

AUTHORITY FOR 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* derives its authority from the institution's catalog, which is the official document setting forth the programs, policies, regulations, and procedures of the College. This document represents a part of the student's obligation to the College. Therefore, the *Student Handbook* must be used as a companion document to the *College Bulletin* 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 Bulletin* will supersede any inconsistent rules and regulations published in other sources.

The forceful nature of the College brings about an accompanying review and revision of practices, policies, and procedures as they relate to the institutional mission and purpose. Hence, the *Student Handbook* may, as appropriate, be published as addenda. Students will be informed of such revisions and, after such notice, the amended rules will apply to all current students.

As this *Student Handbook* and other materials are part of the contract the student has with the College, students are encouraged to read these materials to familiarize themselves with their contractual obligations. The student, on admission, is obligating himself or herself to submit to governance by reasonable rules and regulations contained in these documents. Saint Augustine's College reserves the right to revise this *Student Handbook*, as it deems necessary. Such revisions, whether academic or disciplinary, with notice, will apply to all current students.

Also, by virtue of the student's relationship with the College, students are to behave themselves in accordance with the Standards of Conduct at all times, whether on or off the campus, for as long as they maintain their relationship as a student of Saint Augustine's College. Therefore, acts committed off the campus, which 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.

STUDENT AFFAIRS RECORDS

Student Affairs records are established upon the student's enrollment at the College and are maintained in the Office of Student Affairs for four years following the graduation or the student's last date of attendance, except that the records of students who have been expelled from the College are maintained indefinitely. These records contain, at a minimum, personal data about the students. They are supplemented with additional documents that may be received by the Office of Student Affairs, such as correspondence announcements about honors and awards, incident reports, judicial notices, and so on.

The following guidelines are used in the maintenance of such files:

1. All policies and practices dealing with acquisition of and use of information shall be exercised with due regard for the student's right to privacy;
2. All persons who handle confidential records must adhere to ethical, legal, and confidential measures regarding such records, files, etc.;
3. No one outside the faculty or administration of the College may have access to the discipline-related contents of a student's record without written consent of the student, (except that parents/guardians of record are notified of action taken against a student);
4. Personal data may be released to faculty and staff of the College if it is necessary in the discharge of their respective responsibilities;
5. Disciplinary action taken against a student at any and all levels of the College judicial system shall be recorded in the records of the Office of Student Affairs, and such records shall be retained for four years after the student's graduation or last date of attendance;
6. Personal information about the student obtained in a confidential relationship with members of the staff of the Office of Student Affairs, in performance of their responsibilities, will be treated in the confidential manner prescribed by professional, ethical, and legal standards.

"STUDENT 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:

- a. An offense that has an element these, attempted use, or other threatened use of force against the person or property of another; or
- b. 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 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, new 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.

STUDENTS' RIGHTS

ACCESS

With the limits of its facilities and resources, Saint Augustine's College is open to all students who meet its admission standards.

PARTICIPATION IN POLICY MAKING

Students may participate in the orderly formulation, revision, and evaluation of policies, regulations, and procedures that affect their welfare. Such participation, however, is expected to take place through appropriate student government agencies and College committees and councils.

FAIR EVALUATION AND PERFORMANCE

Students' academic performance is evaluated solely on an academic basis, and students may expect faculty to make clear the basis for evaluation in their classes. Further, students should feel free to take reasoned exceptions to opinions or views an instructor expresses. However, students remain responsible for learning any course content in classes in which they are enrolled and may expect to be tested or otherwise evaluated on the course content. Any student alleging unfair methods, procedures, or basis of evaluation appeals first to the instructor, then--if desired--to the department head, the division chairperson, and the Vice President for Academic Affairs, in that order.

FAIR DISCIPLINARY HEARING

Students have the right to be informed of their alleged involvement in disciplinary matters, the right to a fair hearing, and an opportunity for appeal when charged with violations of the standards of conduct established by the College.

FREEDOM FROM UNWARRANTED SEARCH

There are two categories of instances in which entry by College authorities into occupied rooms in the residence halls or other living units is permitted: (1) Inspection, which is defined as entry into a room to determine health and safety conditions, to make repairs, or to perform cleaning and janitorial services; and (2) Search, which is defined as entry into a room by campus authorities, including residence hall staff, for the purpose of investigating suspected violations of campus regulations and/or local, state, or federal laws.

Certain regulations have been established, however, to protect students from unnecessary search or entry into their rooms. On-campus authorities will not enter rooms for purposes of search, except in an emergency, without permission of the resident unless they have a campus authorization from the Vice President for Student Affairs, Assistant Vice President for Student Affairs, or Dean of Residence Life and Housing. If neither can be reached, permission should be sought from the Chief of Campus Police. If the Chief of Campus Police is not available, campus police staff should use their discretion in conducting the search in accordance with local, state, and federal laws.

The College reserves the right to have appropriate officials search individual rooms and vehicles. If possible, the student should be present during the search. Room and vehicle searches for disciplinary investigations are conducted only when there are reasonable grounds to believe that a resident, student, or student's guest is concealing substances, property, contraband, or items which are in violation of Residence Life or College policies. Any item confiscated during a room or vehicle search, which

represents a violation, will not be returned to the student, student's guest, or other individual.

An emergency situation exists when the delay necessary to obtain authorization constitutes a danger to persons, property, or the building itself.

The procedure for conducting searches is as follows:

1. The Vice President for Student Affairs or the Assistant Vice President for Student Affairs will authorize two College staff members to conduct the search. If they are unavailable, and there is a reasonable cause to believe a search is warranted, Dean of Residence Life and Housing may authorize the search. If at all possible, one of the individuals conducting the room search will be a member of the Campus police staff;
2. Those individuals conducting the search will knock on the door of the room in question. If they are not admitted; they will enter the room using a pass key, if necessary;
3. If the room is occupied, those entering the room will announce the purpose of their visit and indicate that they are going to conduct a search;
4. Those entering the room will ask for identification of all persons in the room, including student IDs. If contraband, stolen items, or any items found in violation of College policy are discovered, they will be confiscated and a written receipt will be given to the room's occupant(s), indicating what has been taken and the names of those who have taken it. If there is no one in the room, the same written receipt will be made and left in a prominent, easily visible place in the room. The person conducting the search will keep a copy of the receipt;
5. Information resulting from the search will be filed with the Office of the Vice President for Student Affairs and the Chief of Campus police; and
6. Appropriate disciplinary charges will be filed.

FREEDOM FROM ABUSE OR HARASSMENT DURING A DISCIPLINARY INVESTIGATION

No form of intimidation will be used by College authorities to coerce admission of guilt.

FREEDOM OF ASSEMBLY

Students have the right to gather or assemble in groups to express their views and opinions so long as the assembly is held in an orderly manner; does not interfere with vehicular or pedestrian traffic, classes, scheduled meetings, events,

ceremonies, or other educational processes of the College; and is not held in College building or in residential areas of the campus. Students participating in off-campus assembly will be subject to college discipline for reasons stated above as well as deliberate misrepresentation of the position of the college, outrageous abuse of the name of the college or participation in assemblies adjacent to the campus that disrupt college functions.

FREEDOM OF INQUIRY AND EXPRESSION

Students must be free to make inquiry and express their opinions if the educational objectives are to be met. Thus, students have the right to engage in discussions, exchange thoughts and opinions, and speak freely on any subject in accord with guarantees of the state and national constitution. In discharging these rights and responsibilities, however, students should recognize their responsibilities to other members of the academic community and to the College. Saint Augustine's College is open to free discussion and examination of views, with the condition that such discussions be conducted in an orderly manner and under peaceful conditions consistent with the scholarly pursuit of ideas and knowledge in an academic community.

Speakers who are not associated with the College must be invited to the campus by College departments and registered student organizations. Information on how such arrangements are to be made is available from the Director of Student Activities.

RIGHTS TO UNBIASED OR PREFERENTIAL TREATMENT

Saint Augustine's College adheres to a policy of admitting students who qualify under its admissions standards, regardless of race, religion, sex, national and ethnic origin, age, disability, marital status, sexual orientation or gender, and further adheres to such policy in the administration of its educational, enrollment management, financial aid, athletic and other programs administered directly or indirectly by the College.

RIGHT TO REVIEW AND INSPECT RECORDS / DISCLOSURE OF INFORMATION

The college recognizes the need to maintain records for each student in order to preserve authentic. The College complies with the Family Educational Rights and Privacy Act (FERPA). This act protects the privacy of student's education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student or former student once the student reaches the age of 18 or attend a postsecondary institution. The Family Educational Rights and Privacy Act afford students certain rights with the respect to their educational records. They are:

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

Students should submit to the registrar, vice president, head of the academic

department, or other appropriate official, written requests identifying the record(s) they wish to inspect.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record that they want changed, and specify why it's inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The College will make a reasonable attempt to notify the student of the records request.

3. The right to file a complaint with the U.S. Department of education concerning alleged failures by Saint Augustine's College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

The College may release "directory type information" only after notifying the student and getting his or her consent, except for information included in campus directories. Such directory information about students may be released to outside sources requesting it without the written consent of the student.

DISCIPLINARY PROCEDURES

The aim of disciplinary procedures is to educate students about responsible behavior, to maintain social order, and to protect the rights of others by providing a system of consequences for those who violate College rules and regulations. The disciplinary process supports the practice of responsible behavior in community living. It requires understanding and self-discipline on the part of the student, as well as a respect for the rights and privileges of others. The focus of the judicial system is corrective and is of an educational rather than punitive nature. Essential in this aim is the principle of "fundamental fairness", which provides the framework for the adjudication of student misconduct and breach of institutional policies and regulations. The basis of the judicial process is one of good faith - a mutual trust between the College and the student.

THE DISCIPLINARY PROCESS

The nature of disciplinary procedures at Saint Augustine's College is formed by basic legal opinions regarding the administration of discipline in postsecondary institutions. It is designed to ensure all rights a private educational institution might be constitutionally or contractually obligated to provide. The Standards of Conduct apply to all students and organizations, on or off campus, during the time that they have a student relationship with the college. Disciplinary action under these guidelines may be taken against an individual or group who has admitted as a student to the College, whether or not the individual is registered for classes (e.g., during summer breaks and in the summer).

The implementation of disciplinary procedures is held to be a function of the educational and development process. Furthermore, student discipline is an administrative process carried out by administrative personnel and acts. Student discipline, therefore, may not be construed as a form of criminal proceeding; and a student disciplinary hearing is not the same as a trial or court proceeding.

A disciplinary process does not require proof of guilt beyond a reasonable doubt. A student's guilt, however, should be established by clear and convincing evidence. Procedures used in criminal and civil courts do not govern college judicial proceedings or decision unless significant prejudice toward the accused student or the College results. The preponderance of the evidence is sufficient for the hearing body to make a decision of guilt.

Students who are alleged to be in violation of College policies and regulations, as an individual or as members of a group or organization, will be accorded "fundamental fairness" and given a fair hearing and the right to an appeal. Judicial proceedings will

be formal, fair, thorough, and as expeditious as possible.

ADMINISTRATION OF THE DISCIPLINARY PROCESS

In his role as the chief executive office of the campus, the President has the responsibility for maintaining a campus environment conducive to learning and achievement of the College's mission. Whereas he supervises the administration of student discipline, the responsibility for the actual daily operations of the judicial system rests with the Office of the Vice President for Student Affairs.

The Office of the Vice President for Student Affairs has the responsibility for the daily administration and enforcement of the campus judicial system. Additionally, the Office of the Vice President for Student Affairs works with students to encourage support of and compliance with the College's standards of conduct; provides training to student bodies; adjudicates alleged student violations; and provides administrative support for all judicial bodies.

The Assistant Vice President for Student Affairs is responsible for the coordination of the College's disciplinary process. He or she is responsible for reviewing all alleged violations, conducting investigations when appropriate, referring discipline cases to judicial bodies, arranging conferences or hearing with the student involved, adjudicating certain disciplinary referrals, notifying the student of the time, date and place of the hearing or conference with certain judiciary bodies, hearing appeals, informing students of the decision rendered, and notifying parents and other members of the College community as appropriate regarding the action taken.

In consultation with the Office of the Vice President for Student Affairs, the Office of Campus Police receives, investigates and handles those complaints where violation of public law is indicated, when a felony is committed, or when assistance from that office is otherwise requested or needed. The College may then take the necessary action, based on the alleged infraction to have been committed by the student.

