text messages, email, and/or recorded voice messages. Each student must provide the College his/her cell phone number, email address and his/her land line number in order to be a recipient of any emergency notification.

"STUDENTS RIGHT-TO-KNOW AND CAMPUS SECURITY ACT"

Disclosure of Outcomes of Disciplinary Proceedings to Crime Victims

In accordance with the "Student Right to Know and Campus Security" legislation, Saint Augustine's College may disclose to an alleged victim of any crime of violence the results of any disciplinary proceedings conducted by the institution against the alleged perpetrator of the crime relative to the crime. The College is not required to do so but may elect to make this information available to the victim in cases of "crimes of violence."

A "crime of violence" is defined in Section 16 of Title 18 of the United States Code as: An offense that has an element of the use, attempted use, or other threatened use of force against the person or property of another; or Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Disclosure of Campus Security Policies and Campus Crime Statistics

Saint Augustine's College is required to compile certain information on campus crime statistics and security policies on an annual basis. The statistical report is printed and publicized annually in accordance with federal guidelines. Reports are available upon request from the Campus Police and Safety Office.

INQUIRIES FROM OUTSIDE THE COLLEGE

Requests for “directory information” frequently come to the College from a variety of sources, including friends, parents, alumni, relatives, employers, other colleges and universities, government agencies, news media, and so on. The College will not release directory information that the student has requested be withheld, and any requests from non-college persons will be refused unless the student provides his or her written consent for the release. Students are advised to consider carefully the consequences of a decision to request that directory information be withheld.

AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY POLICY

Saint Augustine’s College is committed to an educational and working environment in which students, faculty and staff can develop their full intellectual and professional abilities. Saint Augustine’s College welcomes to its campus students, faculty, staff, alumni, officials, friends, members of the Episcopal Church, and other members of the community who seek to advance the mission of the College; pursue a higher education; improve personal and professional skills; and who wish to engage in church or community service. It is the policy of Saint Augustine’s College, therefore, to provide educational programs, services, and employment without regard to race, color, religion, national origin, age, sex, disability, marital status, pregnancy, or veteran status.

An educational opportunity to participate in educational programs, services, and facilities shall be offered in a nondiscriminatory manner. An equal opportunity for employment shall be provided to applicants, faculty and staff. Specifically, all personnel programs (recruitment, compensation, benefits, transfers, opportunities for advancement, and training programs) shall be provided without regard to race, sex, age, national origin, handicap, marital status, pregnancy, or veteran status.

Saint Augustine’s College’s policy of non-discrimination shall apply to all programs and activities of the College, including student admissions, educational programs, non-educational activities, employment and other related activities covered under Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975. Information on the implementation of this policy and/or the statutes referenced should be addressed to the Office of the Vice President for Academic Affairs, Saint Augustine’s College, 1315 Oakwood Avenue, Raleigh, North Carolina, 27610-2298.

Pursuant to federal regulations, the College may collect admissions and enrollment information by racial, ethnic and sex categories for reporting purposes. The provision of such information is voluntary; however, and is not used to determine eligibility.

STUDENT CODE OF VALUES

Saint Augustine's College claims certain foundational principles of values upon which its entire existence stands. All students at Saint Augustine's College have the duty to observe, uphold and accept these values as standards of conduct. These include honor, personal and academic integrity, respect for personal and property rights of others, justice, freedom, diversity, leadership, civility, spirituality, and loyalty to the College. We have established this Code of Student Values, which forms the model of conduct for student members of our academic community.

Dress

Saint Augustine's College students are encouraged to dress appropriately at all times and in all settings. Careless or inappropriate dress is always out of place in the College community and on sponsored trips. Success as to appropriate attire resides in the exercise of good judgment and knowledge of what is correct. For assistance regarding matters of dress and attire, please visit the Belk Professional Development Center and refer to the College's dress code policy.

Dress Code Policy

Saint Augustine's College requires that all students refrain from wearing inappropriate headgear and clothing in all classrooms, administrative buildings, and public areas.

Inappropriate headgear and clothing include:

- Du-rags
- Hats (may be worn outside)
- Headgear of a non-religious nature
- Halters
- Bustiers
- "Daisy Dukes's" Shorts
- Pajamas
- Beadroom Slippers

Thank you for your adherence to this policy. (Revised: Sept. 15, 2006 by the Executive Council)

The Clery Act: Reported Annually

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Saint Augustine's College publishes a **report every year by October 1st** that contains three years of campus crime statistics, and certain security policy statements, including policies which assure basic rights to victims of sexual assault, which state the law enforcement authority of campus police, and which explain where students should go to report crimes. Students should contact the Campus Police for more information and a copy of the report.

Reporting Crime and Incidents

Reporting crimes and incidents immediately is very important. The Campus Police Department is an agency that is manned by sworn police officers that have arrest powers. The Police Department complements its sworn police officers with security personnel. Any occurrence that takes place on campus is to be reported immediately, and those that occur off campus should be reported as soon as possible.

Any victim or witness of a crime, who desires to report an incident on a voluntary and confidential basis, may do so through the Campus Police Department, the Vice President for Enrollment Management and Student Services, the Vice President for Finance and Administrative Affairs, Dean of Students, Director of Judicial Affairs, Athletic Director, Coaches, Dean of Residential Life and Housing, Resident Directors, and Resident Assistants, or any other member of the Saint Augustine's College faculty/staff. The individual's identity will be safeguarded when possible.

The Campus Police Department closely cooperates with the Vice Presidents for Enrollment Management and Student Services, Judicial Affairs, Residence Life, Student Government, and the Counseling Center, to disseminate information about safety and security matters to the campus community through newsletters, annual brochures, scheduled meetings and other forms of mass communications.

Parental Notification

Saint Augustine's College recognizes that students, parents/guardians, and the College are in a partnership where each has the responsibility to promote a healthy and productive educational experience. The College disciplinary process exists to provide corrective action which is educational and developmental, to protect the campus community and to maintain an environment conducive to living and learning. Violations of the Student Code of Conduct can detract from the learning environment. The College believes parents can assist students in fulfilling their educational goals through the use of open dialogue.

Due to recent amendments to the Family Educational Rights and Privacy Act (FERPA) by the U.S. Department of Education, it is now permissible for the College to notify the parent or guardian of students under the age of 21 when those students have been found responsible for violations to the Student Code of Conduct.

Saint Augustine's College maintains and strictly enforces a policy of zero tolerance with regards to fighting, the use and possession of illicit drugs, and the possession of dangerous weapons, firearms, and explosives. If a student is found

guilty of **initiating** a fight, drug possession, use, or distribution (trafficking), or using any object with the intent to cause harm, the minimum sanction will be suspension from the College for one (1) academic semester.

In the event that a student under the age of 21 has been charged with a Code violation in which the sanction of suspension from the College is required, the parent or guardian of that student may be notified by phone or in writing by the Judicial Administrator before the judicial hearing. The College may notify the parent or guardian of students, under the age of 21, who have been found in violation of the Student Code of Conduct where the violation has involved the use of alcohol or illegal substances. The parent or guardian may also be contacted in any instance in which the health or safety of the student has been threatened either through the student's own acts or the acts of others.

Before notifying the parents or guardians, every effort will be made to consult with the student in an attempt to have the student make the first contact. This is consistent with the general philosophy that supports students developing independence and personal accountability. However, in some situations, consultation with the student or first contact by the student may not be possible or appropriate, and in such cases the College is not required to alert the student when it has notified his/her parent or legal guardian. In other situations, after consulting with the student, the judicial administrator may determine that notifying the parents/guardians may be harmful to the student and in such cases the College is not obligated to make notification.

If a student under the age of 21 is found to be responsible for a violation to the Student Code of Conduct resulting in suspension from the College, the resultant sanction will include notification of the parent/guardian.

Definitions

1. The term **advisor** means a person who gives information or advice to the accused student or complainant.
2. The term **Business Day(s)** refers to the following five days of the week: Monday, Tuesday, Wednesday, Thursday and Friday.
3. The terms **“Campus Judicial Board,” “Hearing Board,”** or **“Judicial Board,”** means any person or persons authorized by the Vice President for Enrollment Management and Student Services to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions.
4. The terms **charged student or the accused student** means any student who has been charged with a violation of the Student Code of Conduct.
5. The **Vice President for Enrollment Management and Student Services**, designated by the College President, has primary responsibility for the administration of all student discipline. He/she serves as the appeals officer for cases that have been heard by the Judicial Board.
6. The term **“Code”** means the Saint Augustine’s College’s Student Code of Conduct.
7. The **term charging party or complainant** refers to the person or persons who allege violations of this Student Code of Conduct.
8. The term **guest(s)** means any person who is not a student or Saint Augustine’s College employee and who is on College property for the purpose of visiting a student or Saint Augustine’s College employee.
9. The term **health** refers to physical or emotional and mental well-being.
10. The term **Immediate Supervision** refers to employees and students who work directly in the Office of the Vice President for Enrollment Management and Student Services, such as secretaries, administrative assistants, student workers and graduate student assistants.
11. The **Judicial Administrator** is designated by the Vice President for Enrollment Management and Student Services to administer the Code. The Judicial Administrator may, on a case-by-case basis, investigate and settle cases where both parties are in agreement. If there is no agreement to settle between the parties, the Judicial Administrator shall assign the case to the Judicial Board for a hearing.

12. The term **Judicial Investigator** refers to any College official appointed by the Vice President for Enrollment Management and Student Services, and/or the Judicial Administrator, to investigate violations of the Student Code of Conduct and to participate, if necessary, in judicial proceedings.
13. The term **may** is used in the permissive sense.
14. The term **shall** is used in the imperative sense.
15. The term **member of the College community** includes any person who is a student, faculty member, staff member, College official or any other person employed by the College.
16. The term **Officer** refers to any sworn Police Officer in the Campus Police, who presents facts, statements, evidence and/or charges in a case during a Judicial Hearing or during cases adjudicated by the Judicial Administrator.
17. The term **policy** is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, the Residence Life Handbook, the Student Handbook, graduate and undergraduate catalogs, the Athletics Handbook and the Student Activities Guide, and other written rules for departments and clubs.
18. The term **possession**, either actual or constructive, means having possession of a thing or object or when a person has the power to control possession of a thing or object.
19. The term **preponderance of the evidence** means evidence, when taken as a whole, which would lead a person to conclude that it is more likely than not that the conduct in question did occur.
20. The term **restitution** means to be held financially accountable for property that is damaged or destroyed.
21. The term **sanction** refers to the penalty or punishment for violation of the Code of Student Conduct.
22. The term **student organization** means any group of persons who have complied with the formal requirements for College recognition and registration.

23. The term **student** refers to any person taking a course or courses at Saint Augustine's College, either on a full-time or part-time basis, pursuing undergraduate, graduate, or professional studies or research, or attending post-secondary educational institutions other than the Saint Augustine's College. It includes persons who are assigned to field placements and internships as well as persons who live on and off campus and who are not officially enrolled for a particular term, but who have a continuing relationship with the College. In cases of dual enrollment, jurisdiction over a student's conduct will be determined in consultation with appropriate officials at the student's other institution. The term includes any student organization, including Greek-letter organizations that is registered with and recognized by the College.
24. The term **Saint Augustine's College Employees** refers to any person employed by the College as a faculty member, or non-faculty member or College official employed by Saint Augustine's College, performing assigned administrative, professional, instructional, research or other responsibilities.
25. The terms **College premises or property** include all land, buildings, facilities, and other effects or goods in the possession of, or owned, used, leased or controlled by Saint Augustine's College.
26. The term **College workday** means a day when the College is open for normal business, regardless of whether classes are in session (e.g., the day immediately preceding Thanksgiving and Christmas).
27. The term **disciplinary probation** is a written reprimand for violation of specified regulations, for a specified period of time. A sanction of disciplinary probation includes the probability of more severe disciplinary sanctions (including, but not limited to suspension and expulsion from the College) if the student is found to be violating the Student Code of Conduct during the probationary period.
28. The term **personal identifying information** means the name, address, telephone number, driver's license number, social security number, place of employment, employee identification number, mother's maiden name, bank or other financial institution account number, date of birth, personal identification number, credit card number or other payment device numbers of an individual.

29. The term **Zero Tolerance** means the College prohibits all illegal and unauthorized possession, distribution (trafficking), and/or use of illicit drugs; fighting; possession of dangerous weapons, firearms, explosives, or use of any object with the intent to cause harm. Persons found in violation of this policy, shall receive the minimum sanction. The zero tolerance policy is effective as it relates to behaviors occurring on or off-campus.
30. The term **trespass** shall mean forcible or unauthorized entry into or unauthorized presence on College premises or unauthorized entry or presence in student properties such as automobiles, lockers or residences.
31. The term **Presumptive Dismissal**, includes any disciplinary separation of a student from the College, whether for a fixed period of time or permanently. As such, it includes both suspensions and expulsions. Moreover, under this provision a student who is suspended may not be admitted to any other College for the term of the suspension. A student who is expelled may not be admitted to another institution for at least one year.
32. The term **legal process** refers to all matters of litigation which occur between the College and/or students, staff, faculty, or any other employees of the College, either full or part-time, or under contract to the College for any length of time and adjudicated according to the local, state, and/or federal laws.

STUDENT CODE OF CONDUCT

Jurisdiction

The Saint Augustine's College (SAC) reserves the right to take necessary and appropriate action to protect the safety and well being of Saint Augustine's College students, faculty, and staff and College property. The College's jurisdiction in the administration of the Code of Conduct applies to all enrolled part time, full time students while they are on premises owned, rented or leased by Saint Augustine's College, on streets running through or adjacent to the campus, in off-campus facilities occupied by students by virtue of their association with an organization recognized by Saint Augustine's College or while on College-sponsored events. Disciplinary action may be taken against a student for off-campus conduct that seriously threatens the safety and well being of other Saint Augustine's College students, faculty, or staff or property, as determined by College officials (President, Vice Presidents, administrators, Campus Police, faculty or staff), when the conduct impairs, interferes with, or obstructs any activity or the mission, processes, and functions of the College. In the case of College-sponsored off-camps events, conduct related incidents will be treated as if the event took place on campus and thus are governed by the Student Code of Student Conduct. A violation of the Code of Conduct may result in criminal or civil charges as well as College judicial action. Unless otherwise provided by law, College judicial and court proceedings may occur concurrently. Students are subject to disciplinary action, up to and including expulsion for violations of the Student Code of Conduct.

Judicial Authority

Ultimate authority for student discipline is vested in the President. The Vice President for Enrollment Management and Student Services is the person designated by the President to be responsible for the administration of the Student Code of Conduct. Discipline authority may be delegated to College officials and committees as set forth in this Code, in accordance with other College policies, rules, or regulations and as deemed appropriate by the Vice President for Enrollment Management and Student Services.

Interpretation of Regulations

The Student Code of Conduct is intended to give students general notice of prohibited conduct. The Student Code of Conduct should be read broadly and is not designed to define misconduct in exhaustive terms.

Standards of Due Process

The focus of inquiry in disciplinary proceedings shall determine whether or not the accused student has violated the Student Code of Conduct, as proven by a preponderance of the evidence (which would lead a person to conclude that it is more likely than not that the conduct in question did occur). Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent or the College may result.

Violations of Law, Disciplinary Regulations and Accountability

Students may be accountable to both civil authorities and to the College for their conduct. When attending the Saint Augustine's College, students are expected to obey applicable federal, state and local laws. A student is also expected to obey the rules and regulations in the Student Code of Conduct and other College policies. Disciplinary action at the College will normally proceed despite the pendency of criminal proceedings. Disciplinary action under this Student Code of Conduct is not subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Office of the Judicial Administrator

The Judicial Administrator is appointed by the Vice President for Enrollment Management and Student Services and is responsible for the administration of the Saint Augustine's College Judicial System. The Judicial Administrator is not a voting member of the Judicial Board. During hearings, the Judicial Administrator may raise questions or provide expert advice on procedural matters for the purpose of clarity on issues relevant to the Code. The Judicial Administrator may adjudicate any case, provided the complainant and the accused student agree to the adjudication. In addition, the Judicial Administrator is responsible for having notice of complaints or charges served, scheduling hearings, maintaining files and/or records of judicial matters and maintaining order at hearings of the Judicial Board. The Judicial Administrator, after receiving the Board's recommendations, will review the related hearing records and write the final official College decision. The Judicial Administrator may also refer notice and/or evidence of any act, which allegedly violates federal, state, or local laws to appropriate law enforcement or civic authorities. The Chief of Campus Police shall inform the Vice President for Enrollment Management and Student Services of the referral of any student for an alleged violation of any federal, state or local law.

Student Responsibilities

All Saint Augustine's College students share the following responsibilities:

- To read, comprehend and adhere to the Code;
- To respect personal and property rights of others, and to act in a responsible manner at all times, on or off campus;
- To protect and foster the intellectual, academic, research, cultural, and social missions of the College; and
- To observe the laws of local, state and federal governments and agencies.

Academic Responsibility

The responsibility of students for academic achievement is specified in the College catalog. Student grievances over this responsibility are resolved through academic rather than judicial system proceedings. Complaints involving grades, plagiarism, cheating or other academic issues are also resolved through academic proceedings, which can be found in the College catalog and academic departments. The ruling of the administrator responsible for reviewing academic dishonesty of any kind may refer the case to the Judicial Administrator if suspended or expulsion is indicated. Each referred case will be adjudicated in accordance with the appropriate judicial process.

Financial Responsibilities

Disputes over the amounts owed by the student to the College for tuition, room and board, financial aid or other charges are not subject to this Student Judicial Code of Conduct and are resolved through administrative and if necessary, the legal process.

Organized Group Responsibilities

Policies and regulations which relate to the responsibilities of fraternities, sororities, registered student organizations and other groups are established by the agencies, which register, accept or charter such groups. As a condition of being recognized by the College, all such groups and their officers and members are responsible for conforming to this Student Code of Conduct.

Employment Responsibilities

Generally, matters or disputes arising out of an employment relationship between a student and the College are handled through the College's Department of Human Resources.