Judicial council members are responsible for determining the student's guilt or innocence and shall review the student's disciplinary record and make a recommendation to the Assistant Vice President for Student Affairs regarding an appropriate sanction. The Assistant Vice President for Student Affairs shall review all recommendations for sanctions presented by the various judicial officers and councils, determine the validity of the findings, review the student's disciplinary history, make the final determination regarding the sanctions, and notify the student and other appropriate parties of the decision. Finding of guilt and imposed sanctions may be appealed by following the appropriate appeal procedure.

JUDICIAL AND ADMINISTRATIVE BODIES

Alleged violations of the College's Standard of Conduct shall be adjudicated by the following judicial bodies or administrative functionaries. Judicial council members who adjudicate student disciplinary cases shall make findings of guilt or innocence to the Assistant Vice President for Student Affairs, who will then issue an appropriate sanction in accordance with the *Student Handbook* and based on the student's level of involvement, the severity of the incident, and the student's disciplinary history. Depending on the nature of the violation, disciplinary cases will be referred to the most appropriate body as indicated below.

Judicial Council

This council shall adjudicate all cases referred by the Assistant Vice President for Student Affairs. The Judicial Council is comprised of a two students, three student affairs staff members appointed by the Vice President for Student Affairs. Members of the Judicial Council can serve consecutive one-year terms.

AD HOC JUDICIARY PANEL

In instances where it is unreasonably burdensome or impractical to conduct a formal hearing, the Assistant Vice President for Student Affairs may convene an Ad Hoc Judiciary Panel to hear cases. The Ad Hoc Panel is used in instances in which the circumstances of the case require immediate decision for which no other hearing body can reasonably be convened.

In those cases where, in the opinion of the Vice President for Student Affairs, a hearing is required, but sufficient time is not available to convene any of the standing judiciary councils or committees, an Ad Hoc Judiciary Panel may be appointed.

ASSISTANT VICE PRESIDENT FOR STUDENT AFFAIRS

The Assistant Vice President for Student Affairs shall adjudicate cases and serve as appellate official on cases heard by the Judicial Council. The Assistant Vice President for Student Affairs may refer cases to the Vice President for Student Affairs as deemed appropriate. Cases heard by the Judicial Council may be appealed to the Vice President for Student Affairs. An appeal may be made through the Vice President for Student Affairs, to the appeal committee, who shall review the case and render a final decision. The Appeals Board will make the final decision. Findings will be communicated to student by the Vice President for Student Affairs.

VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs serves as the judicial officers for cases referred by the Assistant Vice President for Student Affairs and as the final appeals officer for cases, which have been initially adjudicated by the Judicial Council.

The Appeals Board is appointed by the President and serves as a review board for the judicial processes. For appeal cases, the decision of the Appeals Board is final.

ACADEMIC MISCONDUCT

Cases involving allegations and charges against faculty members or concerning standards of academic misconduct on the part of faculty should be referred to the faculty member's immediate supervisor. Also, cases involving academic-related misconduct by students (e.g., class disruption, cheating, and profanity) come under the jurisdiction of Judicial Council with input from Academic Affairs Council.

JUDICIAL PROCEDURES

Individual members of the community may bring conduct complaints against a student alleging a violation of college regulations. Complaints also may be brought through the Campus police or Residence Life staff; complaints of this nature are referred to the Office of Student Affairs for resolution. **Students charged with violation of the Standards of Conduct are entitled to a hearing by a judicial officer or body.**

HEARING PROCEDURES

In a pre-hearing interview, the Assistant Vice President for Student Affairs or other designated student life staff person will consult with students who have been accused to determine whether the student accepts responsibility for the alleged conduct violation. In situations where the accused student denies responsibility, the staff member will refer the matter to the Judicial Council.

In situations where the student accepts responsibility for the alleged violation, the student will be referred to the Assistant Vice President of Student Affairs for levy of sanctions. The judicial process follows procedures of basic fairness. These include written notice of the charge, a hearing before the appropriate council or staff member, and the right of appeal.

Disciplinary decisions are based on the need to maintain acceptable standards in the community, to insure the just and fair settlement of conflicts, and to redirect student behavior.

Students charged with violation of the Standards of Conduct are entitled to a hearing by a judicial officer to body. When a student is charged with violating the College's Standards of Conduct, he or she shall have the right to:

1. Receive a written notice not less than 48 hours prior to the initiation of a disciplinary hearing giving the specific the nature of the charges, the circumstances of the case, the date, place, and conduct for which violator of rule(s) or regulation(s) is charged will be stated on the notice.

(NOTE: Unless the student informs the appropriate hearing officer or council prior to the beginning of the hearing that he or she did not receive 48-hour notice, the lack

of proper notice cannot be used later as the basis for appeal unless proof showing that notice was delivered to the student or his or her room, mailbox, or off-campus address after the hearing.

2. Receive a fair and impartial hearing; testify on his or her own behalf, and present a limited number of witnesses on his or her behalf (maximum of three, unless more are allowed on specific requests);
3. Receive prompt notification, in writing, of the decision of the council, or administrative office. Such notification shall be forwarded to the student's campus Post Office box or local address within 48 hours after the hearing. Delivery of the same to the student's campus Post Office box or US Postal box within 48 hours after the hearing shall be considered proper notice;
4. After receiving the decision, all appeal requests must be filed in writing, within 48 hours to the Vice President for Student Affairs.

The verdict of the board is based on the "preponderance of evidence" presented rather than the stricter standard of "beyond a reasonable doubt." Cases considered by the judicial council are confidential and are not open to the public. Members of the council and board are bound by the laws of privacy and shall refrain from discussing cases and Council deliberations outside of the hearing room. However, this rule does not prevent the recording of the hearing process for potential use in an appeals review. Recordings are not available to the student once he or she has exhausted all appeals.

DISCIPLINARY SANCTIONS

The intentions of disciplinary sanctions are to educate students about responsible behavior, to maintain social order, and to protect the rights of others. Sanctions may be imposed singularly or in combination for the individuals or student organizations. Students are also advised that a disciplinary sanction imposed by the College does not preclude the possibility that a separate criminal or civil prosecution may also follow, and that, conversely, questionable conduct in the non-College community may be grounds for College disciplinary action as well.

In those cases involving crimes of violence, the Campus Security and Student Right to Know Act of 1990 provides that the College may, upon the request of the person bringing charges of a crime of violence, disclose the outcome of the case to the charging party. Such notification shall be provided verbally.

As a rule, parents and guardians of dependent students are apprised of the disciplinary decision in all cases except in those less serious cases where only a sanction of disciplinary warning or reprimand and participation in special workshops are given. Although all equitable circumstances will be considered and sanctions fairly imposed, students found guilty should not expect leniency in application of the sanctions for reasons of student classification, the time of semester or term, or any other factor.

Students who have not completely fulfilled their disciplinary sanctions may be allowed to pre-register for classes provided all other conditions have been met. Also, those students who have outstanding sanctions at the beginning of a semester or term will not be permitted to register for the semester or summer term until all disciplinary sanctions have been satisfied.

DISCIPLINARY WARNING OR REPRIMAND

A disciplinary warning or reprimand is an official statement of censure, warning the student of unacceptable behavior in an incident considered to be one of minor unintended consequences on the part of the student. The official warning or reprimand is a written notification to the student that he or she has been found guilty of a violation and that any other violation of the College's Standards of conduct for which the student is found guilty will result in more severe disciplinary action. In addition, the warning or reprimand will become a matter of record in the Office of Student Affairs.

PARTICIPATION IN SPECIAL COUNSELING SESSIONS OR WORKSHOPS

In some instances students may be required to assist in developing, coordinating, and evaluating special workshop related to the nature of the offense which the student has admitted. Students may also be required to participate in special workshops to enhance their own knowledge and understanding of a particular topic related to the offense committed. In such instances, students are required to be prompt, attentive, and to present a well-written, typed summary of the activity to the judicial officer within 24 hours after the event concludes. Failure to comply with this sanction will result in disciplinary suspension from the College.

COMMUNITY SERVICE

Students who are found guilty of violating the Standards of Conduct may be assigned volunteer community work to be completed at the College or in the local community. Community service hours are designed to benefit the student and the College or community. A student who intends to enter a plea if guilty may propose a community service project of a constructive or educational nature. On-campus assignment may include but are not limited to working with the Physical Plant, Food Services, and Residence Life.

Off-campus assignments will be made in conjunction with The Dean of Student Services. All assignments must be completed within the time period designated and to the satisfaction of the assigned supervisor. Students who fail to complete their assignments, those who do so in an unsatisfactory manner, or those who fail to complete the project within the specified time period will be considered in violation and may be disciplinary suspended from the College. Examples of off-campus community service projects include, but are not limited to, the following: collecting and delivering items for the women's shelters; homeless shelters; after -school tutoring.

RESTITUTION

Restitution is reimbursement for damage to or misappropriation of College or personal property; it may be in the form of money, service, or other compensation

subject to the discretion of the hearing person or body, and with the concurrence of the Vice President for Student Affairs with regard to specific restitution. Students who fail to make restitution as requested will be disciplinary suspended from the College. If a student is required to make restitution, a letter will be sent to his or her parents or guardian notifying them of the restitution.

LOSS OF PRIVILEGES

A student who receives this sanction shall be notified in writing as to the privilege, which he or she has lost. This written notification shall indicate the time period for which the student has lost certain privileges as a result of violation of the Standards of Conduct.

FINES

Fines may be assessed to the student found guilty of committing an infraction. The amount of the fine varies according to the severity of the offense. All fines must be paid in cash or money order within fourteen days of the final decision. Fines must be paid in the Office of Business Affairs or its authorized designee. (If not the fine will be placed on the student's account and the student will be subject to additional judicial actions.)

HOUSING RELOCATION

In cases when a student will be required to move to another room or residence hall because of his or her lack of willingness to comply with the rules and regulations of his or her present residence hall community. This sanction will be made in instances where the hearing officer or body feels that the student would benefit from the change of environment in order to conform to acceptable group living standards.

LOSS OF HOUSING

Judiciary councils or officials may mandate that a student lose his or her privileges of residing in College housing as part of an imposed sanction. If a student loses College housing privileges, a letter will be sent to his or her parents or guardian notifying them of the student's loss of housing.

DISCIPLINARY PROBATION

Students placed on disciplinary probation are expected to demonstrate a positive change in their behavior. During the period of probation, the student shall be denied participation in intramural, intercollegiate and club sports. Such students may not represent the College in any public function or performance, hold office in a student organization, or be eligible to join a fraternity or sorority during their probationary status. In addition, the sanction will become a matter of record in the Office of the Vice President for Student Affairs.

SUSPENSION

Suspension is used in cases of serious misconduct or in cases when the student has violated the conditions of his/her probation. A student who is found guilty of a

violation during the period in which he or she is on disciplinary probation, or who commits an offense serious enough to warrant suspension may be suspended from the College for the remainder of that semester or term or any portion thereof, for the next semester or term, and/or additional period. Usually the designated period of suspension does not exceed one year. Suspensions are recorded on the student's permanent record.

Students suspended from the College are required to return their student identification card and room keys and may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and only with the prior permission of the Vice President for Student Affairs. If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to Saint Augustine's College will be threatened; such persons may also be charged with trespassing, in which case they will be subject to arrest.

During the period of suspension the student is not eligible or entitled to receive any College services. That is, during the period of suspension, the student's relationship with the College is terminated, and he or she is, in fact, *persona non-gratis*.

INDEFINITE SUSPENSION

Indefinite suspension means that a specific date has not been recommended for the readmission of the suspended student. The sanction is used in cases of extremely serious misconduct where the appropriate hearing body desires that evidence of rehabilitation be presented by the student before he or she is readmitted to the College. Suspensions are recorded on the student's permanent record.

Students suspended from the College are required to return their student identification card and room keys and may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with the prior permission of the Vice President for Student Affairs. If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to Saint Augustine's College will be threatened; in which case, they will be subject to arrest.

During the period of suspension the student is not eligible or entitled to receive any College services. That is, during the period of suspension, the student's relationship with the College is suspended. And he or she is, in fact, *Persona non gratis*

EXPLUSION

Expulsion is the most severe sanction that can be imposed upon a student for violation of disciplinary procedures. Expulsion is permanent dismissal from the College, and the student is subject to the conditions and restrictions cited under disciplinary suspension, except the student is nor eligible to apply for readmission to the College. Expulsions are recorded on the student's permanent record.