Mediation

This procedure is implemented by the Office of Enrollment Management and Student Services, Judicial Administrator, or his or her delegate and is generally reserved for first and less serious violations. It is employed when a violation arises out of a dispute between a charged student and another party or parties. The goal is to design a mechanism to resolve the dispute and to prevent it from recurring. In cases where expulsion or suspension from the College is not contemplated as a sanction, and where there are no pending charges in any criminal court, the parties involved in an alleged violation of the Code of Conduct may agree to enter into a formal mediation process through the Office of Campus Mediation Services. (In cases where there is no agreement among the parties about seeking mediation, formal disciplinary procedures will be employed.) The results of a mediation conference do not become part of a student's official disciplinary record, but a record is kept of the findings and agreements reached. If the mediation agreement is violated judicial proceedings will be initiated by the Judicial Administrator.

Procedures for Filing Complaints

Any member of the College community may file a written complaint against a student for violation of the Student Code of Conduct. The complaint shall be filed with the Office of the Judicial Administrator, using the prepared Judicial Complaint Form. The complaint shall contain the following information:

- the name and address of the person filing the complaint, the name and address of the student against whom the complaint is filed, and the date on which the complaint was filed;
- a short, clear statement of the conduct that is at issue with an explanation as to how that conduct violates the Student Code of Conduct; to the extent available, this statement should include the date, time, place of the conduct at issue, and the names of any witness who may have observed the conduct;
- a request for judgment or the relief desired, if any; and,

In more egregious matters, a written complaint and charges shall be filed with the Campus Police. Campus Police will investigate, and if warranted at their discretion, pursue the matter either judicially and/or criminally.

Notification of Complaint(s)

A copy of the complaint shall be served in person or by certified mail upon each accused student by an appropriate College administrator or official, as expeditiously as possible, usually within seven (7) days, to include Saturday and

Sunday, after the complaint is received by the Judicial Administrator. A written record shall be made of the fact and date of service.

Investigation and Adjudication by the Judicial Administrator

The Judicial Administrator may conduct an investigation to determine if the complaint has any merit and/or to determine if it can be resolved administratively by the written mutual consent of the parties involved on a basis acceptable to the Judicial Administrator. Such disposition is final, and there are no subsequent proceedings. If the complaint cannot be resolved by mutual consent, the case shall be presented to the Judicial Board for a hearing. Complaints involving criminal violations will be given to Campus Police for an investigation and processing.

Proceedings before the Judicial Board

In all cases where the Judicial Board considers if a student's conduct has violated the Code, a quorum of five (5) members must be present. To find an accused student responsible or not responsible, following deliberations, the Judicial Board members will vote (the Judicial Administrator does not vote). A simple majority of the members present shall be required to find an accused student guilty or not guilty of Code violations.

Conducting a Hearing

The chairperson of the Judicial Board is responsible for conducting the hearing and controlling the order of proceedings. All persons involved in a hearing are expected to maintain the confidentiality of information disclosed during the hearing. All hearings shall be closed unless designated by the chairperson.

In all proceedings, under the Student Code of Conduct, the accused student is presumed innocent until a violation of the Student Code of Conduct is proved by a preponderance of the evidence. The burden of proof rests on the complainant.

The accused student and the complainant may attend the Judicial Board hearing, either in person or by telephone. The accused student and complainant may present his or her version of the facts through oral and written statements, including those of witnesses, and may hear all evidence presented. The accused student and complainant may be permitted to question adverse witnesses personally, or by directing questions for the witnesses to the Judicial Board, who will then direct the questions to the witness, as appropriate.

Closed Hearings

All hearings are closed to anyone other than those persons directly involved (the complainant, the accused, advisors, and witnesses), unless the Judicial Administrator determines otherwise.

Burden of Proof

The complainant has the burden of proof to establish responsibility (by a preponderance of the evidence) of the accused. The accused should be prepared to respond to charges and evidence presented against him/her with documents and/or witnesses, as appropriate.

Advisor

The accused student and complainant may be assisted at the hearing by an advisor of his/her choice. Except in cases where the accused student is subject to pending criminal charges, which arise from the same conduct for which the Student Code of Conduct complaint is filed, only non-lawyer members of the College community are eligible to serve as an advisor. In cases where the accused student is subject to pending criminal charges, the accused student may consult with his or her lawyer in order to safeguard the student's Fifth Amendment right against self-incrimination. In all cases, the advisor (or lawyer as permitted above) plays a limited role and will not be permitted to present evidence, testimony or argument, cross-examine witnesses, nor in any way interfere with the proceedings. The advisor may not be a witness or a charged student in the same alleged misconduct/incident. The advisor may address the Judicial Board only at the request of the Judicial Board or the Judicial Administrator.

Persons and representatives who participate in disciplinary hearings shall not:

1. Engage in conduct to disrupt a hearing;
2. Attempt to improperly influence the Judicial Administrator, or any member of a judicial board;
3. Fail to obey a reasonably definite and specific order by a presiding officer;
4. Knowingly offer false evidence, falsify evidence, counsel or induce witnesses to testify falsely, or offer improper inducements to testify.

Representatives found responsible for violations of the provisions of this section of the Code may be suspended from the privilege of representation.

Witnesses

The accused and complainant may call all persons with direct knowledge of the incident to appear as witnesses. However, the Judicial Board may limit the number of witnesses, when it is apparent that all witnesses are giving the same testimony. Persons accused of the same violation of the Code may appear as witnesses for each other. Those persons attesting to character, alone, are not allowed to serve as witnesses. Character witnesses may give statements as to the character of accused students, after the Judicial Board has heard testimony relevant to the hearing.

Evidence

The technical rules of evidence do not apply in Judicial Board hearings. The Judicial Board may consider any evidence, including hearsay evidence that it determines is probative, relevant or material to the case. It may exclude evidence that is irrelevant, immaterial or repetitious. In the absence of the investigating officer, any member of the Campus Police may present a case on behalf of the College.

Postponement of Judicial Hearings

A one-time request for postponement by either the accused student or the complainant may be granted when the Judicial Administrator determines that there is a compelling reason for the delay. The Judicial Administrator will set a new date for the hearing and notify all parties involved in writing. Further requests for postponement do not have to be considered and a hearing may be held in the absence of the accused student or complainant.

Consolidation of Cases

In situations in which a student has more than one judicial hearing pending, the cases may be consolidated at the discretion of the Judicial Board and considered together at a single hearing.

Record of Hearings and Decisions

A tape recording will be made of each hearing. If a recording malfunction occurs, the Board shall include a summary of the testimony sufficiently detailed to permit review on appeal. All records of the hearing, including evidence presented, are the property of Saint Augustine's College and may be disclosed as permitted by law.

Copy of Judicial Proceedings

An accused student may obtain a copy of the taped proceedings for a fee. Forms can be obtained from the Office of the Judicial Administrator. Cash is not

acceptable, checks or money orders are to be made payable to Saint Augustine's College. Once the form and the designated payment are presented to the office, it will take 5-7 business days for the tapes to be copied.

Records Access

As permitted by law, the charged student(s) and complainant(s) may have reasonable access to all of the relevant case records that are maintained by the Judicial Administrator, prior to the hearing. The records and/or documents prepared by the Judicial Administrator and submitted during the hearing, as well as the statements given, will constitute the record of the Board or the Judicial Administrator.

Disciplinary Files and Records

The Judicial Administrator shall maintain judicial records and a disciplinary tracking system, which shall include, but not be limited to, the accused student's name and related information, description of the incident, parties involved, Code violations, sanctions and other data deemed relevant by the Judicial Administrator. Such information shall be maintained in accordance with the provisions of the Federal Educational Rights and Privacy Act. Disciplinary records shall be made available to judicial bodies and College officials designated in the Code, as necessary.

Students may arrange to review their own disciplinary records by contacting the Office of the Vice President for Enrollment Management and Student Services. Except as provided in the Student Code or pursuant to a lawfully issued subpoena, the College shall not communicate a student's disciplinary record and related information to any person or agency without the prior written consent of the student.

Upon graduation, the student's confidential record may be expunged of disciplinary actions, other than Disciplinary Suspension or Dismissal, upon application to the Vice President for Enrollment Management and Student Services. Otherwise, the confidential record will be retained for a period of three years after the student's date of graduation. Cases involving Disciplinary Suspension or Dismissal will be retained permanently and may only be expunged upon successful application to the Vice President for Enrollment Management and Student Services.

Entering a Plea

It is important that the accused have an understanding of the judicial proceedings, before entering his/her plea. During the hearing process, the accused will be asked to enter his/her plea as "Responsible," or "Not Responsible."

Entering a plea of “Responsible,” the accused waives his/her right to present testimony in defense of the charges. Waiving his/her right to a hearing does not mean that the accused will receive more lenient discipline. The accused will be disciplined in accordance with the Code of Conduct, including but not limited to suspension and/or expulsion from the College. In waiving his/her right to a hearing, the accused will have an opportunity to present an oral statement to the Board, regarding factors that mitigate disciplinary action. ***NOTE: Students who enter a plea of “responsible,” forfeit their right to appeal the outcome of their hearing.***

After reading the charges, the accused will be asked to enter a plea. Upon entering the plea of “responsible,” the Board will ask the accused for final statements and hear from character witnesses. Following the statements from character witnesses, the accused will be dismissed from the proceedings while the Board deliberates to determine the appropriate sanction(s).

Entering a plea of “Not Responsible,” the accused along with the complainant, as provided in the Code, may give testimony and question witnesses. After hearing all witnesses, including character witnesses, the Board will ask the accused and complainant for final statements. Following the statements, the accused, complainant and witnesses will be dismissed from the proceedings (but shall remain in the immediate area of the hearing, should the Board decide to recall someone to clarify a point of testimony) while the Board deliberates. The accused and complainant will receive written notification of the sanction(s) as provided in the Code.

Waiver of the Right to a Campus Hearing

All charged students have a right to a judicial hearing, before the Judicial Board to determine whether they are guilty or innocent of the charge(s) filed. Charged students also have a right to waive their right to a judicial hearing and plead responsible, by completing the ***“Waiver of the Right to a Campus Hearing”*** form. Students, who waive their right to a hearing and plead responsible, will be disciplined in accordance with the Code of Conduct, including but not limited to suspension and/or expulsion from the College. Waiving the right to a hearing and pleading responsible does not mean that a student will receive a more lenient discipline. Students, who waive their right to a hearing and plead responsible, will have an opportunity to present an oral statement to the Judicial Board, regarding factors that mitigate disciplinary action. Students will be permitted to present character witnesses’ testimony or evidence in mitigation of disciplinary action only. *However, a student waiving his/her right to a hearing will eliminate his/her opportunity to appeal the decision of the Judicial Board. In this event the decision of the Board is absolutely final.*

Complainant and Victim Rights

The complainant/victim is entitled to:

1. An advocate present during the hearing process;
2. A timely hearing;
3. Be present during the entire hearing;
4. Question witnesses and/or evidence; and
5. In the event the case involves a sexual violation, the victim has the right to have her/his sexual history kept private.

Rights of the Accused

The accused is entitled to:

1. Be presumed innocent until proven responsible;
2. Be present at the hearing and hear all testimony presented. If a student, who has been properly notified, fails to appear at the scheduled date, time, and place for the hearing, the Board may proceed with the case and make its findings in the student's absence;
3. Be provided, prior to the hearing, with the names of witnesses whom the Judicial Administrator has asked to appear at the hearing;
4. Question witnesses in accordance with the rules;
5. Present evidence in accordance with the rules;
6. Remain silent or testify during the formal hearing (Silence will not be used against the accused in any way);
7. Know that a written (taped) record of the hearing is being maintained;
8. Know that the hearing is closed;
9. Accept or deny responsibility to the charges;
10. The right to consult with counsel of choice (including an attorney who may advise, but not speak at the hearing);
11. The right to appeal a sanction(s) rendered by the Judicial Board, or the Judicial Administrator, under the provisions for filing appeals,
12. A decision by the Board based solely on a preponderance of the evidence presented during the hearing.

Following the Hearing

After deliberating, the Board will promptly notify the Judicial Administrator, in writing, of its findings as to whether the accused student violated the Student Code of Conduct. The Board may take into consideration prior findings of Code violations when determining sanctions. The Judicial Board will recommend disciplinary action for any violations of the Code to the Judicial Administrator. The Judicial Administrator, after receiving the Board's recommendations, will review the related hearing records, and write the final and official College

decision. The Judicial Administrator will notify the accused student within three (3) days (to include Saturday and Sunday) in writing of his/her final decision, including any findings as to whether the accused student violated the student Code of Conduct and any disciplinary action imposed. The Judicial Administrator's decision will be delivered by a member of the Campus Police. Information about the Judicial Administrator's final decision and any disciplinary action taken may be disclosed to the complainant and to third parties, as permitted by law.

Notice to the Registrar

The Vice President for Enrollment Management and Student Services shall notify the Office of the Registrar, and other appropriate administrative offices, if a judicial finding results in a sanction, restricting a student from being enrolled at the College, withholding grades, official transcripts or a degree, during the period in which the sanction is imposed.

Self-incrimination

All parties giving testimony (accused, witnesses, and/or complainant) before the Board are advised that self-incriminating testimony (admitting to or acknowledging a crime or a violation of the Code) can be used to file charges against them at a later date.

Absence of the Student Charged

If the accused student does not appear (personally or by telephone) without satisfactory explanation of the absence, or should the accused student leave a hearing that has already commenced, the hearing shall proceed without the accused student, and the Judicial Board may render a decision, based upon the available evidence, and forward it to the Judicial Administrator.

ADMINISTRATIVE PROCEDURES

Practices and Procedures

The rules of Practice and Procedure are general guidelines to be utilized by the Judicial Board. Said rules are not subject to amendment without the approval of the Vice President for Enrollment Management and Student Services. However, the Judicial Administrator may include such additional guidelines that will amplify or clarify these rules, or that facilitate their implementation, provided that such guidelines do not deny the guarantee of due process specified or explicit in these Rules. Such guidelines shall be stated in writing by the Judicial Administrator.

President's Right of Summary Suspension

Subject to prompt review, the President, or her designee, may summarily suspend a student from the College for a period of up to five (5) business days, when in his or her judgment, such action is to protect the safety and well-being of the College, College property, and/or any member of the College community. When a summary suspension is imposed, a Judicial Board hearing will be convened by the fourth-working day of the suspension, to determine whether the suspended student violated the Student Code of Conduct and, if so, to determine whether to discipline the student for the violation. If the suspended student seeks a postponement of the hearing date and the request for a postponement is granted, the suspension will remain in effect until the new hearing date.

A summary suspension requires that a student immediately leave the campus. During the summary suspension, students shall be denied access to the residence halls, all campus facilities, and College classes, on or off campus College activities or privileges for which the student might otherwise be eligible. Should a student return to campus during the summary suspension period, or engage in a College sponsored activity/event, without written permission from the Vice President for Enrollment Management and Student Services, he/she shall be cited for trespass and shall be subject to further disciplinary action, arrest, and/or criminal prosecution.

Until and unless a student, who was summarily suspended, is found to have violated the Student Code of Conduct after a hearing, his or her status as a student of the Saint Augustine's College shall not be altered. If the suspension is not upheld after the Judicial Board hearing process, the student who was summarily suspended will be excused from classes that were missed because of the suspension, and allowed a reasonable time to make-up academic work that was missed or impacted by the suspension.

Summer School

The College's judicial process during summer school sessions shall function in each instance in the same manner as authorized for the regular school year. Temporary Judicial Board members may be drafted for summer hearings. The incumbent Student Government Association administration may recommend student representatives, from qualified students who are enrolled in the summer school. The authority of the summer school judiciary commences with the opening of the summer school session. Faculty representatives will be appointed from the summer school faculty. Appeals shall be handled in the same manner as proscribed during the regular school year.

Judicial Suspensions, Expulsions, and Refunds

Students who are suspended or expelled from the College for disciplinary reasons shall not be entitled to any refund of tuition or fees. Similarly, students whose housing or boarding contracts are terminated for disciplinary reasons shall not be eligible for refunds.

Procedures for Readmission Following Judicial Suspension

Students who are suspended must apply to the Judicial Administrator in writing for readmission after the period of suspension. Request for Readmission forms can be obtained from the Office of the Registrar and must accompany the written request for readmission. All conditions/sanctions associated with a judicial suspension, must be satisfied prior to making the request for readmission. A suspended student will be considered for readmission only after filing the Request for Readmission Form, with all supporting documents, i.e., medical clearance form/release, etc.

Official Withdrawal from the College

Should an accused student be academically dismissed or leave the College voluntarily, before pending disciplinary charges have been resolved, the Judicial Administrator may proceed at his discretion with the judicial process (case) in the absence of the student as outlined in the Code. An accused student, who withdraws from the College with a case pending, will not be readmitted to the College, until such time as his or her case has been judicially processed and resolved. The Judicial Administrator will place a disciplinary hold (academic flag) on the student's record, which will prevent reinstatement (selection of classes and registration) of that student until the case has been adjudicated.

Search and Seizure Policy

Authorized College employees may search premises occupied by students and their personal possessions with prior authorization from the Vice President for Enrollment Management and Student Services, or his designee. The Vice President, or his designee, will authorize a search only upon a showing of reasonable grounds to believe that the search will reveal evidence of a Code of Conduct violation. Employees who need to enter a room during the performance of their duties will knock and identify themselves. If there is no response, a passkey will be used to enter the room. For purposes of this provision, premises occupied by students include, but are not limited to, College owned or controlled property and residences, student vehicles, personal property, backpacks, workstations, or any other space occupied by a student on a College sponsored trip or activity.

Contraband items, for example, those prohibited by law or College policy, in clear view may be confiscated by the College employee and used as evidence in a disciplinary proceeding. Such items will not be returned to students.

Prohibited Conduct

The following conduct is prohibited by Saint Augustine's College and subject to disciplinary action in accordance with the Student Code of Conduct. Attempts to commit acts prohibited by this Code shall be punished to the same extent as completed acts. Students and student organizations are responsible for the conduct of their guest(s) on, or in College property and at functions sponsored by the College, and may be disciplined for a guest's violation of this Student Code of Conduct. Pursuant to the College's parental notification policy, parents or guardians will be notified when students under the age of eighteen (21) receive disciplinary sanctions for abuse and/or misuse of alcohol, and drugs, or for arrest.

1. Tampering with Safety Equipment

Tampering with safety **equipment**, i.e., fire extinguishers, blue light safety telephones, detection equipment, or the inappropriate use of or possession of safety equipment on property owned or controlled by the College.

2. Tampering with College Equipment

Tampering with and/or disabling any security camera, elevator, wiring, plumbing, telephone or computer line or system, or other College equipment so as to endanger oneself or others.

3. Computer Misuse and Dishonesty

The College considers any misuse of its computer systems to be a serious offense. A student may not attempt to degrade the performance of the computer systems, to seek to penetrate its security, or in any way deprive other users of resources or access to the computer systems. Violations may include, but are not limited to, (a) using a computer account belonging to another individual without the permission of that individual; (b) tampering with the operation of the College's computer systems including both equipment and programs; (c) using the systems for commercial or other unauthorized purposes; (d) inspecting, modifying or copying programs or data without authorization from the owner; and (e) using the College's computer systems to send abusive, obscene, or harassing communications.

4. Rioting, Breach of the Peace

Any student convicted in any state or federal court, or found responsible by a preponderance of the evidence, during a judicial hearing, of rioting, assault, theft, vandalism, arson, or breach of the peace, providing such misconduct was related directly or indirectly to College sponsored activities, including athletic events, will be suspended or expelled from the College.

5. Forgery, Fraud, and Dishonesty

Student may not knowingly providing false or misleading identification or information, written or oral, in a manner which has the intent or effect of deceiving authorized College personnel, including members of judicial hearing panels; knowingly making false charges under the Judicial Code or of altering or falsifying official institutional records. Misrepresentation of oneself or of an organization will also be considered a violation of this section.

6. Discriminatory Conduct

Engaging in acts of violence, verbal or physical behavior directed at an individual or group that has as its purpose subordination based on race, color, creed, disability, marital status, national origin, sex or sexual orientation; creation of an intimidating or demeaning environment that impedes health, safety or access of other students, faculty and staff to the educational benefits available from or through the College is prohibited. If anyone feels that he/she has been discriminated against by a student, or a faculty or staff member, he/she should contact the Office of Human Resources.

7. Violence to Persons

The College will not tolerate acts of violence to other persons by individuals or groups. Acts of violence include, but are not limited to assault, battery, and/or actions in reckless disregard of human life and safety. Assault includes, but is not limited to, verbal or written acts which place a person in personal fear or which have the effect of harassing or intimidating a person. Battery includes, but is not limited to, fighting and/or the unauthorized touching of another person.

8. Theft, Vandalism, Destruction and Abuse of Property

The College will hold students responsible for conduct that causes or attempts to cause damage, abuse, or theft of College property or property belonging to members of the College community. Students found to have violated this provision may be required to make restitution for any loss of property, in addition to other sanctions which might be imposed.

9. Non-Compliance

A student may be disciplined for:

- a. Willfully failing to comply with a proper order or summons when requested by authorized College officials;
- b. Willfully failing to comply with instructions of College officials acting in performance of their duties;
- c. Willfully failing to appear before a disciplinary committee upon request;
- d. Failure to provide student identification upon request;
- e. Failure to abide by or comply with College policies and procedures;
- f. Failure to comply with the housing/residence life contract; or
- g. Failure to comply with an ordered sanction.

10. Abuse of the Judicial System

Abusing the judicial system includes but is not limited to:

- a. Failure to obey the summons of the Judicial Board or College Official;
- b. Falsification, distortion, or misrepresentation of information before a Judicial Board;
- c. Disruption or interference with the orderly conduct of a judicial proceeding;
- d. Attempting to discourage an individual's proper participation in, or use of, the judicial system;

- e. Attempting to influence the impartiality of a member of the Judicial Board prior to, and/or during, and/or after a judicial proceeding;
- f. Harassment (verbal or physical) and/or intimidation of a member of the Judicial Board prior to, and/or during, and/or after a judicial proceeding;
- g. Failure to comply with imposed sanction(s); or,
- h. Influencing or attempting to influence another person to commit an abuse of the judicial system.

11. Disruptive, Disorderly, or Reckless Conduct

Disruptive, disorderly, or reckless conduct includes indecent exposure, lewd behavior, bomb threats, false fire alarms, and other actions which disrupt normal College functions, activities, and processes of the College community. When disorderly or disruptive conduct occurs in class, a faculty member may file a complaint of misconduct with the Judicial Administrator, and after a hearing, if that complaint is upheld; the student may be administratively withdrawn, and may then appeal. Disruptive, disorderly, or reckless conduct includes, but is not limited to the following:

- a. Threats, physical abuse, harassment, or hazing which threatens or endangers the health, safety, or welfare of a member of the College community;
- b. Fighting or physically assaulting another person or recklessly causing physical harm or causing reasonable apprehension of such harm;
- c. Obstructing or disrupting teaching, research, administrative and public service functions;
- d. Obstructing or disrupting disciplinary proceedings or other authorized College activities;
- e. Intentional participation in campus demonstrations which disrupt the normal operations of the College and infringe on the rights of other members of the College community;
- f. Leading or inciting others to disrupt scheduled and/or normal activity in any campus area, causing infringement on the rights of members of the College community; or,
- g. Trespass or unauthorized entry to any College premises, facility, property, or at a College-sponsored event or activity.

- 12. Possession of Dangerous Weapons, Firearms, or Explosives on Campus**
Except for authorized use by law enforcement agencies and officials, the possession or use of dangerous weapons, firearms, or explosives is prohibited on College property. Prohibited weapons are those listed in the North Carolina Code, including, but not limited to the following: BB guns, marshal arts weapons, brass or metal knuckles, stun guns, pellet guns, rifles, air/gas guns, laser pointers, hand guns and multiple firing weapons, knives, straight razors, or any sharp pointed or edged instrument (e.g., box cutters) and chemicals such as tear gas, any incendiary devices, biological agents, grenade, mine or powerful explosives, and ammunition.
- 13. Violations of Residence Life and Housing/Rules and Regulations**
Any violation of Residence Life and Housing/Rules and Regulations is subject to discipline under this Student Code of Conduct.
- 14. Cellular Telephone and Pagers in the Classroom**
The use of cellular phones and pagers is expressly prohibited in academic classrooms and laboratories. All such telephones and pagers, audible or silent, must be kept in the "Off" position while students attend classes. Students in non-compliance may be asked to leave the classroom immediately upon discovery of phone and/or pager use.
- 15. Ticket Scalping**
Selling tickets to College functions or events for a price in excess of the price printed on the ticket is prohibited.
- 16. Contracts**
Students as individuals or representatives of student organizations are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability for the College. In such instances, the College will hold the student individually, and/or the student organization, liable for the financial or legal consequences or damages that may result from such unauthorized actions.
- 17. Possession of Stolen Property**
Knowingly possessing property that may be identified as being stolen from the College or from any other person is prohibited.
- 18. Obstruction of the free flow of pedestrian or vehicular traffic**
Blocking, impeding, or causing a restriction to the free flow of pedestrian or vehicular traffic on College premises, or at College sponsored or supervised events is prohibited.

19. Forcible Entry

Breaking and entering into any building, structure, or facility on College premises is prohibited.

20. Littering, Throwing Objects Out of Windows

The inappropriate disposal of refuse, including ejecting or dropping any object from windows in residence halls or balconies or other College buildings or vehicles is prohibited.

21. Falsely Reporting Fires

Falsely reporting fires or other emergencies, falsely setting off fire alarms or tampering with fire equipment is prohibited (Residence Hall regulations).

22. Arson

The malicious or fraudulent burning of property, creating fires, open flames, and/or lighting flammable materials in a building or facility on College premises.

23. Disregard of Fire or Evacuation Alarm Signals

The disregard of fire alarm signals or refusal to evacuate a building or a section of a building when a fire or evacuation alarm is sounding is prohibited.

24. Harassment

Engaging in intentional conduct directed at a specific person or persons which seriously alarms or intimidates such person or persons and which serves no legitimate purpose will not be tolerated. Such conduct may include: explicit or implicit threats, including gestures which place a person in reasonable fear of unwelcome physical contact, harm, or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person which are by common usage lewd, obscene, expose a person to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice or graphic means, or making a telephone call, anonymously, whether or not a conversation ensues.

25. Sexual Harassment

For the purpose of this Policy, the College adopts the sexual harassment definitions promulgated by the Equal Employment Opportunity Commission (EEOC) and the Office of Civil Rights of the United States Department of Education (OCR). Unwelcome sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature constitute sexual harassment when **[VI-1.20 (B) - Saint Augustine's**

College guidelines and policies prohibiting sexual harassment and campus procedures and policies for filing complaints as approved by the president]:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment by the College or an individual's participation in a program; or
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
- C. Such conduct by an employee, by a student, or by a third party is sufficiently severe, persistent, or pervasive to:
 - a. limit an individual's ability to participate in or benefit from an educational program or activity;
 - b. create a hostile or abusive educational environment; or
 - c. have the purpose or effect of unreasonably interfering with an individual's work performance, or of creating an intimidating, hostile, or offensive work environment at the College.

26. Sexual Assault I

By stranger or acquaintance, rape, forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening with any object. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness, of which the accused is aware or should have been aware.

27. Sexual Assault II

By stranger or acquaintance, the touch of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

- Students who are victims of sexual assault shall be offered access to counseling through mental health services available at the institution, other victim service entities in the surrounding community, or the nearest state designated rape crisis program. After a sexual assault has been reported at the institution, and

upon the request of the alleged victim, the victim shall be offered an alternative academic, living or employment situation if such alternative is available, feasible, and appropriate to the facts of the sexual assault reported.

28. Smoking

Pursuant to State law, smoking is prohibited in all buildings, including residence halls.

29. Identity Theft

Violations include, but are not limited to knowingly and willfully assuming and using personal identifying information, without the consent of said owner, for the purpose of misrepresenting oneself; using, selling, or transferring that information to obtain any benefits, credit, goods, services or other items of value in the name of said owner, is a violation of this Code.

30. Retaliation

Harassment of complainant or other person(s) alleging misconduct, including but not limited to intimidation, threats or unwanted physical contact.

31. Violating the Terms of a Sanction

Violating the terms of any disciplinary sanction imposed (including failing to meet deadlines and/or committing a violation of College rules while serving a probationary sanction) in accordance with the Student Code of Conduct will be grounds for further action under the Code.

32. Stalking

Any repeated conduct directed specifically at another person that causes that person to fear for his or her safety. Such conduct includes, but is not limited to: telephone calls, following another person, and acts that threaten or intimidate another person through fear of bodily injury or death.

33. Harboring

Knowingly harboring or transporting a fugitive from justice, or any individual who has been officially barred (suspended or expelled) from the College or College sponsored activities, or for whom there is an outstanding warrant, is prohibited.

34. Illegal Gambling or Wagering

Gambling or wagering in any form is not permitted on the College premises, without the prior approval of the Vice President for Enrollment Management and Student Services.

35. Misuse of Keys

Duplication or misuse of College keys or other access devices is a violation of the Code.

36. Violation of Criminal Codes of the Local, State or Federal Governments

Actions or activities, on or off-campus, that violate criminal law, also violate the Student Code of Conduct and are subject to judicial action.

37. Hazing

Hazing, in any form, is a violation of both the National Pan Hellenic Board (NPHC) and the Saint Augustine's College Hazing Policy.

- a. No member of the College community shall participate in the hazing of another.
- b. No member of the College community shall knowingly permit the hazing of any person.
- c. No member of the College community shall fail to report hazing.

SUBSTANCE ABUSE POLICY

The Drug and Alcohol Policy at Saint Augustine's College is designed to insure that all members of the College community understand that the use, possession and/or sale of illegal drugs and the abuse of alcohol are contradictory to the goals of the College. Furthermore, each person should be aware that the use, sale or possession of illegal drugs and the abuse of alcohol are, subject to specific sanctions and penalties.

It is not a violation of "double jeopardy" to be subject to the terms of this policy as well as the provisions of the "North Carolina Controlled Substances Act" (1971, c. 919, s. 1.). Further questions may be directed to the Office of Human Resources or the Office of Judicial Affairs.

Certain violations of the Drug and Alcohol Policy may jeopardize an individual's future as it relates to continued College enrollment or future employment possibilities, depending on the severity of the policy violation(s).

Further, it is a policy of the College that the educational, legal and medical aspects of this issue be emphasized on an annual basis through the provision of programs and activities in the following areas:

- a. Annual Drug and Alcohol Education Week - Workshops and seminars on drug abuse led by former drug addicts and community agencies such as MADD, SADD,
- b. Drug and Alcohol Awareness Fair - Exhibits featuring drug and alcohol related paraphernalia;
- c. Media presentations on the College's radio and television stations, WAUG, emphasizing the most current programs with drug and alcohol education messages;
- d. "Home for the Holidays, Don't Drink and Drive"; Drug and Alcohol Abuse Prevention Campaign;
- e. Publication of brochure on drug education;
- f. Continuous monthly outreach programs in each residence hall.

Although directed primarily to the student population, the above noted educational programs are also open to participation by all categories of College employees.

The Office of Judicial Affairs in cooperation with the Counseling and Psychological Center, the Gordon Health Services Center and the Campus

Police Department are the designated College department responsible for the planning and implementation of drug and alcohol education programs geared toward the special needs of the Saint Augustine's College students. The programs implemented include lunchtime seminars jointly conducted by the Counseling and Psychological Center, the Gordon Health Center, the Campus and Raleigh Police Departments and the Wake County Mental Health Department.

Rehabilitation

The College recognizes that rehabilitation is an integral part of an effective drug and alcohol policy. Consistent with its commitment in the areas of education and sanctions, it is the College's intent to provide an opportunity for rehabilitation to all members of the College family. This commitment is evidenced through access to existing College resources and is furthered by referrals to community agencies.

Students:

The College Counseling Center and the Student Health Center are available to provide medical and psychological assessments of students with drug/alcohol dependency and drug/alcohol abuse problems. Based on the outcome of this assessment, treatment can be provided by either or both of these centers. If, however, the scope of the problem is beyond the capability of these Centers, affected students will be referred to appropriate community agencies.

Employees:

Referrals to local community agencies will be made available to include the Wake County Mental Health Center and private physicians. The cost of such services will be the individual's responsibility. The services of the College's Counseling and Health Centers are not normally available to faculty and staff members except in emergency situations.

SANCTIONS

A. Illegal Drugs/Prohibited Conduct

All members of the College community have the responsibility for being knowledgeable about and in compliance with the provisions of North Carolina law as it relates to the use, possession or sale of illegal drugs as set forth in Article 5, Chapter 90 of the North Carolina General Statutes. Any violations of this law by members of the College, subjects the individual to prosecution both by College disciplinary proceedings and by civil authorities. It is not a violation of "double jeopardy" to be prosecuted by both of these authorities. The

College will initiate its own disciplinary proceedings against a student, faculty member, administrator or other employee when the alleged conduct is deemed to affect the interests of the College.

Penalties will be imposed by the College in compliance with procedural safeguards applicable to disciplinary actions against students (see the *Student Code of Conduct*), faculty members (see the *Faculty/ Staff Handbook*), administrators (see the Board of Trustees Policies Concerning Senior Administrative Officers).

The penalties imposed for such violations range from written warnings with probationary status to expulsion from enrollment and discharges from employment. However, minimum penalties that apply for each violation are listed in the Student Code of Conduct and The faculty and Staff Handbook. For additional information, direct questions to the Office of Human Resources or the Office of Judicial Affairs.

B. Alcohol/Prohibited Conduct

1. Employees:

While the sale, possession, or consumption of alcoholic beverages is not illegal under state or federal law, it is, hereby, the policy of Saint Augustine's College that the consumption of alcohol sufficient to interfere with or prohibit the otherwise normal execution of job responsibilities is improper and subjects the employee to appropriate disciplinary procedures. It is also the policy of Saint Augustine's College that alcoholic beverages cannot be sold on campus. Employees violating the above noted policies are subject to appropriate disciplinary procedures, which range from warning and probation to dismissal consistent with the individual circumstances.

Similarly, employees are reminded that, under N.C. law, it is illegal to sell or give malt beverages, unfortified wine, fortified wine, spirituous liquor or mixed beverages to anyone less than 21 years old. It is also illegal to aid and abet any person less than 21 years old in the purchase or possession of the alcoholic beverages noted above. Employees found violating these state laws are subject to legal sanction as well as the appropriate disciplinary procedures.

2. Students:

Students are reminded of the following College regulations and state laws regarding alcoholic beverages as contained in the Student Handbook:

- a. Students are liable for violation of State Law GS 18B-302 while on College premises: 18B-302 Sale to or Purchase by Underage Persons
 1. Sale – It shall be unlawful for any person to:
 - a. Sell or give malt beverages or unfortified wine to anyone less than 21 years old; or
 - b. Sell or give fortified wine, spirituous liquor, or mixed beverages to anyone less than 21 years old.
 2. Purchase or Possession - It shall be unlawful for:
 - a. A person less than 21 years old to purchase, to attempt to purchase, or to possess malt beverages or unfortified wine; or
 - b. A person less than 21 years old to purchase, to attempt to purchase, or possess fortified wine, spirituous liquor, or mixed beverages.
 3. Aider and Abettor
 - a. By Underage Person - Any person under the lawful age to purchase and who aids or abets another in violation of subsection (a) or (b) of this section shall be guilty of a misdemeanor punishable by a fine of up to five hundred dollars (\$500.00) or imprisonment for not more than six months, or both, at the discretion of the court.
 - b. By Person over Lawful Age - Any person who is over the lawful age to purchase and who aids or abets another in violation of subsection (a) or (b) of this section shall be guilty of a misdemeanor punishable by a fine of up to two thousand dollars (\$2,000) or imprisonment for not more than two years, or both, at the discretion of the court.
- b. Students are responsible for conforming to state laws pertaining to:
 1. Transportation of alcoholic beverages
 2. Consumption of alcoholic beverages in public places
 3. Consumption of alcoholic beverages by students under the legal age
 4. Abuses of alcoholic beverages
- c. There will be no consumption of alcoholic beverages on the Saint Augustine’s College campus.

d. The College discourages the drinking of alcoholic beverages, and other abuses of alcoholic beverages. Being under the influence of alcohol is considered a breach of conduct, and students who violate these standards are subject to disciplinary action.