Students expelled from the College are required to return their student identification card and room keys and may not return to campus.

If an expelled student returns to the campus without permission, he or she will be charged with trespassing, in which case, he or she will be subject to arrest. In defining expulsion, the student's relationship with the College is permanently severed, and he or she, is in fact, *persona non-gratis*. If a student is expelled from the College, a letter will be sent to his or her parents or guardian notifying them of the expulsion. Saint Augustine's College Student Handbook

DISCIPLINARY HEARING PROCEDURES

Students who are charged with violation of the College's Standards of Conduct are entitled to a disciplinary hearing before a judicial council or officer; Hearings are scheduled as soon as possible after receipt of the incident report. Students who are found guilty of violations and notified of their sanctions but fail to comply with their disciplinary sanctions will be considered in violation of the Standards of Conduct (more specifically with "Failure to Comply") and are not entitled to a hearing on the charge that they have failed to comply with sanctions previously issued. An additional sanction will, therefore, be applied without the benefit of a hearing. The College is not obligated to extend the deadline, hearing date, etc., as a result of the student's failure to pick up or call for his or her mail at the campus Post Office.

Disciplinary hearings are considered private, and attendance at hearings is restricted to those individuals directly involved in or eyewitnesses to an incident, or who have been requested by the accused, the hearing council, or officer to attend. It is the responsibility of the hearing officer to take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.

The following procedures will govern all hearings conducted by a judicial council or administrative functionary:

1. When a student's case is scheduled to be heard before judicial council, he or she may opt, in writing, to have his or her case heard administratively by a hearing officer rather than have the charges referred to a council for the decision. As such, the student waives his or her right to a panel hearing and related procedural guarantees provided in a council hearing but retains the right to appeal. The student will be required to sign a waiver at the time of the preliminary interview. Under certain conditions, the Vice President for Student Affairs may agree that a student charged with an offense may be suspended from the College rather than face a judicial hearing. A student must request the option of suspension in writing and must stipulate that the petition is voluntary. All conditions regarding suspension will apply, and the charges and sanction will be noted in the student's record.

Note: The infraction must be one for which the sanction of suspension is

applicable. For all cases occurring during the last two weeks of the semester or summer term, the Assistant Vice President for Student Affairs will handle the cases administratively or refer them to an ad hoc panel in order to assure a timely resolution of the cases.

2. In cases referred for adjudication, a student is informed in writing of the charges and the time and place of the hearing, with at least forty-eight (48) hours notice. Students showing just cause to the hearing officer may be granted at least 24 hours in advance of the hearing.

The student may waive the notice period if he or she prefers to have the hearing sooner than scheduled.

3. The most accurate and fair review of the facts occurs when all parties are present. As such, the accused is expected to attend. If he or she chooses not to attend, the charges will be reviewed as scheduled on the basis of the information available, and a decision will be made. However, no decision shall be based solely on the student's failure to attend the hearing or answer charges.
4. The accused student may submit a written statement, may invite witnesses on his or her behalf, and ask questions of witnesses called by other persons. (The accused student is responsible for notifying his or her witnesses of the hearing date, time, and place).
5. The accused student(s) may challenge any member of the hearing council for good cause and request that he or she be dismissed and replaced, subject to the discretion of the hearing council chairperson. The chairperson, if challenged, may be excused at the discretion of a majority vote of the hearing council.
6. Members of the judicial council are expected to disqualify themselves when a case involves a personal friend or someone toward whom the member does not feel he or she can be objective.
7. The accused student has the right to face his or her accuser(s) at the hearing.
8. Written statements signed by a witness, accepted and verified by the hearing officer or head of the hearing council may ask that witness' statement be used if, for reasonable cause, the witness cannot attend the hearing. The Assistant Vice President for Student Affairs will determine "Reasonable cause".
9. The accused student is presumed innocent until proven guilty; however, the Vice President for Student Affairs or the Assistant Vice President for Student Affairs may temporarily suspend the student if the alleged offense is of such a nature that the student's presence on campus while awaiting a hearing is unwise or may present a clear and present danger to

members of the College community as determined by the Vice President for Student Affairs. In such cases, a hearing before an Ad hoc Judiciary Panel may, at the option of the Vice President for Student Affairs, be arranged at the earliest possible time.

Note: In instances when a student has been charged with or arrested on the charge of having committed a crime of violence (detailed in the Student Right-To-Know and Campus Security Act), the College may at its discretion administratively withdraw the student until such time the matter has been resolved by the courts. The student's return to the College following court action is contingent on the College's assessment that the individual does not represent a possible danger to the campus community and that his or her return is in the best interest of the College and its students. The College reserves right to permanently dismiss the student from the College, regardless of the outcome of the court proceedings.

The College will consider the following factors in determining a student's status with the College:

- a. nature of the crime with which the student has been charged;
 - b. outcome of the criminal proceedings against the student, and the reasons for that outcome;
 - c. evidence indicating that the student is guilty of the crime with which the student has been charged;
 - d. cooperation of the student in making full disclosure to the College and releasing records and other information to the College;
 - e. student's apparent commitment to his or her education (including student's academic record, student's progress toward degree and chosen field of study, classroom attendance and involvement in College activities); and any other factors that the College deems appropriate.
 - f. The College will not make a determination as to the student's guilt or innocence. Thus the College need not be convinced beyond a reasonable doubt that the student is guilty of the alleged crime before permanent dismissal of the student from the College.
10. The accused student has the right to testify or not testify on his or her behalf. Students who perjure themselves during the hearing will be charged with the appropriate violations of the Standards of Conduct.
 11. The accused student has the right to be present during the presentation of all evidence against him or her and to challenge the evidence or testimony provided during the hearing.
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12. The accused student has the opportunity to question all witnesses. It is the responsibility of the chairperson of the hearing council to supervise any questioning and, at his or her discretion, strike any questions that are not germane to the case.
13. All matters upon which the decision may be based must be introduced and discussed at the hearing and the decision is always based solely on the evidence presented. Past violations against the accused the accused student(s) may not be mentioned, although a record of previous infractions may be presented to the council after a determination of guilt has been reached so that an appropriate sanction may be applied.
14. A record of minutes will be taken during the hearing, but not during the deliberation process.
15. After all evidence has been presented, all persons except council members will be excused from the hearing room, and a determination of guilt or innocence will be made by the hearing council or officer. If guilt is determined, the student's involvement in past violations may be revealed for the purpose of assessing a penalty.
16. The Chief Justice, Chair, or Judicial Officer will present a written recommendation to the Assistant Vice President for Student Affairs immediately after the conclusion of the hearing.
17. The Assistant Vice President for Student Affairs reviews the findings of the judiciary council and then renders the appropriate sanction. Written notification of the outcome of the hearing is sent to the student within 48 hours after the hearing has concluded. Such notification shall include the judiciary council's findings, the sanction, and information about the appeals process.
18. The sanction imposed by a council or administrative functionary does not become effective until available appeals have been exhausted or rejected by the student within the specified time allowed for appeals, except when in the determination of the Vice President for Student Affairs, the student's presence on campus constitutes a clear and present danger to the student and/or others in the College community.

Unlike proceedings of courts of law, College hearings do not require conclusive proof or "guilt beyond the shadow of a doubt." Instead, the preponderance of the evidence is sufficient for the hearing officer or council to decide if a violation has occurred.

The Vice President for Student Affairs has "emergency powers" which may be excised to suspend these procedural regulations when in that officer's judgment; conditions are such that an emergency situation exists which makes it impossible for the system or judicial councils and administrative functionaries to perform. When this

occurs, the Vice President for Student Affairs may substitute for them arrangements for handling disciplinary matters to ensure the orderly functioning of the College and also to safeguard the basic rights of the students.

OUTLINE OF TYPICAL HEARING PROCEDURE

A typical hearing council procedure is designed to follow the basic outline as follows:

1. All witnesses, the accused and his or her advisor, and the hearing council members will meet. The Chief Justice of the Judicial Council, the Chair of the College Judiciary Council, or the convener of the council or panel will stress the confidentiality to all participants.
2. The witnesses will leave the room and the charge(s) will be read to the student. The student will respond to the charge(s) and state "guilty" or "not guilty" to each charge.
3. The accused student will be allowed to make a statement.
4. Those witnesses who substantiate the charge(s) will be asked to make statements.
5. Those witnesses who can refute the charge(s) will be asked to make statements.
6. The accused student will be asked to offer any further evidence or statements(s) on his or her behalf.

The accused student and his or her advisor will leave the hearing room and the hearing council will deliberate and vote "guilty" or "not guilty" on each charge. A majority vote (which shall be by secret ballot) of the voting members of the hearing council is required for a decision. Only in the case of tie will the Chair, Chief Justice, or convener vote.

7. Should the decision be "guilty", the hearing council members will be given information concerning any prior offenses. The hearing council may consider prior offenses solely for the purposes of d appropriate sanction to be imposed.

RECORD OF PROCEEDINGS

A record consisting of written notes, tapes, or other method chosen by the hearing officer or panel will be made of all evidentiary hearings but not the judicial deliberation process. Tape recordings may be made available to the accused student for a nominal fee upon written request to the Vice President for Student Affairs. Tape recordings of hearings will not be made available to the student once he or she has exhausted his or her appeals.

NOTIFICATION OF DISCIPLINARY ACTION AND DECISIONS

Students who are accused of being involved in incidents that are in violation of the Standards of Conduct should expect to be contacted by the Office of Student Affairs regarding a hearing. The judicial officer and councils will make every attempt to promptly notify the student of a conference or hearing regarding his or her alleged violation; However, inability to notify a student through reasonable means (campus mail, telephone, etc.) does not entitle the student to any further consideration in terms of postponing a hearing or adjudicating a case.

It is noted that in instances where a student fails to comply with the sanctions imposed by a judiciary body or functionary, additional and more severe sanctions will be imposed without the benefit of a hearing, and the student will not be entitled to an appeal of the decision to impose additional sanctions.

Further, a student may not appeal on the basis of not having received proper notice unless he or she notifies the hearing officer or panel prior to the beginning of the hearing that sufficient notice was not received and, in the judgment of the hearing officer or panel, there is reason to believe that proper notice may not have been given.

Note: Students who fail to pick up mail from their campus PO boxes, who fail to pick up correspondence as otherwise instructed, or who, due to negligence on their own part, fail to receive proper notice, may not use "insufficient notice" as basis for an appeal.

While every effort will also be made to promptly notify students whose cases have been adjudicated, each student whose case has been adjudicated is expected to contact the Assistant Vice President for Student Affairs within forty-eight hours (48) hours after the conclusion of the hearing to receive the decision in the case.

It is reasonably expected that students will receive notification via their campus mailboxes on the same day the notice is sent, provided notification is delivered to the campus Post Office by 10:00 AM. It is also expected that mail delivered to the campus Post Office after 10:00 AM will be received by the student, at the latest, by 4:00 PM the following day. Mail that is hand-delivered is noted as having been received at the time it is delivered to the student.

Notification sent by first-class mail is expected to be received by the student within two business days if within the city of Raleigh and within three days elsewhere. Extensions may be granted to students who show, on the basis of the postmark date, that the mail was delayed.

DISCIPLINARY APPEALS

The student's letter or written request for an appeal must clearly delineate the grounds for the appeal and include pertinent information that will assist the judicial officer or council in determining whether an appeal is warranted. Also, the

date and student's signature must be included in the written request for an appeal. A student is entitled to an appeal only if one or more of the following four conditions are met.

Decisions on whether one or more of the conditions are met are to be made at the sole discretion of the appropriate appeal officer or council. By these guidelines, a student is entitled to appeal only once. If a student's request for an appeal is denied, the student is not entitled to any further appeals of the decision in his or her case.

Further, if an appeal hearing is granted or the previous decision is overturned, the student is not entitled to any further appeal, and the decision rendered by the appellate officer or board will stand. Only in unusual circumstances, and then only upon the determination of the Assistant Vice President for Student Affairs, will a student be entitled to request a second appeal of the decision in his or her case.