Violation of the above regulations and laws will subject students to criminal prosecution as well as campus-based charges.

3. Suspension Pending Final Disposition

The College reserves the right through the President or her designee to suspend a student, faculty member, administrator and other employee between the time of the initiation of charges and the hearing to be held. Such decision will be made based on whether the person's continued presence within the College community will constitute a clear and immediate danger or disruption to the College. In such circumstances the hearing will be held as promptly as possible.

FERPA (Federal Education Rights and Protection Act) now allows the parents of students who are found responsible for alcohol/substance abuse violations, who are under 21 years of age and legally dependent, to be notified of such violations.

North Carolina Hazing Law

CHAPTER 14. CRIMINAL LAW

SUBCHAPTER 03 . OFFENSES AGAINST THE PERSON

ARTICLE 9. HAZING

N.C. Gen. Stat. Â§ 14-35 (2007)

Â§ 14-35. Hazing; definition and punishment

It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor.

HISTORY: 1913, c. 169, ss. 1, 2, 3, 4; C.S., s. 4217; 1969, c. 1224, s. 1; 1993, c. 539, s. 19; 1994, Ex. Sess., c. 24, s. 14(c); 2003-299, s. 1.

Sanctions and Definitions

Upon the finding of a violation of the Code of Conduct, students are subject to any of the following sanctions, alone or in combination. The purpose of judicial sanctions is to educate students about responsible behavior as members of the Saint Augustine's College community, to maintain order, to provide an atmosphere in which students can study and develop academically, and to protect the rights and property of others. During deliberations, the Judicial Board and/or the Judicial Administrator may take into consideration the following factors when determining an appropriate sanction: the present demeanor of the accused student, the accused student's past disciplinary record, the nature of the violation, and the nature and extent of damage, injury, or harm resulting from the violation. Sanctions are imposed, consistent with the severity of the violation and without regard to a student's classification, prospective graduation date, the time in the semester, or when the violation occurred, scholarship status or any other factor.

Students who fail to complete their prescribed sanctions within the time allotted, may have their registration cancelled for subsequent semesters, until such time as the sanctions have been completely satisfied. Failure to perform prescribed sanctions, as directed, can lead to the imposition of more severe sanctions, including suspension from the College. Parents of minor students who receive a disciplinary sanction and/or arrest may be notified by a College official.

One or more of the following sanctions may be imposed for any single violation of the Saint Augustine's College Student Code of Conduct.

1. **Expulsion**

Expulsion constitutes the permanent separation of the student from the College, to which a student is not eligible for readmission and is permanently barred from College property and from all College sponsored or sanctioned events. In addition, students expelled from the College may not attend another college. If an expelled student returns to the campus, he or she may be charged with unlawful entry (trespass) and arrested. Any student who is expelled is not entitled to any tuition or fee refund.

2. **Suspension**

Suspension involves separation of the student from the College for a specified period of time. In particular cases, the student may also be barred from College property during the period of suspension. Any student who is suspended shall not be entitled to any tuition or fee refund. Upon the imposition of a sanction of suspension, the Judicial Administrator will place a disciplinary hold (academic flag) on the student's record, which will prevent reinstatement until the completion of the suspension. Upon completion

of the suspension, the student must contact the Judicial Administrator for reinstatement and to have the hold removed.

3. Disciplinary Probation

Disciplinary probation is a written reprimand for violation of specified regulations, imposed for a specified period of time. A sanction of disciplinary probation includes the probability of more severe disciplinary sanctions (including, but not limited to suspension and expulsion from the College) if the student is found to be violating the Student Code of Conduct during the probationary period.

4. Disciplinary Reprimand

Disciplinary reprimand involves the issuance of a formal written warning to the student that future misconduct may result in more severe disciplinary action.

5. Suspension of Group

Suspension is the withdrawal of an organization's recognition by the College for a stated period of time when an organization is found to have violated the Student Code of Conduct. Suspension shall result in complete suspension of the activities of the group during the stated period of time and may also include conditions for removal of suspension.

6. Organizational Dissolution

Organizational dissolution is a sanction imposed upon student organizations that violate the Student Code of Conduct. The sanction involves permanent withdrawal of recognition by the College, denial of the use of College facilities or funds, and official dissolution of the organization on the campus.

7. Mandatory Work Sanction

Assignment may be made to perform tasks under the supervision of the Judicial Administrator, or faculty/staff assigned, or another outside agency, for a period of time.

8. Restitution

Restitution may be imposed on students when a violation of the Student Code of Conduct involves monetary loss or damage. Restitution to the College becomes a financial obligation, and failure to pay restitution may impact upon a student's ability to register for classes, to graduate, or to obtain a transcript.

9. Cancellation of Housing Contract

Violation of the Student Judicial Code may result in cancellation of the accused student's housing contract and denial of a housing contract in the future:

- When a sanction of suspension from College housing is imposed, the student is denied the opportunity to enter, even as a guest, or to live in College housing for a specified or indefinite period of time. **Students removed from College housing shall remain liable for all housing fees and are not eligible for any refunds for the full occupancy period of the housing contract.**
- When a sanction of expulsion from College housing is imposed, the student is permanently denied the opportunity to live in College housing, or to enter College housing, even as a guest. **Students removed from College housing shall remain liable for all housing fees and any damages incurred, and are not eligible for any refunds for the full occupancy period of the housing contract.**

10. Academic Registration Block

The Vice President for Enrollment Management and Student Services may request that the Registrar place an Academic Registration Block on a student's ability to register or to secure classes for subsequent semesters, for violations of the Code. The academic registration block will remain in place until the student has satisfactorily completed his sanction(s).

11. Presumptive Dismissal/Dismissal

Includes any disciplinary separation of a student from the College, whether for a fixed period of time or permanently. As such, it includes both suspensions and expulsions. Moreover, under this provision a student who is suspended may not be admitted to any other College or institution for the term of the suspension. A student who is expelled may not be admitted to another institution for at least one year (Saint Augustine's College will not provide college transcript or recommendation for the purpose of transfer). Presumptive dismissal does not mean automatic dismissal. The policy contemplates (and constitutional principles require) that the student will have access to normal campus judicial proceedings and policies. However, in order to avoid dismissal, the student will have to demonstrate specific mitigating or extenuating circumstances that persuade the final decision maker that a lesser penalty is appropriate.

12. Order to Obtain Counseling

In cases where this sanction has been imposed, the student shall be required to provide evidence (on official agency's letterhead) to the Office of the Judicial Administrator, of attendance and satisfactory completion of counseling by qualified professionals.

13. Fees

The Judicial Board may assess fees as a part of its sanction.

- Students found in violation of College alcohol or drug regulations shall be assessed for a first offense \$50.00, plus any additional sanctions; for a second and any subsequent offense \$100.00, plus any additional sanctions.

14. Other Sanctions

- Sanctions other than those described above may be imposed for violations of the Student Code of Conduct. For example, participation in extra-curricular or athletic activities may be limited, or a student may be required to attend special classes, counseling or conferences on anger management, alcohol and drug abuse, etc.

Amendments to the Student Code of Conduct

The Judicial Board may propose changes to the Student Code of Conduct at any time. In addition, the Judicial Board shall participate in the bi-annual review of the Student Code of Conduct and make recommendations to the Vice President for Enrollment Management and Student Services regarding omissions, clarifications, constructive changes, and other matters germane to the proper interpretation and operation of the Code. Proposed amendments shall be reviewed by the College Judicial Committee and then submitted to the Vice President for Enrollment Management and Student Services, who will coordinate an extensive review of the amendments. The review shall include, but not be limited to, consultation with the Student Government Association, the College's legal advisor, and other appropriate bodies. The Vice President for Enrollment Management and Student Services submits recommendations to the Saint Augustine's College President for action.

World Wide Web Policy

Access to the World Wide Web on Saint Augustine's College computing systems is a privilege provided to members of the Saint Augustine's College community. Because the World Wide Web is a worldwide public electronic highway, Saint Augustine's College users must conduct their activities in a courteous and professional manner. Appropriate use policies for Saint Augustine's College computer accounts also apply to all Internet access.

Internet Access to the World Wide Web may not be put to inappropriate uses that include, but are not limited to:

1. Use of copyrighted materials in any form without the express written permission of the original copyright owner, also known as plagiarism.
2. Use of loud or obscene audio or video images (i.e., photographs, paintings, or derivatives thereof), videos, or movies of individuals
3. Use of any personal information that is not public record pertaining to other individuals without their express written consent.
4. Use of any images, data, vulgar websites that are abusive, obscene, harassing, threatening, or discriminatory.
5. Use of any images or data that violate Saint Augustine's College policies (e.g., Sexual Harassment Policy) or local, state, or Federal laws.
6. Creation of direct hypertext links to abusive, obscene, harassing, threatening, or discriminatory material.
7. Use of materials whose nature or volume compromises the ability of the system to serve other users' documents and individual home pages.
8. Any use which constitutes academic dishonesty.

Use of Electronic Mail

1. Email should be professional and courteous.
2. Email must not contain any illegal, libelous or offensive statements.
3. All statements meant to harass - sexually or otherwise - are prohibited.
4. Email is for business purposes, not for personal use.
5. All email is college property.
6. The college reserves the right to access emails sent to or from every computer.
7. The college reserves the right to retrieve email stored on its servers that users have deleted from their email programs.
8. Employees who violate the email policy will be subject to disciplinary measures up to and including termination.

Policy Violations

Individuals who become aware of inappropriate, unethical, or illegal use of Saint Augustine's College computing resources, inappropriate content of an individual home page, or any inappropriate electronic communication should notify the Center for Information Technology at 919-516-4379. During the investigation of an alleged policy violation, a user's computing and network access may be suspended. Saint Augustine's College reserves the right to examine a user's recorded and stored information in the course of investigating an alleged policy

violation. Violations of this policy may result in disciplinary action, including, but not limited to, suspension of Internet access, suspension of email privileges, suspension of computing privileges, suspension or expulsion from the College, suspension or termination of employment, fines, and legal action.

Changes in Policy

These policy directives are subject to change over time. As a user of the College computing resources, you will be notified by e-mail or public flyer of any changes in the policy that directly relate to you as an end-user.

Food, Drinks and Cell Phones

Food, drinks and cell phones are prohibited in the computer labs. There are no exceptions. This policy protects the equipment from spills that could disable machines.

Notices

At various times, updated instructions for the system and notices concerning the operation of the system will be posted on the bulletin board outside the lab. Additional flyers may be posted on the entrances to the lab of changes in schedule of opening and closing. These notices usually occur during the semester and before finals.

Printing

Printers are located in every lab. Currently students are not being charged to print.

Problems and Help

The Center for Information Technology is responsible for ensuring access to the campus' computing and telecommunication resources. Information regarding the services offered in addition to online tutorials, events and online support ticket requests can be found on the college website at <http://www.st-aug.edu/FacultyStaff/technology/technology.htm>. Support ticket requests can be completed in any of the computer labs by clicking the "Support Ticket" icon on the desktop.

All students must have a valid User ID and password to access the Saint Augustine's College network, the CAMS Student Portal, wireless access areas, emergency alert system and computing resources found in various computer labs across campus. User ID requests, Password Resets and support ticket requests can be submitted by using the Kiosk found on the first floor of the Benson Building. There is a 24 hour turn around time to process the **signed** request. It should be noted that sharing logon information with other students or non-students for the purpose of access is a policy violation. (See *Policy Violations*)

Saint Augustine's College - Computer Labs

General Labs

Boyer 005 Smart Computer Lab, Boyer Building

Monday – Thursday 8:00 AM – 11:00 PM
 Friday 8:00 AM – 10:00 PM
 Saturday 10:00 AM – 5:00 PM
 Sunday 2:00 PM – 5:00 PM

Surf Lab, Prezell R. Robinson Library

Monday – Thursday 8:00 AM – 11:00 PM
 Friday 8:00 AM – 5:00 PM
 Saturday 1:00 PM – 5:00 PM

Discipline Specific Labs

Education

Model Education Computer Lab 207, Boyer Building
 Monday – Friday 9:00 AM – 5:00 PM

Music

FAB VPA 109, Seby Jones Building
 TBD

Business/Programming

Cheshire 002, Cheshire Building
 Monday – Thursday 8:00 AM – 10:00 PM
 Friday 8:00 AM – 9:00 PM

Science

Penick Computer Lab 006, Basement
 Penick Building
 Monday – Friday 9:00 AM – noon, 2:30 PM – 5:00 PM

Cheshire 006, Cheshire Building

Monday – Thursday 8:00 AM – 10:00 PM
 Friday 8:00 AM – 9:00 PM

Physics and Engineering Computer Lab 211,
 Penick Building
 TBD

Communications/Graphics Lab

Seby Jones Room 220 Smart iMac Computer Lab,
 Seby Jones Building
 Monday – Friday 8:00 AM – 5:00 PM

GRE Lab 217, Penick Building
 TBD

Specialty Labs

Career Services

The Belk Career Center, Goold Hall
 Monday – Friday 9:00 AM – 5:00 PM

Foreign Language Lab

Boyer 007, Boyer Building
 Monday – Friday 9:00 AM – 5:00 PM

Commuter Lounge, Second Goold Hall

Monday – Friday 8:00 AM – 11:00 PM
 Saturday - Sunday 10:00 AM – 3:00 PM

Adult Learners Program

Gateway Program, New Bern Avenue
 Monday – Friday 8:30 AM – 10:00 PM
 Saturday 8:00 AM – 4:00 PM

Faculty and Staff Development

Faculty and Staff Development Smart Computer
 Lab 203, Benson Building
 Monday – Friday 9:00 AM – 5:00 PM

Writing Center Lab

Writing Center 306, Boyer Building
 Monday – Friday 9:30 AM – 7:00 PM

Dormitory Labs

Baker Hall 24 hours
 Boyer Hall 24 hours

Latham Hall 24 hours
 Weston Hall 24 hours

Fundraising, Vending, and Sales

The dining hall can be used to conduct fundraisers or publicity campaigns for student organization or other approved Saint Augustine's groups. To reserve a table in the dining hall, you must fill out a Dining Hall Vending Permit in the Office of Student Activities.

Fundraiser Approval Forms must be completed and approved before a student organization begins a fundraising activity. These forms help prevent multiple organizations from conducting fundraisers at the same time or with the same items and prevent organizations from contracting with less than ethical vendors. Copies of the form may be picked up in the Office of Student Activities.

Saint Augustine's College does not permit the sale of items advertising or advocating the use of drugs, including alcohol or tobacco. Saint Augustine's College reserves the right to deny permission to any group selling or distributing materials which are not in accord with the philosophy of the College. All student organizations planning to sell an item must fill out a Fundraiser Approval Form, even if the group is not using the sales for fundraising purposes.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

THE PREAMBLE

We, the students of Saint Augustine's College in order to promote unity, self-government, and to ensure the rights of all students are maintained, hereby declare without any inhibition, our commitment to quality education. We remain committed to an effective, progressive and constructive promotion of positive ideals that will develop the entire student body physically, spiritually and intellectually. We hereby establish this Constitution as the supreme law governing the Student Government Association of Saint Augustine's College in Raleigh, North Carolina.

ARTICLE I NAME AND PURPOSE

SECTION 1

The name of this organization shall be called the Student Government Association of Saint Augustine's College in Raleigh, North Carolina.

SECTION 2

The purpose of the Student Government Association is to receive assessment from authorities of the institution and forward it to the student body; to represent the student body in progressive student opinion and to refer them to proper channels; and to act as an effective three way communication between the student government, administration and all other organizations of the College.

SECTION 3

It shall be the duties of the Student Government Association to maintain the provisions of the Constitution with good intent and keeping with the needs and desires of the students of Saint Augustine's College.

ARTICLE II **BRANCHES OF GOVERNMENT**

SECTION 1

The Student Government Association shall consist of three branches of government:

- A. **The Executive Branch** shall be comprised of the President, Vice President, Executive Assistant, Executive Secretary, Board of Trustees Representative, Business Manager, and the Chairpersons of each Executive Committee (Academic Affairs, Community Outreach, Internal Affairs, Public Relations, Spirit Squad, and Student Welfare). The Executive Branch of the Student Government Association will request that the college administration assist it in enforcing all student statutes passed by the Senate and approved by the Administrative Council.
- B. **The Legislative Branch** shall be called the Senate. The Senate shall be comprised of the Presidents and Vice Presidents of each class, along with one (1) appointed Representative from each class. The Vice President of the Student Government Association shall serve as the Senate Speaker (and tie-breaker in the event of a tie vote). There shall be sixteen (16) Senators within the Legislative Branch.
 1. **The Supreme Power** of the Student Government Association shall be in the Senate. The Senate shall be composed of 16 voting members: the Presidents, Vice Presidents, and Senators of each class, the Business Manager, the Internal Affairs Chairperson, the Board of Trustees Representative, and the Student Government Association Vice President (Speaker of the House with no voting power except in a tie breaker). The Senate shall have the following **Powers**:
 - a. To allocate funds to all agencies of the Student Government Association.
 - b. To enact laws to promote the general welfare of the student body.
 - c. To add new legislation for the Constitution and to be the final interpreter of the Constitution.
 - d. To confirm or reject nominations made by the President of the Student Government Association with two third votes, provided that those present constitute a quorum.

- e. To override a presidential veto by a two-third vote provided that those present constitute a quorum.
 - f. To suspend, expel, or remove from office, by a two-thirds vote of the entire Senate, any elected Student Government Association official for reasons of neglect of duty, misconduct, malfeasance, a violation of the Student Code of Conduct, and/or a violation of the Constitution. Impeachment charges shall be investigated and submitted to the Senate by the Internal Affairs Committee.
 - g. To make appointments to standing and special committees as the Student Legislature deems necessary with approval by the President.
 - h. To require adequate financial records, monetary documents, purchases and contract agreements from all sources receiving money from the Student Government Association.
2. The Student Senate shall be presided over by the Vice President and in his/her absence by the Internal Affairs Committee Chairperson. This individual, however, cannot vote except in the case of a tie.
 3. Members of the Senate are required to attend all sessions.
 4. The Student Senate shall convene twice per month; all other formal meetings that it deems necessary should be decided by a majority vote by the Senate.
 5. A quorum shall consist of nine (9) members. No business can be voted upon without a quorum.
- C. **The Judicial Branch** shall consist of the Supreme Court and other courts as deemed necessary by the Legislature (Senate). The Supreme Court shall consist of the Internal Affairs Committee. The Internal Affairs Committee shall have the following powers and duties:
1. To review all cases that is violations of the Student Government Association Constitution established by the Senate.
 2. To investigate charges for impeachment from office.
 3. To recommend sanctions for disciplinary actions concerning Student Government Association violations, and to establish rules and procedures on how cases shall be presented.
 4. A committee member shall disqualify himself/herself from hearing a particular case should he/she possess any prior information, which would prejudice his/her judgment.
 5. To work with the Office of Enrollment Management and Student Services.