A decision of a judicial council or administrative functionary may be appealed on one or more of the following grounds:

- (1) Information is now available that was not available at the time of the initial hearing.
- (2) The facts upon which the decision was made were not presented in the case;
- (3) Due process was not followed

All requests for an appeal must outline the following:

- (1) If the appeal is based on new facts
 - (a) description of new evidence:
 - (b) name(s) of anyone who could present this evidence (if any);
 - (c) reason(s) why the evidence was not discussed at the original hearing;
and
 - (d) reason(s) why the evidence can contribute to a decision other than that which was originally made.
- (2) The facts upon which the decision was made were not presented in the case;
- (3) If the appeal is based on substantial violation of hearing procedure:
 - citation of specific procedural errors, with appropriate reference;
 - reason(s) why procedural error was not mentioned in the original hearing; and
 - reason(s) why correction of error can contribute to a decision other

than that which was originally made.

NOTE: The written appeal must be clear and specific, as the appeals board considering the appeal basing its decision solely on the written appeal.

FILING AN APPEAL

All appeal notices must be filed in writing to the appropriate Vice President for Student Affairs within 48 hours after receipt of the decision as specified herein. The appeal request must state the specific grounds of the appeal as described in the preceding section. Official College holidays, weekends, and school closings are excluded in determining the time periods within which appeals are to be filed.

In cases initially adjudicated by the Assistant Vice President for Student Affairs, the student desiring an appeal must file a written notice of appeal with the Vice President for Student Affairs within twenty-four (24) hours following the student's receipt of the decision. The Vice President for Student Affairs will consider the request for an appeal and will make a determination as to whether there are grounds to grant an appeal. An appeal conference with the student may be desirable, and the student will be notified in writing within forty-eight (48) hours of receipt of his appeal as to whether the appeal will be granted or whether an appeal conference is needed.

The decision of the Appeals board is final. The sanction imposed by a judicial council or functionary does not become effective until all available appeals have been exhausted or rejected by the student within the time periods designated for appeals, except when in the determination of the Vice President for Student Affairs the student's continued presence on the campus constitutes a clear and present danger to the student and/or others in the College community.

STANDARDS OF CONDUCT

INTRODUCTION

A College community can function effectively only when the rights and obligations of its members are recognized. All students, therefore, must be especially conscious of individual dignity, rights, needs, and aspirations. This involves thoughtful consideration of the welfare and reputation of the College and its members. Of particular concern to the College are the following areas of misconduct that may result in disciplinary action, including suspension or dismissal from the College.

(Students should note that this code is not exclusive; other prohibited conduct may be specified in the *Bulletin* or other College regulations.)

The Standards of Conduct exist to protect the persons who comprise the College community, as well as the rights and property of the College. These standards also foster and enhance the academic mission of the institution. While the Standards of Conduct do not include all of the activities that may adversely affect the College community, they do apply to the conduct of all students and student organizations while on College premises and off campus so long as the student or student

organization maintains a student relationship with the College. College premises include all lands, buildings, and facilities owned, leased, or operated by the College.

The College reserves the right to sanction currently enrolled students for violations of the Standards of Conduct, even if said violations occur off campus.

In accordance with College policy, disciplinary action under these guidelines may be taken against an individual who have matriculated at the College, even though the student may not be currently registered for classes (e.g., during semester breaks and the summer).

Persons are encouraged to promptly report violations of the Standards of Conduct to a College Official. As member of Saint Augustine's College, students are also subject to city, county, state, and federal laws. Therefore, legal action in addition to College disciplinary action may take place. College's decision in disciplinary matters is independent of off-campus legal action, except that any student convicted of criminal misconduct, whether occurring on campus or not, will be suspended from the College.

In its attempt to promote and ensure fairness and consistency in disciplinary decision-making, the College has developed specific sanctions for violations of the Standards of Conduct. Adjudicators must comply with the following sanctions, and students found guilty of infractions will receive, as a minimum, the sanctions indicated as follows.

Other more severe sanctions may be imposed where deemed appropriate and necessary. Moreover, prior offenses are cumulative and may subject the student to more severe penalties for subsequent offenses. The student does not begin each semester, term, or school with a clean record. The sanctions listed in the Student Handbook will be applied for the first offense or violation and may be increased depending on the gravity of the violation.

Because the judicial system is designed to help correct behavior and to fulfill an educational purpose, it is expected that any student who must go through the judicial process will, as a result, be duly warned about his or her behavior, encouraged to comply with the Standards of Conduct, and notified about possible sanctions if subsequent violations should occur. Moreover, the system of consequences must be imposed to maintain order and to protect the rights and privileges of others in the College community Therefore, students who are found guilty of the same offense or a second offense of equal or greater magnitude (as defined by the nature of the sanction) may be suspended from the College.

Copies of the *Student Handbook* are available to all students and can be obtained in the Office of Student Affairs. In addition, personnel in the offices listed as follows will assist student in interpreting these policies, rules, and regulations:

Vice President for Student Affairs
204 Hunter Building

Assistant to the Vice President
for
Student Affairs
204-B Hunter Building

Student Affairs
204 Hunter Building

Every effort has been made to provide students with complete and accurate information. However, the college reserves the right to modify, amend or revoke any rules, regulations, or policies at its sole discretion. Students are, therefore, encouraged to be attentive and alert to any public announcements concerning changes to the rules and regulations governing students conduct.

COLLEGE LIABILITY

Fraternalities, sororities, social fellowships, sports clubs, and other student organizations are not operated under the general, supervision of the College or its Trustees. Administrators, officers, faculty, or employees are not in any way or manner liable for actions or failure to act on the part of such organizations, even though they are required to conform to certain prescribed College procedures. It is particularly noted that the College is not responsible for bodily harm or death to participants in any voluntary organizations or activities, including voluntary athletics, or other organizations or activities in which risk is incurred. No activities undertaken by these organizations are in any instance, taken as agents of or on behalf of the College.

The student acknowledges that participation in some programs and activities involves an inherent risk of physical injury, property damage, and other dangers associated with such participation. Dangers peculiar to such activities include but are not limited to broken bones, strains, sprains, bruises, drowning, concussion, and heart attack. Through his or her participation in such activities, the student assumes all such risks of damage or injury, including injury which may prove fatal, that may be sustained by him or her while participating in recreational activities or in the travel to or from such activities.

The student agrees that for the sole consideration of Saint Augustine's College's allowing him or her to participate in such programs or activities, the student releases and forever discharges the Board of Trustees of Saint Augustine's College, its members individually, and all present and former officers, agents, and employees of any and from all claims, demands, rights, and causes of action of whatever kind or nature, arising from and by any reason of any and all known and unknown, foreseen and unforeseen causes thereof, resulting from the student's participation in or in any way connected with such programs and activities.

Each participant in such activities and programs should realize that there are risks, hazards, and dangers inherent in such activities and in the training, preparation for, and travel to and from such activities. It is the responsibility of each participant to participate only in those activities for which he or she has the prerequisite skills, qualifications, preparation and training. In consideration of the benefits received from such programs and activities, the student assumes all risks, damages, or injury, including injury which may prove fatal, that may be sustained by him or her from participation in such activities.

Saint Augustine's College does not warrant or guarantee in any respect the competency of mental or physical condition of any instructor, trip leader, vehicle driver, or individual participant in any recreational activity. Further, the College does not warrant or guarantee in any respect the physical condition of any of the equipment used in connection with the activity.

SPECIAL REGULATIONS FOR STUDENTS WHO HAVE BEEN CHARGED WITH OR ARRESTED FOR A CRIMINAL ACT

When a student is indicted or charged with commission of a serious criminal violation, a special procedure determines that student's status with the College until such time as the criminal proceedings are concluded. It is in the best interest of the College, other students, and the student charged with a serious criminal violation, for the College to determine whether or not that student's presence on campus during the pending criminal proceedings will present a potentially dangerous or disruptive situation.

Any student indicted or charged with a criminal violation defined under North Carolina General Statutes or the laws of another state has an affirmative obligation to immediately notify the Assistant Vice President for Student Affairs.

This report must encompass all known charges against the student. Failure to promptly report such charges constitutes grounds for disciplinary action against the student. The student will also have the opportunity to discuss the nature of the charges and any mitigating circumstances.

Once notified, the Vice President for Student Affairs is authorized to take the following action in regard to that student:

1. Convening of an immediate disciplinary hearing seeking disciplinary sanctions up to and including expulsion of that student;
2. Temporary or indefinite suspension of the student pending final disposition of the of the criminal charges;
3. Restriction of student's rights and activities on campus.

4. Any other reasonable restrictions or remedies that the Vice President for Student Affairs believes are in the best interest of the College.

If a disciplinary hearing before the Vice President for Student Affairs does not convene the College Judiciary Council immediately, such a hearing may be conducted at any point, including after conclusion of the criminal proceedings against the student.

Factors to be considered by the Vice President for Student Affairs in making the determinations described above include but are not limited to:

1. The nature of the charges against the student;
2. Issues of personal safety;
3. Campus security;
4. Cooperation of the student;
5. The nature of the evidence against the student;
6. Prior civil or criminal records of the student and;
7. Any other: - factors or evidence deemed appropriate.

The College shall make every effort to expedite a decision under these circumstances and will communicate its decision to the student in writing. Any student who disagrees with the decision of the Vice President for Student Affairs may appeal that decision to the College President or his or her designee. Such appeal must be presented in writing within 48 hours of the student's receipt of the written decision. The decision of the College President in such matters is final.



RESIDENCE LIFE

The Office of Residence Life is firmly committed to the concept that residence halls are to provide a place where students grow, experience the richness of community living, and engage in learning outside the classroom. On-campus living provides the proper balance of challenge and support for residents, which allows them to take responsibility for themselves and for their development.

Non-Refundable Housing Fee

Each student must pay a non-refundable housing fee of \$150.00. All returning students are to make application and at the end of each academic year pay the required fee. All freshmen upon applying would be required to pay the fee as well.

Staffing

The Dean of Residence Life and Housing 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 seven residence halls are staffed by live-in Residence Directors, student Resident Assistants (RAs) who also reside in the residence halls and Assistant Residence Hall Directors, who do not reside in the halls. Each RD is a full-time professional and is responsible for the overall day-to-day operations and programming for the living area. A substantial portion of the RD's time is spent planning and coordinating educational, social, and cultural activities, responding to emergencies, responding to building and maintenance needs, and serving as a resource person to the Hall Council, RA's, and residents.

Room Furnishings

All of the residence halls rooms are furnished with beds, mattresses (and mattress covers as appropriate), desks, dressers, chairs, and blinds/curtains. 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.

Common and Public Area Damage

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 is not established within a specified 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 ten dollars (\$25.00) will be assessed for damage to common areas or to the room. The student will be notified of the charge, and payment must be made within ten days to the Office of Student Affairs. Failure to pay damage fees will 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.

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.

Electrical Appliances and Outlets

Due to overloading of electrical outlets, the total wattage of all electrical appliances in use at any one time should not exceed 1800 watts. Electrical appliances such as microwaves, George Foreman type grills, and appliances with heating coils are not permitted. Irons are permitted, but students are asked to refrain from ironing on their beds due to safety and damage concerns.

Electrical surge protectors (15amps/120 volts) 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.

Housing during School Closings and Vacations

Residence Halls officially close during Christmas Holidays.

All students are required to vacate their rooms during this period.

Room fees do not include these vacation periods. Any students remaining on campus during vacation periods without authorization will be referred for disciplinary action. Athletes required to stay during Christmas Break may request to stay on campus. A temporary move may be required for security reasons.

Students are not permitted access to the residence halls after closing. Also, the College is not responsible for items left in student's 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. Because of time constraints necessary to prepare for succeeding obligations, late checkouts are not permitted. Residents will be assessed a \$100.00 fine at the end of the fall or spring semester.

As a general rule, residence halls close within 24 hours of the last final examination and by 6:00 p.m. on the day of the last class period before holidays and breaks. Closing and opening dates and times will be posted in advance, and all students must conform.

Illness / Crises

If a student becomes ill during a time when the Health Center is not open or when they otherwise experience a crisis, the student should contact the Resident Director responsible for the residence hall. At least one RD is always on duty in the evenings, and his or her name should be posted in the office of each residence hall. The resident director should make the call medical services.

Repairs

Students should report all needed repairs to their RA's or RD's. They should complete a request for repairs form. They should not attempt to make repairs themselves. The RA or RD is responsible for reporting the concern to the Dean of Residence Life and Housing to coordinating the repairs.

Theft and Losses

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 Office of Student Affairs and Campus Police promptly.

PET POLICY

Except for Seeing Eye dogs, no pets are permitted on the Saint Augustine's College campus.

Withdrawal from College / Cancellation of Housing

A student may withdraw from the College until the last day to drop classes. Once registered for the semester, any student who chooses not to attend classes for any reason must officially inform the College. Withdrawal requires that the student give

written notification to the Dean of Residence Life and completes the necessary forms.

Until the student completes these procedures, he or she is not officially withdrawn from the College and will be held responsible for all applicable fees and all academic requirements incurred during the term.

Students who withdraw from the College must have their room inspected and key returned to a member of the residence hall staff for that building. Any student leaving College housing at any other time other than at the end of the Fall or Spring semester must complete a clearance form. Failure to do so will result in the student having to pay the appropriate charges.

Housing Application and Agreement

Students who are assigned a space in College housing are required to sign a College Housing Application and Agreement relating to the terms and conditions of occupancy for the full academic year. Students will complete a directory form as part of the registration process and will report all changes of address to the Office of Admissions as they occur.

Housing for students is provided in College operated student residence halls. An individual must be admitted to the College before an application for housing can be accepted. The housing application must be renewed each year. Enrolled students must be registered for a minimum of twelve (12) hours in order to live in a residence hall. During the specified period for renewal of housing applications, the student is expected to review the "Housing Application and Agreement" and, if he or she desires housing and concurs with the terms and conditions, to review and sign the housing application. Signing the agreement constitutes an agreement by the student to comply with the terms and conditions accompanying the housing assignment. (For more specific information, the student should refer to the Housing Application and Agreement.)

Housing assignments are made on the assumption that the student will report to the College at the time designated and reside in the room for the duration of the semester. The new student who does not report to claim his or her room by 6:00 PM on the first day of registration, or the returning student who does not check into his or her assigned room by the prescribed deadline, will be considered a "no show," and his or her assignment will be canceled immediately. Students whose financial accounts are not up to date, and/or whose terms of disciplinary sanctions cite loss of housing may not participate in the housing process.

The College reserves the right to require a student to withdraw from the residence hall at any time when his/her conduct or attitudes, reflect inability for the student to adjust to residence life.

Keys

Keys assigned to residential students are the property of the College and must

not be duplicated, transferred, or shared. Students are responsible for the cost of replacing lost keys and their accompanying locks. The cost for key replacement is \$150.00. Keys must be surrendered when the student checks out of the residence hall, withdraws from school, vacates his or her room, or otherwise leaves the College. Any student who fails to do so will be charged (\$150) one hundred fifty dollars.

Visitation and Guests

Visitation is defined as the time during which individuals are allowed to visit in the students' residence hall. Residents are responsible for the conduct of their guests and must be present for the duration of the visit. A guest is defined as a non-resident in a residence hall who has a current resident as a host. Living quarters for members of the opposite sex are off limits.

The following policies apply to visitation in the residence halls:

1. Guests and visitors must sign in at the reception desk and leave a student ID card if enrolled at Saint Augustine's College, or a photo ID card if not enrolled at Saint Augustine's College. The ID card must be presented to the desk attendant, who will record the required information.
2. Guests must sign in and out of the residence hall each time they enter or leave the building.
3. In the event it becomes necessary for a person of the opposite sex to be permitted beyond the reception area, permission may be granted by the Residence Hall Director only.

As a guest of a resident, it is understood that the guest will abide by the rules and regulations as stated in the Standards of Conduct.

Security

1. Visitors at residence halls must enter and exit only by the main entrance to the hall.
2. Residents who leave by the locked security doors are responsible for leaving the doors in a locked position. Propping doors open will result in disciplinary action.

Residents must lock their windows and doors during periods of absence and at night. Windows in air-conditioned buildings should remain closed at all times. During the holiday periods, additional precautions should be taken, including removal of small portable items and closing curtains and shades. Any losses should be reported to the Office of Campus police and the Office of Residence Life.

3. For personal safety, windows on the ground floors that may be accessible should be kept locked at all times.

Other Policies

In addition to these policies and regulations, certain residence halls require regulations peculiar to each of them. Students and visitors who have questions about specific regulation should inquire of the Residence Director for the respective hall. Any addenda to the Housing Application and Agreement will be distributed in written form to all students.

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.

1. 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 Assistant Vice President for Student Affairs and/or Vice President for Student Affairs for appropriate judicial action.
2. 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.
3. Hallway and stairwell doors should not be propped or blocked open at any time.
4. No flammable liquids are permitted inside college buildings, in personal vehicles on campus, or in College motorized vehicles.

5. No candles, incense, or open flame devices except cigarette lighters are permitted inside College buildings.

Evacuation When Alarm Is Sounded

Evacuation of College buildings is mandatory when a fire alarm sounds. 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. Any student found in the building after evacuation will be subject to fine and disciplinary actions.

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 in such a box falsely will be subject to fine, disciplinary action and prosecution in accordance with local, state, and federal laws.

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 restitution, 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

Each time a fire alarm sounds, it is mandatory for all the students to evacuate the building. Fire and safety equipment in the residence halls is necessary and protects life and property. The equipment is effective, however, 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 has established the following charges for violations regarding use of fire and safety equipment:

Unauthorized discharge of fire extinguisher	\$100
Removal of fire extinguisher from building	\$100
Broken fire extinguisher cabinet glass	\$ 25
Damaging fire extinguisher cabinets	\$100
Removing or damaging fire extinguisher Brackets	\$ 200
Damage or breakage of exit / emergency	\$200

Damage, breakage, or removal of centrally Wired smoke detector	\$200
Damage, breakage, or removal of single Station battery-powered smoke detector	\$ 50
Smoke detectors damaged or removed From a residence hall room	\$ 50
Removal of batteries / covers from smoke Detectors	\$ 15
Tampering with or unraveling fire hose	\$ 25
Removal of fire hose / nozzles from a Building	\$75
Tampering with or causing a fire sprinkler To activate	\$250
Damaging emergency telephones in Elevators	\$100
Activation of fire alarms due to use of Illegal cooking appliances	\$ 50
Deliberate activation of a false alarm	\$500
Failure to evacuate building during an alarm	\$ 25
Deliberate damage to building fire alarm System	\$200
Damaging or removing fire exit closures	\$125

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 violation of Fire/Safety rules is observed. If an illegal appliance is found during one of these inspections, the appliance will be confiscated and stored by the Residence Director, and disciplinary action will be taken. Residents may claim their property at the end of the semester after paying their fines.

Note: Representatives from the Physical Plant, Campus Police, and Residence Life offices reserve the right to enter a student's room for the purpose of Fire/Safety/

health inspections.

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 can result in a residence life fines.

State Highway/Street Signs

No state highway / street sign(s) are permitted in the residence halls.

Other Conditions

Students who reside in the residence halls are expected to comply with ail regulations stipulated herein, in the Housing Application and Agreement, and as announced by the College. As such, they are required to attend mandatory hall meetings and activities. Failure to do so may result in disciplinary action up to and including disciplinary probation, loss of housing, and ineligibility to participate in the housing application process.

STUDENT HEALTH CENTER

Saint Augustine's College maintains complete health care service for the treatment of minor illnesses, accidents, and injuries. Health supervision and medical care are provided through a staff Family Nurse Practitioner, medical doctors, nurses, and secretary,. All students enrolled at the College may take advantage of services available through the Health Center.

The Health Center is located between the College Union and the Emery Gymnasium. 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. The nurses are on call after hours and may be reached through security or residence directors. A physical examination and current immunization record are required of all new students before they are permitted to register at the College. Also, former students who have not been enrolled a period of one year or more will be required to submit a current health examination form before they will be allowed to register.

Individuals reporting to the Health Center for treatment may be given the initial doses for some medication and drugs. Prescriptions for subsequent drugs, medical needs, and medication beyond the initial dose provided by the Health Center will be given to the student to fill at his or her own expense. Specialists are frequently needed for students' illnesses and injuries that go beyond the treatment scope of the Health Center.

In such cases the Health Center staff will refer students to recommended specialists. The costs of the specialists' services are the responsibility of the student and his or her parents. However, students are strongly urged to file insurance claims promptly in order that medical bill may be paid as appropriate.

Students are discouraged from seeking treatment for illness or follow-up treatment for accidents without first having been referred by the College physician or designee. Transportation to off-campus medical facilities is the responsibility of the student; emergency services are used in cases of serious illness or injury. Students in need of hospital care will be referred to hospitals in the city. The cost of hospitalization, likewise, is the responsibility of the student and his or her parents. Students are encouraged also to notify their parents upon hospitalization.

In the event of accident or sickness, the student should;

1. Report to the Student Health Center, if after hours contact your Residence Hall Director.
2. If away from school, consult a physician, and notify the Student Health Center as soon as possible.
3. All claims for services rendered by "outside" physicians and health providers regarding an accident must be sent to the Student Health Center for transmittal to the insurance company within 30 days from the date of the accident.
4. The student must fill out a claim form for each illness or accident. Bills cannot be submitted for payment without the completed claim form.

Student accident and sickness insurance is part of the student health care program. All students are included in the insurance program at a nominal cost, which is included in the college fees. The insurance is provided as a supplement to the coverage available through the student's family insurance plan. The program is not intended to be comprehensive or to replace the family's responsibility for the student's health care. The student and his or her parents are solely responsible for the cost of health care beyond that which is provided through the Health Center or covered under the student accident and sickness insurance.

Students are required to carry their student health insurance identification cards with them at all times. These cards should be presented at the time the student requests off-campus medical care. Cards and brochures are available in the Health Center.

Immunizations

North Carolina law requires that all new undergraduate and graduate students enrolling on July 1, 1986 or after, either for the first time or returning after some period other than the summer must show proof of having received required immunizations. Immunization records must be kept on file at the college. Students taking both day and evening classes are required to present proof of immunization;

those attending only night classes and/or off-campus courses are exempt from this law. Students from North Carolina may obtain copies of their immunization records from their high schools. If they meet minimum requirements of North Carolina laws for students in grades K-12, they are acceptable for college entrance; however, the College requires verification of same. Students who cannot show evidence of having received the immunizations will be withdrawn from the College in accordance with state law. Immunizations can be obtained from a private physician or local health department.

Continuing and entering students who have not completed the required immunizations will not be permitted to register at the College.

The students who will be affected by the new rule include the following:

- a. Persons enrolling in a North Carolina college or university for the first-time after July 1, 1994;
- b. Persons who were previously registered only in off-campus courses, or persons who attended night or weekend classes only, or persons who took a course load of four credits hours or less and who resided off-campus;
- c. Persons transferring to a university or college from an educational institution established under Chapter 115D of the General Statute (i.e., Technical/Trade Schools and Community Colleges).
- d. The immunization requirements for the state of North Carolina are available in the Student Health center.

Communicable Diseases

In cases involving communicable diseases in which students must be quarantined, the College will make every effort to accommodate the residential student on campus. However, since quarantine requires that the student must have a separate and private restroom facilities, it may not be feasible for the College to provide such accommodations. When such facilities cannot be provided on the campus, it is the policy of Saint Augustine's College to take whatever precautions are necessary to safeguard the campus, even if it means moving the student away from campus.

In such instances, the College will assist in making the arrangements for off-campus living; however, the student is responsible for all costs that may be incurred as a result.

DRUG AND ALCOHOL POLICY

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. The College recognizes that dependency on alcohol and other drugs is a treatable condition and offers counseling and referral services for

students with substance dependency.

The unlawful manufacture, use, possession, distribution, dispensation, and sale of narcotics and drugs in any form other than by proper prescription are strictly prohibited on the campus of Saint Augustine's College, on College-owned property, and at College-sponsored events. Any prescription drugs must be properly labeled. Additionally, students may be charged with violation of the Standards of Conduct upon reasonable suspicion of drug possession, use, distribution, and/or sale of narcotics and drugs on campus, at College-sponsored events and activities, and on College-owned property.

The Standards of Conduct specify the regulations governing drugs and the penalties for violation of these standards. The College has an obligation to provide a healthy and safe environment for all students. Residence Life and Campus police staff has the authority to check a room, vehicle, or other areas of the campus when probable cause is present. Therefore, violations will result in disciplinary action in accordance with College policies and procedures regarding the conduct of students.