ARTICLE III Qualifications and Responsibilities of Elected Officials

SECTION 1

A. The qualified candidates for the elected position of **Miss Saint Augustine's College**

1. Must have a cumulative grade point average of 2.7 on a 4.0 grading scale and maintain at least a 2.7 grade point average during the academic year at the time of application.
2. Must be in good social and financial standing with the College at the time of application.
3. Must have acquired seventy-five (75) hours and completed ninety (90) hours to serve at the time of application.
4. Must be unmarried and without children.
5. Must be a full-time student of the College with residential status at least two (2) semesters prior to date of application.
6. Must submit three letters of recommendation, one from a community leader to attest to supervised community service performed; the second, from a church or civic organization to attest to membership and affiliation with an organization and services rendered with that organization; thirdly, from a faculty member currently on the faculty with Saint Augustine's College.
7. A committee composed of three (3) students and four (4) faculty and/or community members appointed by the Vice President for Enrollment Management and Student Services must interview all candidates for the title of Miss Saint Augustine's College. This interview must be done prior to any publicity for the title.
8. All candidates must participate in a pageant featuring speeches, formal wear, talent, and business wear.

B. The **POWERS AND DUTIES** of the position of **Miss Saint Augustine's College** shall be:

1. To complete fifty (50) hours of supervised off-campus community service per semester.
2. To establish a Queens Council for the purpose of community service projects off-campus, fundraising, and visibility within the surrounding community
3. The Queen's Council shall consist of the First and Second Attendants, the Campus Queens and Miss Saint Augustine's College.

4. To hold two scheduled monthly meetings for the Queen's Council.
 5. To serve as a voting delegate of the Senate.
 6. To represent Saint Augustine's College in an official capacity whenever requested. Any social functions and activities in which Miss Saint Augustine's College participates must be representative of the high office she holds. Therefore, Miss Saint Augustine's College must consult with her advisor and the Office of Student Activities prior to committing herself to public appearances. Either the Student Government Association President or a designated person by the Office of Student Activities must escort Miss Saint Augustine's College on trips to represent the College.
 7. Miss Saint Augustine's College will be allocated a budget for her coronation and must keep within that budget in planning her coronation. The Chairperson of the Coronation Committee will supervise the planning and budgeting of the Coronation.
 8. In planning her coronation, Miss Saint Augustine's College must maintain a uniform color scheme for herself and the attendants.
 9. The attendants to Miss Saint Augustine's College shall be the first and second place runner-ups to Miss Saint Augustine's College. In the event of removal from office, the First Attendant shall become successor to Miss Saint Augustine's College.
 10. The attire of Miss Saint Augustine's College must be appropriate to the occasion as they represent the College at various functions.
 11. Conduct that is unbecoming and/or detrimental to the title of Miss Saint Augustine's College may be grounds for review and possible impeachment. The Office of Student Activities may initiate such action.
- C. The powers and duties of the **First Attendant** to Miss Saint Augustine's College shall be:
1. To represent integrity in scholarship, leadership, and character.
 2. To represent the United Negro College Fund (UNCF) as a representative of Saint Augustine's College whenever requested.
 3. To attend scheduled workshops, retreats, seminars and conferences.
 4. To participate in community service projects.
 5. To participate in planning campus activities.
 6. To serve on the Queens Council (as established by Miss Saint Augustine's College).

7. To uphold and support Miss Saint Augustine's College.
- D. The powers and duties of the **Second Attendant** to Miss Saint Augustine's College shall be:
1. To represent integrity in scholarship, leadership, and character.
 2. To represent Saint Augustine's College Alumni Affairs whenever requested.
 3. To attend scheduled workshops, retreats, seminars and conferences.
 4. To participate in community service projects.
 5. To participate in planning campus activities.
 6. To serve on the Queens Council (as established by Miss Saint Augustine's College).
 7. To uphold and support Miss Saint Augustine's College.

SECTION 2

Student Government Association

The elected positions of the Student Government Association shall be: President, Vice President, and the Freshmen, Sophomore, Junior, and Senior Class Officers (President, and Vice President).

Student Government Association President

- A. The qualified candidates for the elected position of Student Government Association **President...**
1. Must have a cumulative grade point average of 2.7 on a 4.0 grading scale at the time of application and maintain at least a 2.7 cumulative grade point average during their respective term of office.
 2. Must be in good social and financial standing with the College at the time of application.
 3. Must have completed a minimum of seventy-five (75) credit hours at the time of application.
 4. Must have completed a minimum of 90 hours to serve.
 5. Must be a full-time student with residential status.
 6. Must have been a student of the college for one academic year. (An academic year construed to mean from the time of ones initial registration until that same time the following year.)
 7. Must have served one academic year in the Student Government Association or in a comparable leadership role.

- B. The powers and duties of the Student Government Association **President** shall be:
1. To appoint the members of all standing committees of the College, submitting initial appointments to the Student Senate for approval (ten) business days upon taking office.
 2. To make recommendations to the Senate.
 3. To serve as an ex-officio member of all standing committees of the College, Student College, and student boards.
 4. To call and preside over all student body meetings.
 5. To make one "State of the College Address" each semester to the student body. (A "State of the College Address" is a forum to inform the student body of goals and objectives and issues that the Student Government has or will address.)
 6. To veto any measure passed by the Senate providing that he/she gives his/her objection and a new recommendation; that he/she informs the presiding officer of the Senate in writing of his/her intentions within seventy-two hours. The President has three consecutive calendar days to approve or reject a bill if it shall become law without his/her signature.
 7. To develop and submit an annual Budget Proposal to the Vice President of Business and Financial Affairs of the College.
 8. To address the Senate provided he/she notifies the presiding officer of the Senate in advance.
 9. To issue orders to student members of standing committees of the College and to require written reports from them.
 10. To represent the student body of Saint Augustine's College in interacting with students, faculty and administrators of other Colleges.
 11. To execute all laws and by-laws sanctioned by the student Senate.
 12. To call the Senate into special sessions, after reasonable notification.
 13. To work with the College Administration in enforcing all Student Statutes passed by the Student Senate and approved by the Administrative Council.

SECTION 3

Student Government Association Vice President

- A. The qualified candidates for the elected position of Student Government Association **Vice President**...

1. Must have a cumulative grade point average of 2.7 based on a 4.0 grading scale at the time of application and maintain at least a 2.7 cumulative grade point average during their respective term of office.
 2. Must have completed a minimum of forty-five (45) credit hours at the time of application.
 3. Must have completed a minimum of sixty (60) credit hours to serve.
 4. Must be in good social and financial standing with the College at the time of application.
 5. Must be a full time residential student of the College.
 6. Must have served one academic year in an official capacity in the Student Government Association or comparable leadership role .
- B. The powers and duties of the Student Government Association **Vice President** shall be:
1. To perform the duties of the President in the event of his/her absence or incapacity.
 2. To preside over the Senate.
 3. To assist the President in discharging his duties.
 4. To forward all measures passed by the Senate to the President within three (3) days of their passage.
 5. To preside over the interpretation of the Constitution.

SECTION 4

All classes must elect a President, Vice President, and Class Queen. All other positions shall be appointed and approved by the Senate.

- A. The qualified candidates for elected **Freshmen Class Officers...**
1. Must be a full-time residential student of the College.
 2. Must not have been enrolled at any other college or post secondary institution.
 3. Must have a 2.7 cumulative grade point average on a 4.0 grading scale at the end of the fall semester to serve.
- B. The qualified candidates for elected **Sophomore Class Officers...**
1. Must have at least fifteen (15) semester hours at the time of application and completed thirty (30) hours to serve.
 2. Must have a 2.7 cumulative grade point average on a 4.0 grading scale at the time of application.

3. Must be in good social and financial standing with the College at the time of application.
 4. Must be a full-time residential student of the College.
- C. The qualified candidates for elected **Junior Class Officers...**
1. Must have at least forty-five (45) semester hours at the time of application and completed sixty (60) hours to serve.
 2. Must have a 2.7 cumulative grade point average on a 4.0 grading scale at the time of application.
 3. Must be in good social and financial standing with the College at the time of application.
 4. Must be a full-time residential student of the College.
- D. The qualified candidates for elected **Senior Class Officers...**
1. Must have at least seventy-five (75) semester hours at the time of application and completed ninety (90) hours to serve.
 2. Must have a 2.7 cumulative grade point average on a 4.0 grading scale at the time of application.
 3. Must be in good social and financial standing with the College at the time of application.
 4. Must be a full-time residential student of the College.
- E. The powers and duties of the Student Government Association **Class Presidents** shall be:
1. To preside over respective class meetings and cabinet meetings.
 2. To call special meetings.
 3. To keep and maintain contact with the institution.
 4. To make or suspend appointments to various offices within their class.
 5. To design and facilitate social, educational, and community service programs, events and projects.
 6. To serve as a voting delegate in the Senate.
 7. To attend all meetings and events held by the Student Government Association.
 8. To represent the Student Government Association.
 9. To attend workshops, seminars, retreats and conferences.
 10. To appoint one (1) person as the Senate Representative with a minimum cumulative grade point average of a 2.7 on a 4.0 scale. (Class

Senators are Auxiliary Officers)

F. The powers and duties of the Student Government Association **Class Vice Presidents** shall be:

1. To assist the class President in various duties.
2. To assume the duties of the class President in their absence or at the request of the class President.
3. To attend all meetings and events held by the Student Government Association.
4. To attend workshops, seminars, retreats and conferences.
5. To serve as a voting delegate in the Senate.

G. The powers and duties of the Student Government Association **Class Queens** shall be:

1. To represent integrity in scholarship, leadership, and character.
2. To attend scheduled workshops, retreats, seminars and conferences.
3. To participate in Community Service Projects.
4. To participate in Planning Campus activities.
5. To serve on the Queens Council (as established by Miss Saint Augustine's College)

SECTION 5

Student Government Association Board of Trustees Representative

A. The qualified candidate for the elected position of **Board of Trustees Representative...**

1. Must be in good social and financial standing with the College at the time of application.
2. Must have completed a minimum of sixty (60) credit hours with a cumulative grade point average of no less than 2.7.
3. Must be a full-time residential student of the College.
4. Must have been a student of the College for no less than two (2) academic years.
5. Must be recommended by the Executive Council (Executive Council may recommend more than one candidate).
6. Must be approved by the College Board of Trustees.

B. The powers and duties of the Student Government Association Board of Trustees Representative shall be:

1. To attend all Board of Trustee meetings during the academic year of his/her tenure.
2. To serve as a voting delegate in the Senate.
3. To attend all meetings and events held by the Student Government Association.

ARTICLE IV EXECUTIVE APPOINTMENTS

SECTION 1

The appointed positions of the Student Government Association shall be: Executive Secretary, Executive Assistant, and Business Manager.

SECTION 2

Student Government Association Executive Secretary

A. The qualified candidate for the appointed position of Executive Secretary...

1. Must be in good social standing with the College at the time of application.
2. Must have completed a minimum of thirty (30) credit hours.
3. Must be a full-time residential student of the College.
4. Must have been a student of the College for one academic year. (An academic year is construed to mean from the time of one's initial registration until that same time the following year).
5. Must have served a concurrent academic year in an official capacity in the Student Government Association.
6. Must be approved by the Senate as outlined in Article II – Section 1(B1-d).

B. The powers and duties of the Student Government Association Executive Secretary shall be:

1. To work closely with the President on business related matters of the Student Government Association.
2. To maintain the executive office and work with executive staff to keep office open.

3. To keep all records and documents concerning matters of the Student Government Association.
4. To be responsible for copying, faxing, typing, phoning, mailing and distributing all official business of the Student Government Association.
5. To attend all meetings and events held by the Student Government Association.

SECTION 3

Student Government Association Executive Assistant

- A. The qualified candidate for the appointed position of **Executive Assistant...**
1. Must be in good social standing with the College at the time of application.
 2. Must have completed a minimum of thirty (30) credit hours.
 3. Must be a full-time residential student of the College.
 4. Must have been a student of the College for one academic year. (An academic year is construed to mean from the time of one's initial registration until that same time the following year).
 5. Must have served a concurrent academic year in an official capacity in the Student Government Association.
 6. Must be approved by the Senate as outlined in Article II – Section 1(B1- d).
- B. **The powers and duties of the Student Government Association Executive Assistant shall be:**
1. To work closely with the Vice-President on business related matters of the Student Government Association.
 2. To uphold a standard of professionalism in the executive office.
 3. To assist the Executive Secretary.
 4. To work with the executive staff to keep the office open during scheduled hours.
 5. To attend all meetings and events held by the Student Government Association and the Senate.

SECTION 4

Student Government Association Business Manager

- A. The qualified candidate for the appointed position of **Business Manager**...
1. Must be in good social standing with the College at the time of application.
 2. Must have completed a minimum of thirty (30) credit hours.
 3. Must be a full-time residential student of the College.
 4. Must have been a student of the College for one academic year. (An academic year is construed to mean from the time of one's initial registration until that same time the following year).
 5. Must have served a concurrent academic year in an official capacity in the Student Government Association.
 6. Must be approved by the Senate as outlined in Article II – Section 1(B1- d).
- B. The powers and duties of the Student Government Association **Business Manager** shall be:
1. To maintain financial operations of the Student Government Association.
 2. To keep accurate record of all monetary transactions.
 3. To maintain the operating budget for the Student Government Association.
 4. To serve as a financial counselor for the Student Government Association President.
 5. To maintain all fiscal affairs and work with the executive staff to keep the executive office open during scheduled hours.
 6. To work closely with the Vice-President and the Senate regarding financial operations and transactions.
 7. To serve as a voting delegate of the Senate.

ARTICLE V STANDING COMMITTEES

SECTION 1

The **standing committees** of Student Government Association shall be as follows: **Academic Affairs, Community Outreach, Internal Affairs, Public Relations, Sprit Squad, and the Student Welfare Committee.**

SECTION 2

Student Government Association Academic Affairs Committee

- A. The qualified candidate for the appointed position of **Academic Affairs Committee Chairperson...**
1. Must be in good social standing with the College at the time of application.
 2. Must have completed a minimum of thirty (30) credit hours.
 3. Must be a full-time residential student of the College.
 4. Must have been a student of the College for one academic year. (An academic year is construed to mean from the time of one's initial registration until that same time the following year).
 5. Must have served a concurrent academic year in an official capacity in the Student Government Association.
 6. Serve as an ex-officio member of the Senate.
 7. Must be approved by the Senate as outlined in Article II – Section 1(B1- d).
- B. The Student Government Association **Academic Affairs Committee** shall consist of four (4) students (one from each academic class) and their duties shall be:
1. To coordinate and recommend actions on proposals for curriculum and course changes suggested by the student body.
 2. To respond to issues regarding Institutional Credits, Courses, the College Catalogue, Financial Aid and other related areas.
 3. To report to Student Government Association and the Senate.

SECTION 3

Student Government Association Community Outreach Committee

- A. The qualified candidate for the appointed position of **Community Outreach Committee Chairperson...**
1. Must be in good social standing with the College at the time of application.
 2. Must have completed a minimum of thirty (30) credit hours.
 3. Must be a full-time residential student of the College.
 4. Must have been a student of the College for one academic year. (An

academic year is construed to mean from the time of one's initial registration until that same time the following year).

5. Must have served a concurrent academic year in an official capacity in the Student Government Association.
 6. Serve as an ex-officio member of the Senate.
 7. Must be approved by the Senate as outlined in Article II – Section 1(B1- d).
- B. The Student Government Association **Community Outreach Committee** shall consist of four (4) students (one from each academic class) and their duties shall be:
1. To plan and implement campus projects sponsored by the Student Government Association.
 2. To plan and implement all community service projects sponsored by the Student Government Association.
 3. To report to Student Government Association and the Senate.

SECTION 4

Student Government Association Internal Affairs Committee

- A. The qualified candidate for the appointed position of **Internal Affairs Committee Chairperson...**
1. Must be in good social standing with the College at the time of application.
 2. Must have completed a minimum of thirty (30) credit hours.
 3. Must be a full-time residential student of the College.
 4. Must h Must have been a student of the College for one academic year. (An academic year is construed to mean from the time of one's initial registration until that same time the following year).
 5. Must have served a concurrent academic year in an official capacity in the Student Government Association.
 6. Serve as a voting delegate of the Senate.
 7. Must be approved by the Senate as outlined in Article II – Section 1(B1- d).
- B. The Student Government Association **Internal Affairs Committee** shall consist of four (4) students (one from each academic class) and their duties shall be:

1. Plan and implement campus projects sponsored by the Student Government Association.
2. Investigate charges for impeachment.
3. Act as interpreter of the Constitution in the event of removal of the Student Government Association Vice-President.

SECTION 5

Student Government Association Public Relations Committee

- A. The qualified candidate for the appointed position of **Public Relations Committee Chairperson...**
1. Must be in good social standing with the College at the time of application.
 2. Must have completed a minimum of thirty (30) credit hours.
 3. Must be a full-time residential student of the College.
 4. Must have been a student of the College for one academic year. (An academic year is construed to mean from the time of one's initial registration until that same time the following year).
 5. Must have served a concurrent academic year in an official capacity in the Student Government Association.
 6. Serve as an ex-officio member of the Senate.
 7. Must be approved by the Senate as outlined in Article II – Section 1(B1- d).
- B. The Student Government Association **Public Relations Committee** shall consist of six (6) students and their duties shall be:
1. To be responsible for publicizing the Student Government Association and its activities.
 2. To assist other committees and classes with publicity when needed.
 3. To establish and maintain the Student Government Association website.
 4. To coordinate a Student Government Association calendar.

SECTION 6

Student Government Association Spirit Squad

- A. The qualified candidate for the appointed position of **Spirit Squad Captain...**

1. Must be in good social standing with the College at the time of application.
 2. Must have completed a minimum of thirty (30) credit hours.
 3. Must be a full-time residential student of the College.
 4. Must have been a student of the College for one academic year. (An academic year is construed to mean from the time of one's initial registration until that same time the following year).
 5. Must have served a concurrent academic year in an official capacity in the Student Government Association.
 6. Serve as an ex-officio member of the Senate.
 7. Must be approved by the Senate as outlined in Article II – Section 1(B1- d).
- B. The Student Government Association **Spirit Squad** shall consist of twelve (12) students and their duties shall be:
1. To be responsible for implementing activities for student entertainment.
 2. To be responsible for making certain students are informed of sporting events and are in attendance.
 3. To participate in community service projects.

SECTION 7

Student Government Association Student Welfare Committee

- A. The qualified candidate for the appointed position of **Student Welfare Committee Chairperson...**
1. Must be in good social standing with the College at the time of application.
 2. Must have completed a minimum of thirty (30) credit hours.
 3. Must be a full-time residential student of the College.
 4. Must have been a student of the College for one academic year. (An academic year is construed to mean from the time of one's initial registration until that same time the following year).
 5. Must have served a concurrent academic year in an official capacity in the Student Government Association.
 6. Serve as an ex-officio member of the Senate.

7. Must be approved by the Senate as outlined in Article II – Section 1(B1- d).
 8. Must appoint chairpersons to three (3) subcommittees (Cafeteria, Academic, and Housing).
- B. The Student Government Association **Student Welfare Committee** shall consist of nine (9) students and their duties shall be:
1. To focus on issues dealing with student needs.
 2. To deal with issues concerning the well being of students.
 3. To allow students a choice in issues concerning Safety, Residence Life and Health Services.

ARTICLE VI VACANCIES AND SUCCESSIONS

SECTION 1

If for any reason a vacancy occurs in the office of President; the Vice President shall automatically assume the responsibilities and position of the office of the President.

SECTION 2

If for any reason a vacancy occurs in the positions of Vice President; the Senate shall nominate and elect persons to assume the responsibilities of this position. The person elected to fill this office can hold no other office in the Student Government Association.

ARTICLE VII REMOVAL FROM OFFICE

SECTION 1

Officers and elected officials of the Student Government Association may be subjected to removal from their respective office for any reasons including neglect of duty, misconduct, malfeasance, a violation of the Student Code of Conduct, and/or a violation of the Constitution. Recommendations will be researched and submitted by the Internal Affairs Committee.

SECTION 2

No individual student shall hold more than one elected or appointed position of the Student Government Association office at a time.

ARTICLE VIII STUDENT ELECTION PROCEDURES

SECTION 1

The purpose of the Student **ELECTION PROCEDURES** shall be:

- A. To guarantee the student body a choice in all Student Government Association elections.
- B. To explicitly define the election process in all Student Government Association elections and referenda.
- C. To guarantee the candidate's right to request a recount and/or to protest an election.

SECTION 2

Student elections are **AMENDABLE** by a majority vote of the Elections Commission and a majority vote of the Student Congress or by a two-thirds (2/3) vote of the Student Congress alone.

SECTION 3

The Elections Commission shall announce the **ELECTION CALENDAR** each spring when the campus calendar is being prepared for the upcoming academic year. In the event that a holiday interferes with the election calendar, necessary changes may be made at the discretion of the Election Commission. The election calendar shall include:

A. Student Government Association Executive Council Elections

1. The Elections Commission shall begin accepting applications for all elected positions within the Student Government Association the third week in the month of March.
2. Nominations shall close three business days later.
3. Campaigning shall begin on the day after the candidate receives his/her approval letter.
4. A general election shall be held two weeks following the first day of campaigning.
5. The Head of the Elections Committee and the Director of Student Activities must interview all candidates for the position of President and Vice President.
6. A simple majority vote will determine election results.
7. If there is a tie between two candidates a runoff shall be held for that office between the two candidates receiving the tied vote two school days later.

B. Freshman Class Elections

1. The Elections Commission shall call a mandatory Freshmen Class

meeting. In this meeting the Elections Commission shall open nominations for Class officers.

2. Elections for Freshmen Class President, Vice President, and Class Queen shall be held on the first Tuesday in the month of September (the first day following Labor Day.)
3. A simple majority vote will determine election results.
4. If there is a tie between two candidates a runoff shall be held for that office between the two candidates receiving the tied vote two school days later.

C. Sophomore, Junior, and Senior Class Elections

1. *The Elections Commission shall begin accepting applications for Executive Class positions of President, Vice President, and Class Queens the third week in the month of March.*
2. Nominations shall close three business days later.
3. The Head of the Elections Committee and the Director of Student Activities must interview all candidates for the position of President and Vice President.
4. Campaigning shall begin on the date that the candidate receives his/her approval letter.
5. A general election shall be held two weeks following the first day of campaigning.
6. A simple majority vote will determine election results.
7. If there is a tie between two candidates a runoff shall be held for that office between the two candidates receiving the tied vote two school days later.
8. Elections for Executive Class Offices shall be held during the same time as elections for the Student Government Association Executive Council.

SECTION 4

Student Government Association ELECTION SYSTEMS

- A. Students shall **FILE FOR CANDIDACY** with the Election Commission during the designated time frame specified by the Election Commission.
- B. Approved candidates are allowed **CAMPAIGNING PRIVILEGES**. Campaign posters are allowed provided they meet the regulations set by the Election Commission. Campaign posters and other campaign material

may be posted only when candidates have been approved for official candidacy in writing.

1. Each candidate may have two posters, not to exceed 11 x 14 inches, on each residence hall floor.
2. A candidate may place fliers on students' doors provided they have permission from the student.
3. Posters may not be posted until the candidate has been approved to run for office.
4. Literature, posters, etc. will be permitted in the Martin Luther King, Jr. College Union, but restricted to bulletin boards. Campaign literature will be prohibited from being placed on any glass doors or glass partitions.
5. No candidate may campaign in any form on an election day within fifty (50) feet of the polls.
6. Specialty campaigning must be cleared with the Election Commission.

C. The following **OFFICES** shall be elected during campus elections:

- President of Student Government Association
- Vice President of Student Government Association
- Miss Saint Augustine's College
- Sophomore, Junior and Senior Class Officers

1. Approved candidates are required to address the student body during their campaigns during the designated forums.
2. Approved candidates for Miss Saint Augustine's College must participate in the pageant.

D. **CANDIDATE INELIGIBILITY** is defined as...

1. Any student who has been placed on reprimand or probation by the Office of Enrollment Management and Student Services for violating rules governing student conduct at any time during the academic year.
2. Any student who does not possess the outlined cumulative grade point average requirements of the respective position.
3. Students who will not be attending Saint Augustine's College during both semesters of the term of office are also ineligible to file. If circumstances prevent an elected officer from attending classes at

Saint Augustine's during his/her term, he/she must notify the Student Government Association Executive Council as soon as they are aware of this situation.

- E. All students currently enrolled are **ELIGIBLE TO VOTE** in an election, however the type of ballot casts is determined as follows:
 - 1. All students, including graduating Seniors, may vote in any Executive Officer election.
 - 2. In the election of class officers and representatives, voter eligibility is determined by the academic status of the voter, which is determined by his/her classification listed in the spring Student Directory.

SECTION 5

Student Government Association VOTING PROCEDURES

- A. The ballots for voting shall be printed by the Election Commission. The candidates' names shall appear in alphabetical order on the ballot.
- B. All voting shall be by secret ballot.
- C. The polls shall open from 11:00 a.m. to 6:00 p.m. on election days. Members of the Election Commission, other non-partisan students and staff approved by the Election Commission shall tend the polls. The polls shall be centrally located on campus.
- D. Each student must have his/her name checked on an official student roll before he/she casts his/her ballot. The student must present a current validated Saint Augustine's College identification card.
- E. The Election Commission shall count the ballots one hour after the election. The vote counts will be given to any candidate upon request.
 - 1. The results shall be posted at the Student Government Association Office immediately after the votes have been counted.
 - 2. The voting tally will be given to any candidate upon request.
- F. The votes shall be recounted if the election results are within a ten percent (10%) margin or a candidate requests a recount.
 - 1. All candidates, or their representatives, may be present in the room when the recount is held, but only members of the Election Commission shall perform the vote recount.
 - 2. A recount must be done on the day following the election.

SECTION 6

A vote shall be **CONSIDERED VOID** if any of the following occurs on the ballot (all votes shall be valid unless one of the following occurs):

- A. When the number of eligible candidates and actual cast ballots are disproportionate.
- B. When profanity is written on the ballot
- C. When a ballot has been written on outside of the designated response area. (Write-ins will not be allowed in Student Government Association elections.)

ARTICLE IX CAMPUS CLUBS AND ORGANIZATIONS

SECTION 1

All chartered organizations shall fall under the umbrella of the Student Government Association. Each group is to submit a proposed budget for the academic year by the Friday following Labor Day in September, if any financial consideration is to be given that group.

ARTICLE X AMENDMENTS

SECTION 1

The Executive, Judicial and Legislative branches of the Student Government Association shall adopt such by-laws as are necessary for the fulfillment of constitutional requirements and the efficient operation of the Student Government Association. Any of these articles may be amended, and/or supplementary articles added, so long as such revision shall not change the purposes, as stated in the Preamble, for which the Student Government Association is organized and operated.

SECTION 2

Any revision must be made by a two-thirds (2/3) vote of the total membership of the Senate. The President's Cabinet may handle questions regarding the interpretation of this constitution or matters not covered herein informally. In the event this body is unable to reach an acceptable decision the matter must be taken before the Senate for formal introduction by the appropriate committee.

STUDENT ELECTION REVIEW COMMITTEE (SERC)

The Student Election Review Committee is an independent group that oversees the undergraduate Student Government Elections process. The Committee is responsible for holding and monitoring elections for Student Government positions, Student Body Referendums, and other student organizations requesting the supervision of the Student Election Review Committee. The Committee is responsible for oversight: publicizing the elections, creating candidates' election packets, coordinating all meetings regarding the election's process, and managing all designated polling sites. In addition, the Committee investigates all alleged election code violations and irregularities.

The election's calendar is determined by the Student Government Constitution. Elections are held in the spring during the month of April each year.

The Composition and Duties of the Student Election Review Committee

- A. The Student Election Review Committee shall consist of 5 persons – 3 faculty/staff members and 2 students.**
- B. The chairperson shall be the Dean for Student Services.**
- C. The chairperson shall vote only in case of a tie.**
- D. The student members shall be the sitting senior class president and an SGA presidential appointee.**
- E. No student running for an office (SGA president, SGA vice president, class presidents, vice presidents, or Miss Saint Augustine's College) shall serve on the Elections Review Committee during the election. If any vacancies occur, the SGA president shall fill the position with a senator(s).**
- F. No member of the Student Election Review Committee or any election official shall campaign for any candidate during any such election that he/she helps conduct.**
- G. Faculty/staff members shall be appointed by the Dean of Students.**
- H. The responsibility and authority of the Student Election Review Committee shall be to:**
 - 1. Conduct and supervise the election of officers for the Student Government Association;
 - 2. Control all activities related to the election;
 - 3. Establish rules for election publicity;
 - 4. Make known the qualifications for candidacy as well as duties pertaining to the office which the candidate is seeking;

5. Establish deadlines for filing and the submission for applications and related materials by candidates;
6. Publicize the date, time and place(s) of voting;
7. Secure and identify designated polling (voting) place(s) and volunteers to assist with voting;
8. Secure a list of persons eligible to vote;
9. Verify the academic qualifications of candidates;
10. Monitor the voting process and certify the election results;
11. Make known all information concerning the election of the SGA officers at a formal Student Body meeting;
12. Ensure that campaign regulations are adhered to and enforce appropriate disciplinary sanctions, including disqualification if violations occur, and
13. Patrol campaign areas to enforce the Election Regulations.

I. Campaign Regulations

1. The campaign period as scheduled by the Student Election Review Committee shall be from the time of the written verification/ announcement until the closing of the polls on Election Day.
2. Candidates may hang posters and distribute literature on campus until Election Day.
3. On **ELECTION DAY**, all posters and/or literature must be removed from the floor of or the immediate vicinity of the designated polling site(s) by **12:00 midnight**. All other materials may remain on display until the day after the election; however, candidates are responsible for removing and disposing of all hung or posted campaign material within twenty-four (24) hours of polls closing.

J. Campaign Procedures

1. No person(s) outside of the student body shall be allowed to campaign for any candidate.
2. All campaign materials (flyers, posters, pictures, buttons, etc.) must be approved by the Office of Student Activities before they are distributed, hung or posted.
3. All campaign literature distributed posted and/or hung without an appropriate approval will be promptly removed and discarded.

4. All campaign materials, including speeches, must be free of slanderous and libelous contest, and any use of profane and/or obscene language or symbols is strictly prohibited.
5. There shall be ***ABSOLUTELY NO CAMPAIGNING ON THE FLOOR, OR IN THE IMMEDIATE VICINITY OF ANY DESIGNATED POLLING SITE ON ELECTION DAY.*** (This includes the distribution of campaign literature and/or vocalized expressions of support).
6. In the event of a tie, a run-off election will be held between those tied. The Elections Review Committee will decide the time and date.

K. Election Officials

1. An election official shall be present at each designated polling place throughout the official election time period. The election official shall be defined as any person on the Student Election Review Committee or appointed by the Chairperson; however, no election official shall be a candidate for office or have campaigned for any candidate appearing on the ballot in the election that he or she helps conduct.
2. The election official(s) shall be any person on the Student Election Review Committee or appointed by the Chair of the Committee to enforce these regulations and the Student Government Constitution. The election official shall be responsible for operating the polling designated place and approving the ballots.
3. Should a situation arise in which a polling place would be left without an election official, the Chair of the Committee is empowered to close that polling place with the approval of the Student Government Advisor, until such time as an election official can be obtained for that polling place.

L. Violations

1. Any alleged campaign violation(s) or irregularity must be submitted, in writing, to the Chair of the Student Election Review Committee within twenty-four (24) hours of said violations(s).
2. The Student Election Review Committee will then hold hearings, when deemed necessary, within forty-eight (48) hours of receipt of the letter indicating the alleged violations(s) or irregularity, and the decision will be rendered within that same 48-hour period.
3. The decision of the Student Election Review Committee is final.

Directory of Important Phone Numbers

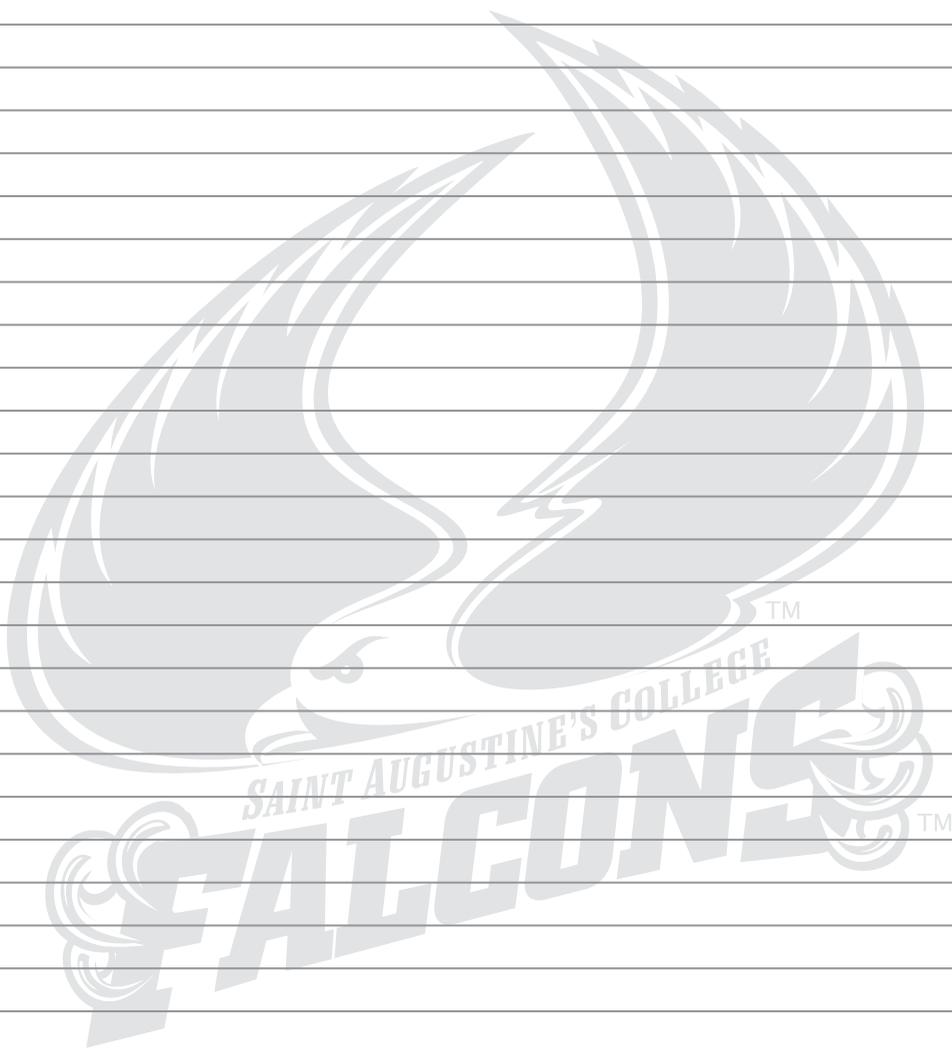
Office

(919) 516-4066	ABL Food Services
(919) 516-4001	Academic Affairs
(919) 516-4224	Academic Achiever's Program
(919) 516-4098	Academic Computing
(919) 516-4012	Admissions Office
1 800 948-1126	Admissions (Toll Free)
(919) 516-4580	Academic Advisement Center
(919) 516-4343	Alumni Affairs
(919) 516-4236	Athletics Department
(919) 516-4121	Automation Center
(919) 516-4238	Baker Residence Hall
(919) 516-4029	Biological & Physical Sciences Department
(919) 516-4037	Bookstore
(919) 516-4268	Boyer Residence Hall
(919) 516-4127	Business & Finance
(919) 516-4064	Business Services
(919) 516-4911/4411	Campus Police & Safety Department
(919) 516-4438	Cafeteria
(919) 516-4070	Cashier
(919) 516-4339	Center for Teaching & Learning
(919) 516-4241	Chaplain's Office
(919) 516-4356	Collections
(919) 516-4255	Counseling and Psychological Services
(919) 516-4092	Development & Advancement
(919) 516-4042	Division of Business & Computer Science
(919) 516-4095	Division of Liberal Arts & Education
(919) 516-4544	Division of Military Science
(919) 516-4030	Division of Natural Sciences & Mathematics
(919) 516-4221	Division of Social Sciences
(919) 516-4410	English Department
(919) 516-4232	Enrollment Management & Student Services
(919) 516-4698	Ethics & Conflict Resolution
(919) 232-3241	Falk Crest Apartment
(919) 516-4131	Financial Aid Office
(919) 516-4308	First Year Experience
(919) 516-4572	Gateway Program
(919) 516-4349	Grill
(919) 516-5074	History & Political Science Department
(919) 516-4244	Housekeeping/PBM
(919) 516-5157	Human Performance & Wellness Department