The College prohibits the possession and consumption of alcoholic beverages on the campus, at College-sponsored activities and events, and on College-owned property by persons under the age of 21 and by student organizations. Likewise, persons 21 and over, and student organizations, may not possess or consume alcoholic beverages on the campus, on College-owned property, or at College-sponsored events. The Standards of Conduct specify the regulations governing alcohol on the campus and the penalties for violation of these standards.

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. In addition, students shall not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities, or student life.

Discipline sanctions ranging from reprimand to expulsion will be imposed for such unlawful possession, use, or distribution. The College will pursue any violation of State, Federal, or local laws relating to drugs and alcohol. Disciplinary sanctions imposed by the College will not be in lieu of penalty, fines, or imprisonment imposed through the legal system. Inquiries regarding regulations should be referred to the Dean of Student Affairs and the Department of Campus police.

SMOKING POLICY

Smoking is a potential health and fire hazard and in order to create and maintain an environment that is in the best interest of safety, health, well being of all users of College building and facilities shall be restricted. This policy includes the use of cigarettes, cigars, pipes, etc. Violators will be referred to the Assistant Vice President

for Student Affairs.

The purpose of this policy is to insure that the health and well being of non-smokers is protected. The exposure of non-smokers to "passive smoking" and/or secondhand smoke can contribute to serious respiratory problems and allergic reactions, which also lead to an unsafe working environment for nonsmokers. All members of the Saint Augustine's College family, including students, faculty, staff, and visitors, are governed by this policy.

SEXUAL HARASSMENT/ASSAULT

It is the policy of Saint Augustine's College to maintain an environment free from sexual harassment and assault. Any behavior determined to constitute sexual harassment or assault will be viewed as a serious matter and will be subject to disciplinary actions and/or criminal sanctions. The College considers sexual harassment to be a form of immoral and illegal treatment. As such, it provides a confidential reporting process for sexual harassment and will make a full investigation of charges of sexual harassment or assault.

Sexual assault is any involuntary sexual act in which a person is threatened, coerced, or forced to comply against her/his will, including all forms of rape as defined herein.

Rape is forced intercourse that is perpetrated against the will of the victim or when she/he is unable to give consent (i.e., unconscious, asleep or under the influence of alcohol or drugs) and may involve physical violence, coercion, or the threat of harm to the victim.

The definition of rape also includes the following types:

Acquaintance rape involves rape by a non-stranger, which could include a friend, acquaintance, family member, neighbor, and co-worker.

Date rape involves rape by someone the victim has been or is dating.

Acquaintance gang rape is rape by more than one person, at least one of who is known by the victim.

Sexual harassment is described as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behaviors of a sexual nature where one or more of the following conditions occur:

1. Submission to such conduct is made either explicitly or implicitly a term or condition on an individual's academic standings or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or demeaning educational environment.

The federal law and guidelines contemplate a one-direction transgression, namely faculty or staff member harassing a student. The reverse can also occur. Therefore, this policy also prohibits a student from sexually harassing or assaulting a faculty or staff member. This policy also prohibits such conduct from one student to another student.

Saint Augustine's College encourages any member of the campus community who believes he or she is a victim of sexual assault to immediately report the incident to the police agency of jurisdiction (in Raleigh, North Carolina, this agency is the Raleigh Police Department), to Saint Augustine's College Campus police, and to the Vice President for Student Affairs. Timely reporting to the police is an important factor in a successful investigation and successful prosecution of sexual assault cases. A victim is not required to pursue prosecution just because she or he reports a crime to a police agency. The reporting of sexual assault to the police agency may prevent others from becoming victims.

If a sexual assault occurs on the College campus, the police agency of jurisdiction is the Saint Augustine's College Campus police. If a sexual assault is reported to the Campus police Department, the investigating officer shall advise the victim of services available on the campus and in the community, including those of the Saint Augustine's College Student Development and Counseling Center.

Complaint Procedures

Saint Augustine's College is aware that sexual harassment and sexual assault are difficult subjects to address. The institution is concerned with the rights of all members of its community. All parties to a complaint are entitled to fundamental fairness in the handling of the complaint. Individuals are encouraged to report any incidence of sexual harassment or sexual assault and to obtain the support and assistance of friends, family, and staff in presenting their concerns.

Informal Reporting: Any student member of the campus community who believes she or he has been a victim of sexual harassment or sexual assault should discuss the matter with a Counselor in the Student Development Center at the earliest opportunity. The role of the Counselor is to make the student aware of the College and community resources, to listen and provide assurance of confidentiality, to advise the student about procedures for filing formal complaints and criminal proceedings, and to serve as a resource to the student. The functions of the Counselor are informal and advisory, aimed solely at aiding complainants in determining if incidents as described herein constitute grounds for complaint and, if so, how such complaints are to be filed. The Counselor will neither investigate nor adjudicate complaints of sexual harassment or assault. Discussions at the informal level are confidential.

Formal Reporting: Incidents of sexual harassment or sexual assault should be reported to the following individuals based on whether the assailant is a student or

employee at the College or has no affiliation with the College:

1. In cases where the accused is a student or student organization, the report should be made to the Assistant Vice President for Student Affairs or the Vice President for Student Affairs, who will arrange for investigation of the complaint, with assistance from the Saint Augustine's College Department of Campus police, and initiate appropriate action under the College's disciplinary procedures. Investigations will be conducted in a manner, which will not interfere with any ongoing criminal investigation.
2. Any incident in which the accused is an employee of the College should be reported to the Director of Personnel, who will investigate the complaint, with assistance from the Saint Augustine's College of Department of Campus police, initiate any final hearing process, any recommend any corrective or disciplinary action to the Vice President for Student Affairs and President. The investigation will be conducted so as not to interfere with any ongoing criminal investigation.
3. In an instance where the accused is not a member of the Saint Augustine's College community, the institution has no authority to take disciplinary action. The victim is encouraged to report the incident to the police agency of jurisdiction. (In Raleigh, North Carolina, the police agency of jurisdiction is the Raleigh Police Department.) The police agency will investigate the complaint and initiate any criminal action.

Both victim and alleged assailant(s) will be informed of their legal rights, roles, and responsibilities. A student can be suspended from the College by the Vice President for Student Affairs prior to the hearing process when there is probable cause that a crime has occurred and it is deemed unsafe to the community to permit the student to remain in the campus environment. The President of the College may also suspend any student organization charter pending a full review.

Those authorized to conduct an investigation of sexual harassment or assault reports will keep a written record of the process. Their findings will be sent to the Vice President for Student Affairs, who, in the case of a student assailant, will initiate the appropriate judicial action. In matters, where the assailant is an employee of the College, findings of the investigation will be sent to the Director of Personnel, who will submit a report and a recommendation to the respective college official and the President. The victim may also decide to file civil or criminal charges with the appropriate law enforcement agency.

Acts of sexual harassment or assault may also violate provisions of the criminal/civil law of the state. In such cases, the College will proceed with disciplinary action despite the fact that criminal/civil prosecution may be pending in court.

The imposition of College disciplinary action is independent of any action, which may be taken in the criminal/civil courts and may, in fact, occur prior to a court's action.

Sanctions

1. Individual student sanctions will be imposed in accordance with the College's disciplinary Procedures.
2. As a general rule, organizations found to condone, promote, or be involved in such activities will have their College recognition withdrawn.

Other possible actions include:

- (a) informing the national and regional offices of the organization about the activity;
- (b) prohibiting participation in campus activities, events, and programs;
- (c) requiring relevant community service and/or participation in sexual harassment/assault awareness programs; and
- (d) loss of all College privileges (e.g., use of equipment, meeting rooms, and on-campus fundraising).

RACIAL HARASSMENT POLICY

It is the policy of Saint Augustine's College to conduct and provide programs, activities, and services to students, faculty, and staff in an atmosphere free from racial harassment. Racial harassment is a behavior that would verbally or physically threaten, torment, badger, heckle, or persecute an individual because of his or her race. Racial harassment of College faculty, staff, students, and or visitors is prohibited and shall subject the offender to appropriate disciplinary action. This policy applies and prohibits such conduct from one student to another.

Students who feel that they have been subjected to racial harassment can seek advice from the Student Development/Counseling Center. A formal complaint against a faculty or staff member must be filed with the faculty or staff member's immediate supervisor. If the student is not satisfied with the response of the supervisor, that employee's supervisor may then be contacted.

The student, if continuously dissatisfied with the response of his or her complaint, may file the complaint, ultimately, all the way to the Vice President of the area. Complaints against another student must be filed with the Vice President for Student Affairs, who will investigate the alleged incident.

USE OF COLLEGE NAME

No student or student organization may use the Saint Augustine's College name in connection with a personal or unofficial function if the name may mislead someone into thinking the function is College-sanctioned or sponsored. No student or student organization may commit the College to accept responsibility for injuries or damages, which may occur at personal or unofficial functions. College students and student organizations that, without appropriate authority, attempt to commit the College to accept responsibilities for injuries to person, damages to property, costs of goods and services, other obligation-financial or otherwise-will be referred for appropriate disciplinary action and will also be personally liable for any judgments that result from such injuries, losses, damages, or obligations.

CAMPUS RESOURCE CENTERS

MARTIN LUTHER KING, JR. STUDENT UNION

The College Union provides a source of social and cultural activities for the entire College community. Community related affairs such as meetings, seminars, and banquets may be held in the College Union provided they are approved and scheduled through the appropriate office.

OFFICE OF STUDENT ACTIVITIES

College life is more than merely attending classes. The opportunities to participate and become personally involved are many and varied. Saint Augustine's College's recognized clubs, organizations, and committees reflect the interest of students in politics, religion, athletics, service to campus and community, professional fields, and a variety of special activities social and otherwise. Student Activities are considered to be an integral part of the educational process. Participation enriches the student's total experience and contributes to the development of a well-rounded individual.

Scheduling Social and Cultural Activities

Any group or organization that wishes to sponsor a social and/or cultural activity should inform the Director of Student Activities of such plans at least one month before the date proposed for such an activity. In instances of initiation, the proposed activity must be presented to the Office of Student Activities for advisement and approval. All planned events must be processed through the Office of Student Activities and accompanied with a space reservation form. This presentation to Student Activities must occur no later than one month before the proposed date for the activity, and must include: Date and Day of the week of the event - Starting and Ending Time - Event Title and Sponsoring Class - Club or Committee - Admission Charge - Facilities and Equipment requested.

A minimum of two campus police officers are ordinarily required depending upon the area of the school utilized and the expected crowd size. Any damaged or stolen college property will be billed to the sponsoring Class, Club or Committee. The Office of Student Activities will provide assistance when possible.

The College does not assume responsibility for the opinions expressed by guest speakers, and members of the academic community are free to examine objectively and discuss significant issues despite the fact that they may be controversial. The President is to be notified prior to the scheduling of controversial speakers, and may exercise his discretion in prohibiting such a speaker if there is tangible evidence from past performance that the speaker may cause a riotous disruption, or that he or she has consistently engaged in conduct which violates constitutional standards clearly embodied in State law. The College will not deny the use of facilities to outside speakers solely because they are deemed controversial.

Student Activities Calendar

The Office of Student Activities issues a weekly calendar indicating information concerning social and cultural events as well as items of general interest, at the College. Calendars provide specific information concerning times, places, etc., for all activities, both academic and non-academic, at the College. Weekly calendar items must be submitted ten days prior to week of activity, in order to be included in the weekly supplement. Information regarding the type of event, date, time, place and possible admission charges should be included in reporting the proposed activity. The appropriate general clearances must be obtained prior to the announcement of the event on the calendar.

Distribution of Literature on Campus

Saint Augustine's College acknowledges the right of free responsible journalism and other forms of written expression. Saint Augustine's College does not assume responsibility for statements in any such publications, and contribution to such publications by Saint Augustine's College students does not represent the policy or opinion of the College Community. Although the College does not sanction them, unofficial publications have moral and legal obligations to observe the normal rules of responsible journalism.

Promotional Literature

All campus clubs and organizations as well as individuals/groups/commercial advertisers from outside the campus community must adhere to the policies governing the use of campus bulletin boards and the placement of posters and flyers. Students and/or student groups who disregard the regulations concerning campus promotion may be subject to penalties, and the organization's approved status may be revoked. Legal sanctions may be invoked against non-students and commercial advertisers who violate this policy.