(919) 516-4168	Human Resources
(919) 516-4142	Joseph Gordon Student Health Center
(919) 516-4738	Journalism & Mass Communication Department
(919) 516-4331	Latham Residence Hall
(919) 516-4145	Library Services
(919) 516-4463	Mathematics & Engineering Department
(919) 516-4053	Philosophy & Religion Department
(919) 516-4482	Physical Plant
(919) 516-4064	Purchasing & Procurement
(919) 516-4642	Post Office
(919) 516-4200	President's Office
(919) 516-4197	Registrar's Office
(919) 516-4500	Research & Sponsored Programs
(919) 516-4353	Residence Life and Housing
(919) 516-4930	Shipping & Receiving
(919) 516-4300	Student Activities
(919) 516-4344	Student Government Office
(919) 516-4300	Student Union Gould Hall
(919) 516-4009	Technology Help Desk
(252) 446-1921	Upward Bound / Educational Talent Search
(919) 516-4900	Visual Room & Performing Arts Department
(919) 516-4750	WAUG Radio/TV
(919) 516-4711	Wellness Center
(919) 516-4333	Weston Residence Hall
(919) 516-4484	Writing Center

Revised: 7/07

Other Important Numbers to Remember



S A I N T
AUGUSTINE'S
C O L L E G E

Academic Planner



SAINT AUGUSTINE'S COLLEGE ACADEMIC CALENDAR FOR 2010-2011

◆ 2010 FALL SEMESTER

August	9-10	Monday-Tuesday	Faculty and Staff Professional Development
August	11-17	Wednesday-Tuesday	New Students Orientation
August	16-17	Monday-Tuesday	Registration for Returning Students
August	18	Wednesday	Classes Begin and Late Registration Charges Begin - First Day to Add or Drop a Course
August	27	Friday	Last Day to Add or Drop a Course and Last Day to Register
September	6	Monday	Labor Day Holiday (No Classes)
September	23	Thursday	Fall Convocation at 11:00 a.m.
October	2	Saturday	Homecoming
October	4-7	Monday-Thursday	Mid-Term Examinations
October	8	Friday	Mid-Term Progress Reports Due in the Registrar's Office by 4:00 p.m.
October	8-11	Friday-Monday	Fall Break
October	12	Tuesday	Classes Resume at 8:00 a.m.
October	18	Monday	General Pre-Registration/Student Advisement begins for the Spring Semester
October	22	Friday	Last Day to Withdraw from a Course
October	22	Friday	Last Day for Removal/Conversion of Incompletes/To Change Grades from Last Semester
November	19	Friday	Last Day to withdraw from School for the Semester
November	21	Sunday	Christmas Concert
November	24	Wednesday	Thanksgiving Recess (After Classes)
November	29	Monday	Classes Resume at 8:00 a.m.
December	2	Thursday	Last Day of Classes, General Pre-Registration for the Spring Semester Ends
December	3	Friday	Reading Day
December	6-9	Monday-Thursday	Final Semester Examinations
December	13-14	Monday-Tuesday	Faculty and Staff Professional Development Sessions
December	20	Monday	Staff - Christmas Recess

◆ 2011 SPRING SEMESTER

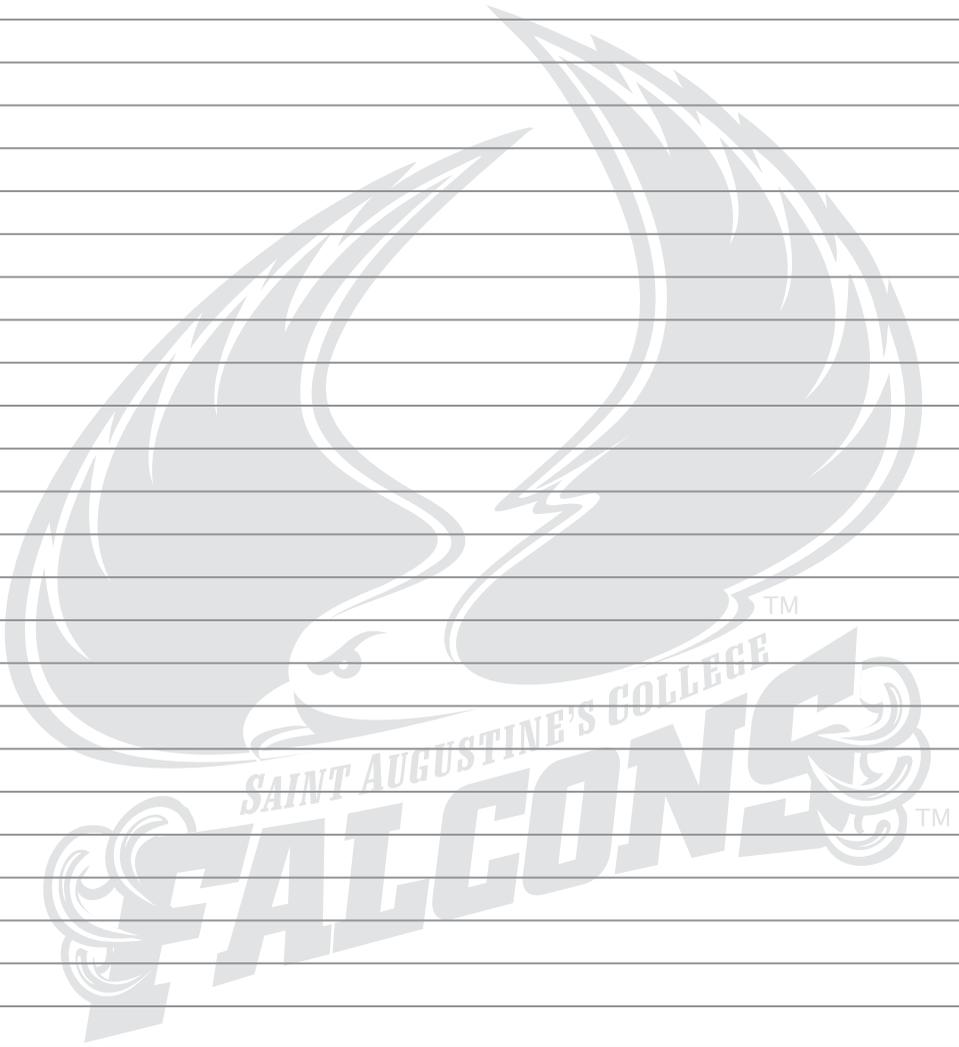
January	3	Monday	Arrival of All Students and Registration of New Students
January	4	Tuesday	Registration for Returning Students
January	5	Wednesday	Classes Begin
January	10	Monday	Late Registration Charges Begin - First Day to Add or Drop a Course
January	14	Friday	Last Day to Add or Drop a Course and Last Day to Register
January	17	Monday	Observance of Dr. Martin Luther King, Jr. Birthday
January	25-29	Tuesday-Saturday	Founders' Day Observances
February	7	Monday	Candidacy Forms for Juniors Due in the Registrar's Office by 4:00 p.m.
March	7-10	Monday-Thursday	Mid-Term Examinations
March	11	Friday	Mid-Term Progress Reports Due in the Registrar's Office by 4:00 p.m.
March	14-18	Monday-Friday	Spring Break
March	21	Monday	Classes Resume at 8:00 a.m.
March	21	Monday	General Pre-Registration/Student Advisement begins for Summer/Fall
March	25	Friday	Last Day to Withdraw from a Course
March	25	Friday	Last Day for Removal/Conversion of Incompletes/To Change Grades from Last Semester
April	7	Thursday	Spring Concert
April	8	Friday	Awards Day
April	19-20	Tuesday-Wednesday	Final Examinations for SENIORS
April	21	Thursday	Last Day to Withdraw from School for the Semester
April	21	Thursday	Last day of Classes, General Pre-Registration for summer/Fall ends
April	21	Thursday	Senior Grades Due in the Registrar's Office by 4:00 p.m.
April	22	Friday	Good Friday (No Classes)
April	22	Friday	Reading Day
April	25-28	Monday-Thursday	Final Semester Examinations for Continuing Students
April	29	Friday	ROTC Commissioning
May	1	Sunday	Commencement
May	2	Monday	Staff Awards Breakfast
May	3-5	Tuesday-Thursday	Post-Semester Faculty and Staff Professional Development Sessions
May	16	Monday	Session I - Summer School Registration
May	17	Tuesday	Session I - Summer School Classes Begin
May	30	Monday	Observance of Memorial Day
June	13	Monday	Session I - Summer School Ends
June	14	Tuesday	Session II Summer School Registration
June	15	Wednesday	Session II - Summer School Classes Begin
July	4	Monday	Independence Day
July	12	Tuesday	Session II - Summer School Ends

◆ SUBJECT TO MODIFICATION

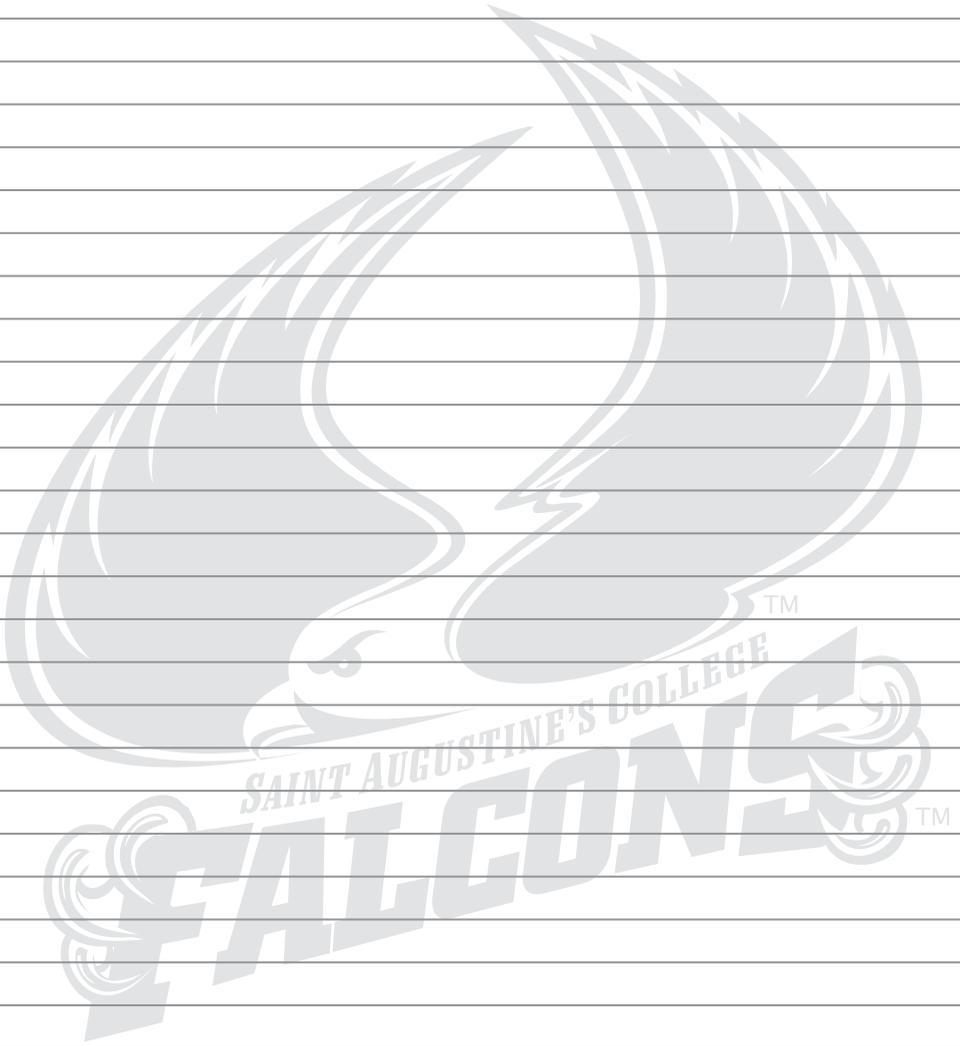
REGISTRATION RELATED / NO CLASSES / OFFICIAL OR FORMAL COLLEGE EVENT

Revised: 7/2/10 tgr

Other Special Dates to Remember



Other Special Dates to Remember



2010

AUG. 1 - 7

SUNDAY

AUG. 1

Monday

AUG. 2

Tuesday

AUG. 3

Wednesday

AUG. 4

Thursday

AUG. 5

Friday

AUG. 6

SATURDAY

AUG. 7

NOTES:



JULY 2010	SUN	MON	TUE	WED	THUR	FRI	SAT
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
25	26	27	28	29	30	31	

SUNDAY

AUG. 8

Monday

AUG. 9

Tuesday

AUG. 10

Wednesday

AUG. 11

Thursday

AUG. 12

Friday

AUG. 13

SATURDAY

AUG. 14

NOTES:



2010

AUG. 15 - 21

SUNDAY

AUG. 15

Monday

AUG. 16

Tuesday

AUG. 17

Wednesday

AUG. 18

Thursday

AUG. 19

Friday

AUG. 20

SATURDAY

AUG. 21

NOTES:



AUGUST 2010	SUN	MON	TUE	WED	THUR	FRI	SAT
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

SUNDAY

AUG. 22

Monday

AUG. 23

Tuesday

AUG. 24

Wednesday

AUG. 25

Thursday

AUG. 26

Friday

AUG. 27

SATURDAY

AUG. 28

NOTES:



2010

AUG. 29 - SEPT. 4

SUNDAY

AUG. 29

Monday

AUG. 30

Tuesday

AUG. 31

Wednesday

SEPT. 1

Thursday

SEPT. 2

Friday

SEPT. 3

SATURDAY

SEPT. 4

NOTES:



AUGUST 2010	SUN	MON	TUE	WED	THUR	FRI	SAT
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

SUNDAY

SEPT. 5

Monday

SEPT. 6

Tuesday

SEPT. 7

Wednesday

SEPT. 8

Thursday

SEPT. 9

Friday

SEPT. 10

SATURDAY

SEPT. 11

NOTES:



2010

SEPT. 12 - 18

SUNDAY

SEPT. 12

Monday

SEPT. 13

Tuesday

SEPT. 14

Wednesday

SEPT. 15

Thursday

SEPT. 16

Friday

SEPT. 17

SATURDAY

SEPT. 18

NOTES:



SEPTEMBER 2010	SUN	MON	TUE	WED	THUR	FRI	SAT
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

SUNDAY

SEPT. 19

Monday

SEPT. 20

Tuesday

SEPT. 21

Wednesday

SEPT. 22

Thursday

SEPT. 23

Friday

SEPT. 24

SATURDAY

SEPT. 25

NOTES:



2010

SEPT. 26 - OCT. 2

SUNDAY

SEPT. 26

Monday

SEPT. 27

Tuesday

SEPT. 28

Wednesday

SEPT. 29

Thursday

SEPT. 30

Friday

OCT. 1

SATURDAY

OCT. 2

NOTES:



SEPTEMBER 2010	SUN	MON	TUE	WED	THUR	FRI	SAT
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

SUNDAY

OCT. 3

Monday

OCT. 4

Tuesday

OCT. 5

Wednesday

OCT. 6

Thursday

OCT. 7

Friday

OCT. 8

SATURDAY

OCT. 9

NOTES:



2010

OCT. 10 - 16

SUNDAY

OCT. 10

Monday

OCT. 11

Tuesday

OCT. 12

Wednesday

OCT. 13

Thursday

OCT. 14

Friday

OCT. 15

SATURDAY

OCT. 16

NOTES:



OCTOBER 2010	SUN	MON	TUE	WED	THUR	FRI	SAT
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24 31	25	26	27	28	29	30

SUNDAY

OCT. 17

Monday

OCT. 18

Tuesday

OCT. 19

Wednesday

OCT. 20

Thursday

OCT. 21

Friday

OCT. 22

SATURDAY

OCT. 23

NOTES:



2010

OCT. 24 - 30

SUNDAY

OCT. 24

Monday

OCT. 25

Tuesday

OCT. 26

Wednesday

OCT. 27

Thursday

OCT. 28

Friday

OCT. 29

SATURDAY

OCT. 30

NOTES:



OCTOBER 2010	SUN	MON	TUE	WED	THUR	FRI	SAT
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24 31	25	26	27	28	29	30

SUNDAY

OCT. 31

Monday

NOV. 1

Tuesday

NOV. 2

Wednesday

NOV. 3

Thursday

NOV. 4

Friday

NOV. 5

SATURDAY

NOV. 6

NOTES:



2010

NOV. 7 - 13

SUNDAY

NOV. 7

Monday

NOV. 8

Tuesday

NOV. 9

Wednesday

NOV. 10

Thursday

NOV. 11

Friday

NOV. 12

SATURDAY

NOV. 13

NOTES:



NOVEMBER 2010	SUN	MON	TUE	WED	THUR	FRI	SAT
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

SUNDAY

NOV. 14

Monday

NOV. 15

Tuesday

NOV. 16

Wednesday

NOV. 17

Thursday

NOV. 18

Friday

NOV. 19

SATURDAY

NOV. 20

NOTES:



2010

NOV. 21 - 27

SUNDAY

NOV. 21

Monday

NOV. 22

Tuesday

NOV. 23

Wednesday

NOV. 24

Thursday

NOV. 25

Friday

NOV. 26

SATURDAY

NOV. 27

NOTES:



NOVEMBER 2010	SUN	MON	TUE	WED	THUR	FRI	SAT
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

SUNDAY

NOV. 28

Monday

NOV. 29

Tuesday

NOV. 30

Wednesday

DEC. 1

Thursday

DEC. 2

Friday

DEC. 3

SATURDAY

DEC. 4

NOTES:



2010

DEC. 5 - 11

SUNDAY

DEC. 5

Monday

DEC. 6

Tuesday

DEC. 7

Wednesday

DEC. 8

Thursday

DEC. 9

Friday

DEC. 10

SATURDAY

DEC. 11

NOTES:



DECEMBER 2010	SUN	MON	TUE	WED	THUR	FRI	SAT
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

SUNDAY

DEC. 12

Monday

DEC. 13

Tuesday

DEC. 14

Wednesday

DEC. 15

Thursday

DEC. 16

Friday

DEC. 17

SATURDAY

DEC. 18

NOTES:



2010

DEC. 19 - 25

SUNDAY

DEC. 19

Monday

DEC. 20

Tuesday

DEC. 21

Wednesday

DEC. 22

Thursday

DEC. 23

Friday

DEC. 24

SATURDAY

DEC. 25

NOTES:



DECEMBER 2010	SUN	MON	TUE	WED	THUR	FRI	SAT
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

SUNDAY

DEC. 26

Monday

DEC. 27

Tuesday

DEC. 28

Wednesday

DEC. 29

Thursday

DEC. 30

Friday

DEC. 31

SATURDAY

JAN. 1

NOTES:



2011

JAN. 2 - 8

SUNDAY

JAN. 2

Monday

JAN. 3

Tuesday

JAN. 4

Wednesday

JAN. 5

Thursday

JAN. 6

Friday

JAN. 7

SATURDAY

JAN. 8

NOTES:



DECEMBER 2010	SUN	MON	TUE	WED	THUR	FRI	SAT
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
26	27	28	29	30	31		

SUNDAY

JAN. 9

Monday

JAN. 10

Tuesday

JAN. 11

Wednesday

JAN. 12

Thursday

JAN. 13

Friday

JAN. 14

SATURDAY

JAN. 15

NOTES:



2011

JAN. 16 - 22

SUNDAY

JAN. 16

Monday

JAN. 17

Tuesday

JAN. 18

Wednesday

JAN. 19

Thursday

JAN. 20

Friday

JAN. 21

SATURDAY

JAN. 22

NOTES:



JANUARY 2011	SUN	MON	TUE	WED	THUR	FRI	SAT
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

SUNDAY

JAN. 23

Monday

JAN. 24

Tuesday

JAN. 25

Wednesday

JAN. 26

Thursday

JAN. 27

Friday

JAN. 28

SATURDAY

JAN. 29

NOTES:



2011

JAN. 30 - FEB. 5

SUNDAY

JAN. 30

Monday

JAN. 31

Tuesday

FEB. 1

Wednesday

FEB. 2

Thursday

FEB. 3

Friday

FEB. 4

SATURDAY

FEB. 5

NOTES:



JANUARY 2011	SUN	MON	TUE	WED	THUR	FRI	SAT
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23 30	24 31	25	26	27	28	29

SUNDAY

FEB. 6

Monday

FEB. 7

Tuesday

FEB. 8

Wednesday

FEB. 9

Thursday

FEB. 10

Friday

FEB. 11

SATURDAY

FEB. 12

NOTES:



2011

FEB. 13 - 19

SUNDAY

FEB. 13

Monday

FEB. 14

Tuesday

FEB. 15

Wednesday

FEB. 16

Thursday

FEB. 17

Friday

FEB. 18

SATURDAY

FEB. 19

NOTES:



FEBRUARY 2011	SUN	MON	TUE	WED	THUR	FRI	SAT
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

SUNDAY

FEB. 20

Monday

FEB. 21

Tuesday

FEB. 22

Wednesday

FEB. 23

Thursday

FEB. 24

Friday

FEB. 25

SATURDAY

FEB. 26

NOTES:



2011

FEB. 27 - MARCH 5

SUNDAY

FEB. 27

Monday

FEB. 28

Tuesday

MARCH 1

Wednesday

MARCH 2

Thursday

MARCH 3

Friday

MARCH 4

SATURDAY

MARCH 5

NOTES:



FEBRUARY 2011	SUN	MON	TUE	WED	THUR	FRI	SAT
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

SUNDAY

MARCH 6

Monday

MARCH 7

Tuesday

MARCH 8

Wednesday

MARCH 9

Thursday

MARCH 10

Friday

MARCH 11

SATURDAY

MARCH 12

NOTES:



2011

MARCH 13 - 19

SUNDAY

MARCH 13

Monday

MARCH 14

Tuesday

MARCH 15

Wednesday

MARCH 16

Thursday

MARCH 17

Friday

MARCH 18

SATURDAY

MARCH 19

NOTES:



MARCH 2011	SUN	MON	TUE	WED	THUR	FRI	SAT
			1	2	3	4	5
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	20	21	22	23	24	25	26
	27	28	29	30	31		

SUNDAY

MARCH 20

Monday

MARCH 21

Tuesday

MARCH 22

Wednesday

MARCH 23

Thursday

MARCH 24

Friday

MARCH 25

SATURDAY

MARCH 26

NOTES:



2011

MARCH 27 - APRIL 2

SUNDAY

MARCH 27

Monday

MARCH 28

Tuesday

MARCH 29

Wednesday

MARCH 30

Thursday

MARCH 31

Friday

APRIL 1

SATURDAY

APRIL 2

NOTES:



MARCH 2011	SUN	MON	TUE	WED	THUR	FRI	SAT
			1	2	3	4	5
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	20	21	22	23	24	25	26
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SUNDAY

APRIL 3

Monday

APRIL 4

Tuesday

APRIL 5

Wednesday

APRIL 6

Thursday

APRIL 7

Friday

APRIL 8

SATURDAY

APRIL 9

NOTES:



2011

APRIL 10 - 16

SUNDAY

APRIL 10

Monday

APRIL 11

Tuesday

APRIL 12

Wednesday

APRIL 13

Thursday

APRIL 14

Friday

APRIL 15

SATURDAY

APRIL 16

NOTES:



APRIL 2011	SUN	MON	TUE	WED	THUR	FRI	SAT
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SUNDAY

APRIL 17

Monday

APRIL 18

Tuesday

APRIL 19

Wednesday

APRIL 20

Thursday

APRIL 21

Friday

APRIL 22

SATURDAY

APRIL 23

NOTES:



2011

APRIL 24 - 30

SUNDAY

APRIL 24

Monday

APRIL 25

Tuesday

APRIL 26

Wednesday

APRIL 27

Thursday

APRIL 28

Friday

APRIL 29

SATURDAY

APRIL 30

NOTES:



APRIL 2011	SUN	MON	TUE	WED	THUR	FRI	SAT
						1	2
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	17	18	19	20	21	22	23
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SUNDAY

MAY 1

Monday

MAY 2

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MAY 3

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MAY 4

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MAY 5

Friday

MAY 6

SATURDAY

MAY 7

NOTES:



2011

MAY 8 - 14

SUNDAY

MAY 8

Monday

MAY 9

Tuesday

MAY 10

Wednesday

MAY 11

Thursday

MAY 12

Friday

MAY 13

SATURDAY

MAY 14

NOTES:



MAY 2011	SUN	MON	TUE	WED	THUR	FRI	SAT
	1	2	3	4	5	6	7
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	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
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SUNDAY

MAY 15

Monday

MAY 16

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MAY 17

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MAY 18

Thursday

MAY 19

Friday

MAY 20

SATURDAY

MAY 21

NOTES:



2011

MAY 22 - 28

SUNDAY

MAY 22

Monday

MAY 23

Tuesday

MAY 24

Wednesday

MAY 25

Thursday

MAY 26

Friday

MAY 27

SATURDAY

MAY 28

NOTES:



MAY 2011	SUN	MON	TUE	WED	THUR	FRI	SAT
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
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SUNDAY

MAY 29

Monday

MAY 30

Tuesday

MAY 31

Wednesday

JUNE 1

Thursday

JUNE 2

Friday

JUNE 3

SATURDAY

JUNE 4

NOTES:



2011

JUNE 5 - 11

SUNDAY

JUNE 5

Monday

JUNE 6

Tuesday

JUNE 7

Wednesday

JUNE 8

Thursday

JUNE 9

Friday

JUNE 10

SATURDAY

JUNE 11

NOTES:



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JUNE 2011				1	2	3	4
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SUNDAY

JUNE 12

Monday

JUNE 13

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JUNE 14

Wednesday

JUNE 15

Thursday

JUNE 16

Friday

JUNE 17

SATURDAY

JUNE 18

NOTES:



2011

JUNE 19 - 25

SUNDAY

JUNE 19

Monday

JUNE 20

Tuesday

JUNE 21

Wednesday

JUNE 22

Thursday

JUNE 23

Friday

JUNE 24

SATURDAY

JUNE 25

NOTES:



JUNE 2011	SUN	MON	TUE	WED	THUR	FRI	SAT
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

SUNDAY

JUNE 26

Monday

JUNE 27

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JUNE 28

Wednesday

JUNE 29

Thursday

JUNE 30

Friday

JULY 1

SATURDAY

JULY 2

NOTES:



2011

JULY 3 - 9

SUNDAY

JULY 3

Monday

JULY 4

Tuesday

JULY 5

Wednesday

JULY 6

Thursday

JULY 7

Friday

JULY 8

SATURDAY

JULY 9

NOTES:



JUNE 2011	SUN	MON	TUE	WED	THUR	FRI	SAT
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	19	20	21	22	23	24	25
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SUNDAY

JULY 10

Monday

JULY 11

Tuesday

JULY 12

Wednesday

JULY 13

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JULY 14

Friday

JULY 15

SATURDAY

JULY 16

NOTES:



2011

JULY 17 - 23

SUNDAY

JULY 17

Monday

JULY 18

Tuesday

JULY 19

Wednesday

JULY 20

Thursday

JULY 21

Friday

JULY 22

SATURDAY

JULY 23

NOTES:



JULY 2011	SUN	MON	TUE	WED	THUR	FRI	SAT
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	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24 31	25	26	27	28	29	30

SUNDAY

JULY 24

Monday

JULY 25

Tuesday

JULY 26

Wednesday

JULY 27

Thursday

JULY 28

Friday

JULY 29

SATURDAY

JULY 30

NOTES:



2011

JULY 31 - AUG. 6

SUNDAY

JULY 31

Monday

AUG. 1

Tuesday

AUG. 2

Wednesday

AUG. 3

Thursday

AUG. 4

Friday

AUG. 5

SATURDAY

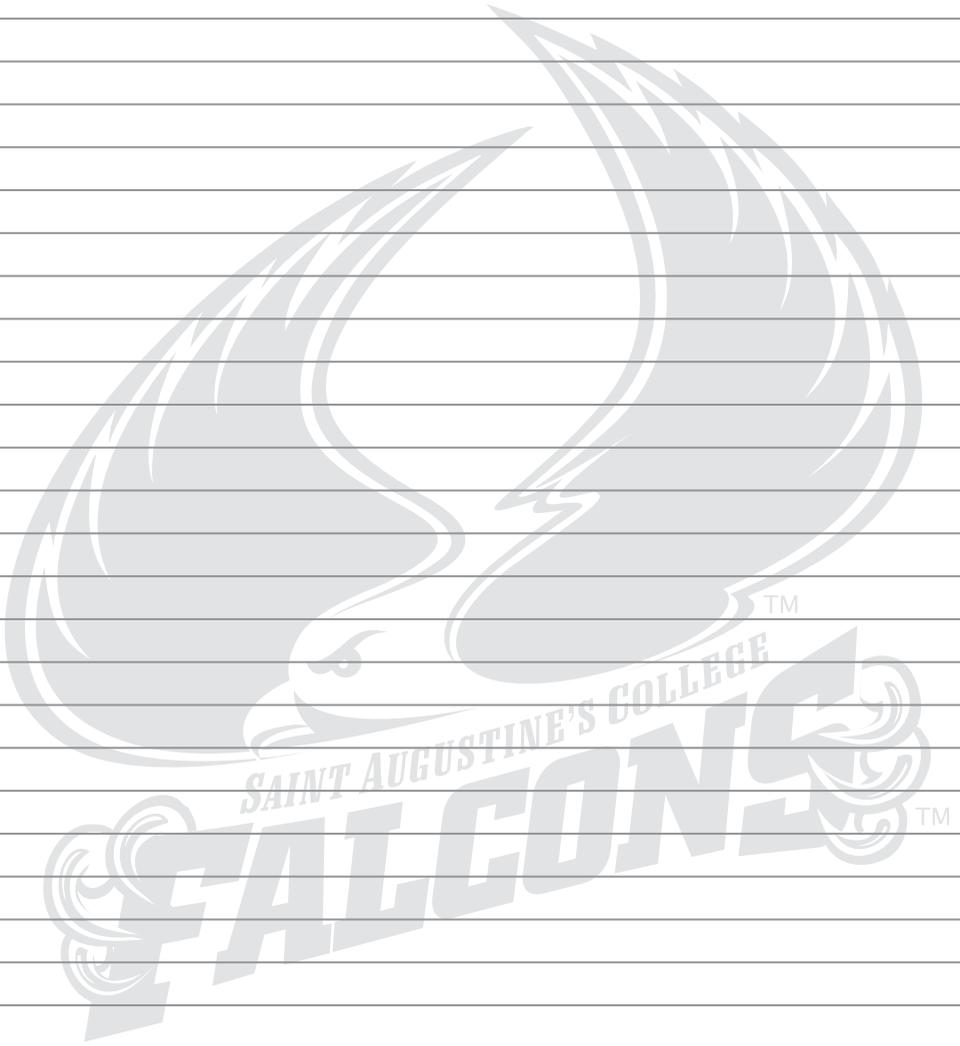
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NOTES:



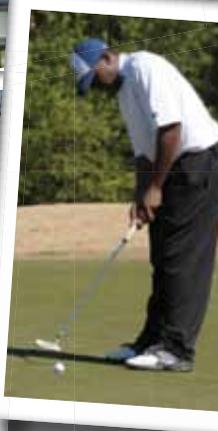
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	24 31	25	26	27	28	29	30

Other Special Dates to Remember



S A I N T
AUGUSTINE'S
C O L L E G E

2-Year
Calendar



2009-2010

August 09

M	T	W	T	F	S	S
					1	2
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November 09

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December 09

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January 10

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February 10

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March 10

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July 10

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NOTES

2010-2011

August 10

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September 10

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October 10

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November 10

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December 10

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January 11

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February 11

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28						

March 11

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April 11

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May 11

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30	31					

June 11

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July 11

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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THE ALMA MATER

The Blue and White

Words and Music by William Augustine Perry, Class of 1902

The dark hue of the violet
The snow white lily's bloom
Are emblems of the virtues rare
That seals all failure's doom;
That gives us courage ever
To dare to do the right;
For Alma Mater dear they stand
All hail the Blue and White.
O sing a song of love and praise
From loyal hearts and pure
For her Alma Mater dear
And for her ideals true
For over a hundred years she's triumphed
As upward in her flight
She's climb to a beacon light
Her banner Blue and White.

OFFICIAL STUDENT HANDBOOK RECEIPT

By signing this form, I hereby declare that I have received a copy of the Official Student Handbook and will familiarize myself with its contents. I agree to be governed by the policies and procedures of Saint Augustine's College and understand that my failure to comply may result in discipline measures being initiated against me, up to and including expulsion from the College.

Printed Name

Student Signature

Student I.D. Number

Date

SAINT AUGUSTINE'S COLLEGE

1315 Oakwood Avenue
Raleigh, NC 27610
www.st-aug.edu

- ACADEMIC, ADMINISTRATIVE, AND SUPPORT FACILITIES
- * MAIN ENTRANCE GATES
- 1 BRANSON BUILDING
- 2 BOYER BUILDING
- 3 HISTORIC CHAPEL
- 4 CHESTER BUILDING
- 5 EMERY GYMNASIUM
- 6 JONES FINE ARTS CENTER
- 7 COACHES & ATHLETIC BUILDING
- 8 GORDON HEALTH & SCIENCE CENTER
- 9 OLD HEATING PLANT
- 10 HUNTER BUILDING
- 11 INFORMATION SECURITY
- 12 KENNEDY LIBRARY
- 13 PENNICK HALL
- 14 ST. AGNES HOSPITAL
- 15 SHIPPING & RECEIVING
- 16 OFFICE
- 17 MARTIN LUTHER KING JR. UNION
- 18 TAYLOR WELLNESS CENTER
- 19 TUTTLE BUILDING
- 20 GOOLD HALL
- 21 HERMITAGE HALL
- 22 ALUMNI HOUSE
- 23 OMEGA CHAMPS
- 24 CAPS BUILDING
- 25 COMMUNITY DEVELOPMENT CORP(CDC)
- 26 ROBINSON MANOR HOUSE
- 27 PHYSICAL PLANT
- DORMITORIES
- 21 ATKINSON HALL
- 22 BAKER HALL
- 23 DELANY HALL
- 26 LATHAM HALL
- 27 LYNCH HALL
- 28 WYVER HALL
- 30 FALK CREST
- FACULTY/STAFF HOUSING
- 31 DUPLEX APARTMENT 1420 OAKWOOD APTS. A & B
- 32 FACULTY APARTMENTS 1513 THRU 1519 OAKWOOD
- 33 FACULTY APARTMENTS 405 THRU 411 HILL ST.
- 34 FACULTY APARTMENT 417 THRU 425 HILL ST.
- FIELD AND COURTS
- A BASEBALL
- B TENNIS COURTS
- C BASEBALL
- D TRACK FIELD AND FOOTBALL
- PARKING
- E PARKING LOT





The mission of
Saint Augustine's College
is to sustain a learning community
in which students can prepare
academically, socially, and spiritually
for leadership in a
complex, diverse, and rapidly
changing world.