- a. A space/activity reservation form should be completed for the promoted event and

be on file in the Office of Student Activities.

- b. The Office of Student Affairs must approve all posted or distributed promotional literature.
- c. Posters, flyers, or other advertising pieces may not be removed not tampered with when placed in appropriate locations.
- d. The display of posters and flyers is restricted to designated bulletin boards when such displays are made in academic and administrative buildings.
- e. Promotional literature should be secured with an appropriate non-damaging method and should not be placed on painted surfaces, glass, or trees.

Student Identification Cards

A Photo ID card is issued to every new student during registration. The initial card is provided at no cost. All students are required to obtain a student ID from the Office of Student Activities in the Martin Luther King, Jr. Student Union building. This card is essential in many transactions on the Saint Augustine's campus.

The ID card is required in order for resident students to pick-up packages from the post office, attend College sponsored athletic events, and for access to the dining hall. The ID card is issued once and is continually used as long as the student attends Saint Augustine's. Students are requested to carry their ID card with them at all times, lost cards should be reported to the Student Affairs office.

Replacement cards may be obtained in the Office of Student Activities during posted hours for a fee of \$15.00. Attempting to obtain an ID card with false information or using someone else's ID card to gain access to campus services and events is a violation of college policy and is subject to disciplinary action.

STUDENT DEVELOPMENT

The Student Development is a comprehensive support unit for Saint Augustine's College. The Center provides academic, personal and social growth for students during their matriculation at Saint Augustine's College. Services are delivered to students through individual and group activities. The Center's primary focus is to provide students with the necessary tools to make viable choices for productive lifestyles. Strong emphasis is placed upon first year experience, career planning and personal growth.

Career Services

This component works hand and hand with the academic divisions of the College to assist students in focusing their pursuits in concert with career aspirations, thus enabling the student to either obtain employment or enter graduate school upon graduation. A wide range of career development services is provided to assist students in identifying individual capabilities, interests and skills while relating them to meaningful career options. Resume development, job search strategies, workshops,

seminars, on campus recruitment program with local and national employers, part time work assignments are just a few of the services offered to promote appropriate career choices. The Center also has a Resource Laboratory that contains information about employment opportunities, career options, public school systems and graduate schools.

Counseling Services

Virtually all students' benefit from counseling during their college careers. Counseling services are provided to assist students with their personal growth and development. From adjustments of being away from home for the first time to the development of personal management skills, students are encouraged to gain self-understanding, to evaluate their interests, and to determine their life-planning options.

AREAS OF ACTIVITY

CAREER PLANNING AND PLACEMENT

Career planning and placement incorporates academic work with on-the-job training to provide a meaningful and total experience for the college student. The experience and maturity you acquire is invaluable in making decisions regarding permanent employment or graduate school.

COMPUTER ASSISTED GUIDANCE

The Center has several self help computer programs which guide and assist students.

1. SIGI PLUS covers all the major aspects of career decision making and planning)
2. GRADUATE SCHOOL ENTRANCE EXAMINATION PREPARATION
(Students can practice taking many of the graduate school tests. e.g. GRE, GMAT, LSAT)

ACADEMIC ACHIEVERS PROGRAM (AAP)

The Program utilizes instructional methods and approaches to aid participants in improving their academic performance. It is a program designed to assist students who have academic potential, but may lack some secondary preparation or need assistance in developing critical thinking; reflective thinking; and creative thinking skills. The AAP program is comprised of five major components: Counseling, Tutorial Assistance, Academic Advisement, Cultural Enrichment Activities and Special Enrichment Courses.

The Grill Snack Bar

The Grill is located on the upper lever of the Martin Luther King, Jr. Student Union. The snack bar is operated by ABL Educational Enterprises and is open to the whole college community. Hours are posted.

The Cafeteria

The Cafeteria is located on the lower of the Martin Luther King, Jr. Student Union. The Cafeteria, operated by ABL Educational Enterprises., serves breakfast; lunch and dinner for meal plan students. Any member of the college community may elect to dine in the Cafeteria and pay on a cash basis per meal during specified meal times. For further information, contact the Food Service Manager at 4335.

The College Bookstore

The Bookstore sells reference materials, classroom supplies, T-shirts, sweatshirts, college stationary, mugs, and glassware, in addition to course textbooks. Hours are posted. It is located in the lower level of the Martin Luther King, Jr. Student Union.

Post Office

The College Post Office, which is located on the lower level of the Martin Luther King, Jr. College Union, provides limited postal services and postal boxes for students. Students may pick up mail, purchase stamps, mail letters and packages, and receive other services from 10:00 a.m. to 4:00 p.m., Monday through Friday. Mail service on Saturdays is from 10:00 a.m. to 11:00 a.m.

The College box number is regarded as the student's official mailing address on campus and, as such, should be used on all correspondence. It is expected that students will check their campus mailboxes daily. It is noted that some mail requires immediate response (e.g., disciplinary hearing notices) and, therefore, should be picked up promptly by the student.

Each student is responsible for obtaining a College box number from the campus Post Office and/or the Residence Life Coordinator at the time he or she enrolls at the College. Students are prohibited from using mailbox combinations after the box is no longer assigned to him or her.

Mail sent off campus or to the student's home is mailed to the student's last known address (i.e., the address on computer file in the Office of Admissions). Hence, any change in address (local or permanent) should be promptly reported to the Office of Admissions so that appropriate change may be made on the student's records. The Office of Admissions is responsible for updating the address change on the student's official record; however, the College is not responsible for mail that does not reach a student who has failed to properly update his or her address in the Office of Admissions.

Student's should also note that fraudulently receiving someone's else's mail, tampering with the mail, mail theft, destroying or misplacing another addressee's mail, and other similar offenses, opening another individual's mailbox, hiding

someone else's mail, etc., are in violation of College and federal laws and will result in disciplinary action by the College and are also punishable by fine and/or imprisonment.

CAMPUS POLICE

The College maintains a safety and security program through the campus police who safeguard persons and property in the campus community. Campus Police respond to calls in any situation where the safety or security of a member of the College community is threatened, including incidents involving unauthorized visitors, prowlers, and disturbance of the peace. Such incidents should be immediately reported to campus police, and College officials should be promptly notified as appropriate.

Campus Police officers are authorized to take necessary measures to ensure effective and efficient performance of their duties. Students must give proper recognition to Campus police staff as authorized and duly deputized officers of the College. Failure to comply with Campus Police or other College officials acting in their official capacity constitutes a violation of the College's standards of conduct and will subject the student to disciplinary action.

VEHICLE AND PARKING REGULATIONS

Regulations for Operating Motor Vehicle

It is a privilege and not a right for a person to keep or operate a motor vehicle on the campus of Saint Augustine's College. Each student, faculty, and staff member must agree to comply with the rules and regulations set forth by Saint Augustine's College. The College reserves the right to withdraw motor vehicle parking privileges from any person.

Parking facilities on campus are limited, and on occasions there will not be sufficient parking spaces to accommodate all vehicles. Lack of space, ignorance of regulations, or inclement weather is not considered valid excuses for violating any parking ordinance or regulation. All of the provisions of the General Statutes relating to motor vehicles laws and the college regulations are in effect on college property.

These provisions apply to the operators of all vehicles, whether public or private, and are in force twenty-four (24) hours a day, unless otherwise specified.

College Responsibility

Neither Saint Augustine's College nor its employees assume any responsibility for loss from theft or damage to vehicles parked in college parking areas or operated on the campus. The college urges automobile owners to acquire adequate insurance to cover such losses.

Vehicle Registration and Parking Permits

Staff/faculty and students who desire to operate and park self-propelled two and four wheel vehicles on campus, excluding mopeds, are required to register their vehicles. Decals can be purchased in the Office of Student Affairs, Room 203-B–Hunter Building and show proof of purchase to the Campus police Department. A vehicle is not registered until a decal is displayed on the vehicle in accordance with the display guide.

The registration sticker should not be affixed on any vehicle other than the one which is registered.

- 1) A valid state vehicle registration certificate for each vehicle to be registered,
- 2) A valid state driver's license, and
- 3) A validated Saint Augustine's College ID or proof of college registration must be presented at the time of registration.

Students and faculty/staff must register all vehicles within the time period designated by the Department of Campus police. FALL SEMESTER (September), SPRING SEMESTER (Within 7 days following the first day of registration).

False Registration

Any and all parties involved in false registration or an attempt at such may or shall be subject to administrative action and/or loss of driving privileges on the campus of Saint Augustine's College.

Newly Acquired Vehicles

Newly acquired and/or replacement vehicles purchased after employment and/or academic registration must be registered on the first day that the vehicle is brought on campus.

Temporary Permits

Persons, whose previously registered vehicle is temporarily not available due to an accident, breakdown, or other emergency condition, may obtain a temporary permit. The temporary permit can be issued for not more than seven days at a time; however, depending upon the circumstances, it may be extended. To obtain a temporary permit, the same documentation necessary for initial registration must be presented to the Campus police Office for the temporary vehicle.

Handicapped Decals

Saint Augustine's College does not issue permanent handicapped decals or permits; however, we do recognize all state handicapped plates or placards. Saint Augustine's College does issue temporary permits, to be used on this campus only, to any student, staff or faculty who has a temporary infirmity that warrants the use of handicapped parking privileges for a limited time. The temporary permit will be placed on the driver's side of the front dashboard of the registered vehicle. The temporary handicapped parking permit does not take the place of the regular

vehicle registration requirement.

Expiration of Parking Permits

Faculty and staff permits are valid for an entire academic year. (Fall Semester of one calendar year until the beginning of the next Fall Semester of the next calendar year.) Student parking permits expire on December 31st of each Fall Semester and August 31st of each Spring Semester.

Vehicle Operation

Pedestrians on campus have the right-of-way at all times. The speed limit on campus inner streets is 15 MPH unless otherwise posted. The speed limit within campus parking areas is 5 MPH. Violators will be cited.

Motorcycle Operation

It shall be unlawful to operate a motorcycle on campus without prescribed headgear for the operator and the passenger. No motorcycles operation is permitted on the main campus.

Parking

It is the responsibility of the motor vehicle operator to find a legal parking space. Lack of convenient spaces is not considered a valid reason or excuse for violation of regulations. Staff/faculty and students are not permitted to park in the Visitor Parking spaces. Whenever any motor vehicle is found to be parked contrary to or in violation of the rules prohibiting or regulating the parking of such vehicle, it shall be assumed that such vehicle was parked and left in violation of these regulations by the person in whose name it is registered with the college. If it is not registered with the college, the member of the college community with legal authority to use said vehicle will be responsible for any violation.

Parking Citations

Parking citations will be strictly enforced. Violators of campus parking privileges who receive four or more citations in one semester may have their vehicle restricted from campus parking. Moving violations that are potentially dangerous, such as speeding and reckless driving are subject to disciplinary action in addition to any citation fines levied. Fines for traffic and parking violations vary, depending on the offense. Citations must be paid in the Cashier's Office and as directed on the citation. Failure to do so will subject the violators to additional citations, fines, and penalties. Students who are suspended or expelled from the College must pay all outstanding traffic and parking citations prior to departure.

Report of Accidents

All persons involved in motor vehicle accidents shall report such accidents to the Campus Police Department.

TOWING

Saint Augustine's College reserves the right to tow vehicles off campus at the owner's expense if they are found habitually improperly parked on campus or in areas potentially dangerous to safety (such as fire lanes, near fire hydrants, in traffic lanes, driveway, sidewalks, dumpster areas, along access road, on grass, and in Tow-Away zones). This also applies to abandoned vehicles.

AUTOMOBILE IMMOBILIZATION

Immobilization of a vehicle is an option available when a vehicle is found in violation of any parking regulation and appears on the tow list. Vehicles meeting these conditions that are not creating a life/safety hazard will be immobilized. Bad payments for boot fees will result in vehicle being reinstated to tow/boot list. Vehicle will be rebooted whether parked legally or not. Vehicles displaying lost/stolen permits will be booted for recovery of the permit and identification of use.

Appeals

If students wish to appeal a parking/traffic citation, they must contact and submit to the Chief of Campus police a written appeal within forty-eight hours of issuance if students want to appeal the citation.

Search of Motor Vehicles

Inspection of motor vehicles registered or operated on the campus may be conducted on the grounds of reasonable suspicion that weapons (such as, but not limited to rifles, shotguns, ammunition, handguns, air guns, BB guns, and other firearms; bowie knives, daggers, switchblade knives, and metallic knuckles); explosives (such as firecrackers, dangerous chemicals, etc.); drugs, contraband, etc., are present in the vehicles, or when there is reasonable suspicion that the person who owns, operates, or registers the vehicle is in violation of College policies and/or criminal law.

Upon receipt of a report of reasonable suspicion, either the Vice President for Student Affairs or his designee may initiate a search of the vehicle on campus or authorize a search with the assistance of campus security officers or other College officials. To the extent possible, the student operating the vehicle or the student to whom the vehicle is registered will be asked to accompany the official(s) and be present for the search. If the vehicle is not locked, an inspection may be initiated without the student's permission and the weapons, explosives, drugs, contraband, and other items confiscated.

If a report involving reasonable suspicion is received by the Department of Campus police who indicates that a search is immediately necessary, a search may be conducted by the Campus police officers without authorization from the Vice President for Student Affairs or his designee.

If a student fails to comply with a request from a College official to give access to his or her vehicle for the purpose of conducting an inspection, the College will pursue disciplinary action, up to and including immediate suspension or expulsion from the College.

At the time of registration of one's vehicle on the campus, the student give the College permission to "inspect" his or her vehicle on campus upon reasonable

suspicion that he or she is in violation of College policies and/or criminal law, and/or that weapons, explosives, drugs, contraband, etc., are present in the vehicle.

TYPES OF STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is recognized as the official governing body of students at Saint Augustine's College. SGA helps to recommend policy, resolves student grievances, provides input about various issues at the College, and participates in disciplinary procedures. Also, two students are selected to serve members of the College Board of Trustees. The advisor to Student Government Association is the Special Assistant Vice President for Student Affairs.

SERVICE ORGANIZATIONS

An important goal of the educational experience is to enhance social consciousness and help students respond affirmatively to human needs and conditions. Service clubs and organizations provide an avenue on the campus through which students may achieve these objectives.

SPECIAL INTEREST CLUBS AIVD ORGANIZATIONS

Diversity among the student body suggests a correspondingly varied array of talents, skills, and interests. Special interest clubs, organizations, and groups provide students the opportunity to enhance their skills and talents and to display them in ways not always afforded in the classroom. They also provide an important contribution to the life of the College community.

ACTIVITY ORGANIZATIONS

Opportunities for students to develop and display their skills are available through various organizations, some of which are listed: *Falcon Yearbook*, *Cheerleaders*, *Falcon Pen Newspaper*, and *Campus Activity Board*.

RELIGIOUS ORGANIZATIONS

The college experience provides an opportunity for the students to assess and develop their own value system. Traditional beliefs and values may be questioned and challenged. Religious organizations provide students an opportunity to discuss and explore their beliefs and views in a supportive and non-threatening environment. Further, such organizations enable students to continue their own personal practice of religious devotion, fellowship, and worship.

FRATERNITIES – SORORITIES – SOCIAL FELLOWSHIPS

Historically, Greek-letter organizations have assumed an active role in contributing to the cultural, scholastic, political, service, and social life of the campus, as well as providing leadership opportunities for students. At Saint Augustine's College; fraternities, sororities and social fellowships are involved in educational programs, community service, and leadership development. In addition, they provide a strong bond of friendship and esprit de corps among their membership.

Fraternalities, sororities and social fellowships are expected to comply with regional, national and institutional regulations governing their respective organizations, as well as those established by the campus Inter-Greek and Pan Hellenic Council. Further, they are required to adhere to the published rules and regulations governing student organizations.

Goals and Objectives

The College supports and assists fraternities, sororities, and social fellowships considering them an essential part of campus life. However, it is expected that such organizations will comply fully with the goals, mission, and purpose of the College.

The following goals and expectations apply to all fraternities, sororities and social fellowships on the campus:

1. Uphold academic standards and objectives;
2. Provide education to its members so as to foster respect for human worth and dignity, as well as for the beliefs, attitudes, and individual personalities of others;
3. Provide training programs that stress leadership both on the campus and in the community;
4. Assume individual and group responsibility for the efficient operation and management of the organization, free from fear and coercion and consistent with democratic principles;
5. Actively participate in campus governance and activities, remain current about campus governance issues, and project a positive image throughout the College;
6. Maintain sound financial responsibility and operations through budget management, accurate bookkeeping, and periodic review;
7. Provide needed service to the campus and community and serve as a "good neighbor";
8. Make social, cultural, and intellectual contributions to the College and the fraternity, sorority or social fellowship, promote responsible social behavior and self-discipline, and uphold a system of discipline for the organization; and
9. Promote effective programming on the campus by offering a balance of educational, social, and service activities.

Eligibility for Membership

Prospective members must be in good academic, financial, and social standing with the College (i.e., must not be on academic or disciplinary probation or have their account in arrears) and must meet the academic standards imposed by their national organizations. Students whose indebtedness to the College is overdue, in arrears, or in default will not be permitted to join a fraternity, sorority, or social fellowship. Also, a student may be denied membership in a fraternity, sorority, or social fellowship if he or she commits an act which results in his or her being placed on disciplinary probation or given a more severe sanction during the period he or she is being considered for membership.

At least two weeks prior to the time students are allowed to become members of the fraternity, sorority, or social fellowship, the President of the fraternity, sorority, or social fellowship is responsible for submitting to the Vice President for Student Affairs, in writing, the names, campus addresses, and campus and home telephone numbers of all prospective members. The Assistant Vice President for Student Affairs will be responsible for verifying the academic, financial, and disciplinary status of all prospective and new members, and no student is eligible for membership until the Vice President for Student Affairs has certified the student's eligibility with respect to grades and conduct. Further, no activities with or for prospective or new members may begin prior to the beginning of the official new-membership intake period, as stipulated by the Vice President for Student Affairs. The President of the fraternity, sorority, or social fellowship will be responsible for ensuring that all prospective members meet eligibility requirements before initiating any new-member activities. The Office of Student Affairs will officially verify all new and prospective members' status with the College.

It is the responsibility of the prospective student member to confirm the eligibility and status of a fraternity, sorority, or social fellowship in which he or she desires membership. Questions regarding the eligibility or status of an organization should be referred to the Assistant Vice President for Student Affairs.

Fraternities, Sororities, and Social Fellowships Banned from the College

From time to time a fraternity, sorority, or social fellowship may be banned from campus due to a violation of a College or organization's regulations. When this occurs students are prohibited from wearing or displaying on the campus, clothing, paraphernalia, or other items bearing the name, insignia, or other identifying characteristics of the organization that has been banned.

Little Sister/Little Brother Organizations

Saint Augustine's College prohibits organizations traditionally referred to Little Sister or Little Brother organizations, such as Omega Pearls, Kappa Sweethearts, Sigma Doves, Alpha Angels, Que T's. Accordingly, caps, T-shirts, and other clothing and paraphernalia making reference to little sister or little brother organizations are prohibited on the campus of Saint Augustine's College.

Hazing

Saint Augustine's College defines hazing in accordance with North Carolina law and takes every measure to eliminate hazing on and off the campus, up to and including expulsion of fraternities, sororities, and social fellowships, as well as their individual members, from the campus if they are found guilty of hazing. North Carolina statute also requires the expulsion of persons aiding or abetting a person convicted of hazing. Further, the College will seek swift disciplinary action and civil and criminal prosecution against any organization or its members found guilty of hazing. Penalties may also apply to persons who observe hazing but do not report it to the appropriate College officials. Hazing is prohibited in all activities both on and off the campus, including privately owned facilities and property.

Incidents of hazing should be reported to the Vice President for Student Affairs, Chief of Campus police, or Health Services.

Activities for New and Prospective Members

The Office of Student Affairs works closely with chapter officers and the national offices of fraternities, sororities, and social fellowships to develop constructive, positive member-education programs. Accordingly, each chapter is required to submit to the Assistant Vice President for Student Affairs, prior to the start of the new membership intake period, a written, comprehensive member-education program, which must include the following:

1. A statement of purpose for the chapter's education program for new and prospective members. members;
2. Specific descriptions of all scheduled activities and duties for new and prospective members, including the amount of time the activities will require and the purpose of such activities;
3. The number of hours per day and per week that new or prospective members are to engage in activities off the campus and with whom;
 - a. Dates on which new and prospective members are tested on the history of the fraternity, sorority, or social fellowship;
 - b. Any scheduled social or chapter function which new or prospective members are required to attend;
 - c. List of all activities designed to promote the new or prospective members academic achievements; and
 - d. Description of campus and community service projects planned by the fraternity, sorority, or social fellowship to benefit the College, the local community, or philanthropy.

Procedures for Establishing New Chapters

Any fraternity, sorority, or social fellowship desiring to colonize at Saint Augustine's College must petition the Inter-Greek and/or Pan Hellenic Council at least six months prior to the date the organization desires to become active. The petition, if approved by the Inter-Greek and/or the Pan-Hellenic Council, must be submitted by the President of the Inter-Greek and/or Pan-Hellenic Council to the Vice President for Student Affairs at least three months prior to the date the organization wishes to become active on the campus.

The organization is not allowed to participate in any activities without the permission of the Vice President for Student Affairs. Once the organization is established on the campus, it comes under the jurisdiction of the Inter-Greek and/or Pan-Hellenic Council, as appropriate, and the College. No fraternity, sorority, or social fellowship may induct new members during its first year on the campus as a registered fraternity, sorority, or social fellowship without permission from the Vice President for Student Affairs.

Judicial Procedures

Fraternalities, sororities, or social fellowships charged with violation of the guidelines of the organization or the Inter-Greek and/or Pan-Hellenic Council, shall be subject to the judicial procedures of the College. Specifically, they come under the jurisdiction of the Inter-Greek Welfare Committee and the Student Welfare Committee and have appeal rights to the Assistant Vice President for Student Affairs. Violation of the College's standards of conduct will be referred directly to the Assistant Vice President for Student Affairs for a disciplinary hearing and action.

Care of College Property

No fraternity, sorority, social fellowship, student organization, or other group shall paint, stencil, mark, write, or make any marking on tree, sidewalks, curbs, streets or any College property without first obtaining written authorization and approval from the Vice President for Student Affairs and the Director of the Physical Plant.

Campus Social Fellowships, Fraternities and Sororities

There are nine national social/service fraternities and sororities and two social fellowships recognized on the campus of Saint Augustine's College.

Fraternities

Alpha Phi Alpha
Kappa Alpha Psi, Delta Sigma Theta

Sororities

Alpha Kappa Alpha

Omega Psi Phi
Phi Beta Sigma

Sigma Gamma Rho

Zeta Phi Beta, Beta Phi Pi

Social Fellowship
Groove Phi Groove

Social Fellowship
Swing Phi Swing

REGISTRATION OF STUDENT ORGANIZATIONS

The following procedures will assist current and prospective student organizations in registering and maintaining eligibility on the campus.

ESTABLISHING A NEW STUDENT ORGANIZATION

Student organizations represent an important part of the educational and growth process. When groups of students seek to organize and associate with one another in a structured group on the campus and with use of the College facilities and resources, it is appropriate that they be registered by the College. All registered organizations are accorded the same privileges and are bound by the same regulations and obligations.

Any new student group may apply for College recognition by submitting the following documents to the Office of Student Affairs and the Director of Student Activities/Student Union

1. A type written copy of the proposed or current constitution, signed by the students promoting the group and the proposed advisor; the constitution must include the following information:

- a. Name of organization;
- b. Statement of the organization's purpose;
- c. Membership eligibility requirements;
- d. Officers, listed by title and function;
- e. State of terms of office; and time and method of election;
- f. A statement that the president will submit to the Office of Student Affairs and to the Director of Student Activities an updated list of names of officers within five (5) days of their election and will comply with the request to provide to the Director of Student Activities a brief annual report of the group's activities and progress.

- g. Frequency of meetings;
 - h. Statement of any dues, including amount and frequency of collection;
 - i. Name of faculty advisor (must be a member of the College faculty or staff; may not be an hourly employee);
 - j. State that the organization will not discriminate against any persons for reasons which are illegal, such as race, sex, religion, or national origin; and
 - k. Provision for the disposition of funds should the organization be dissolved.
2. A current copy of the constitution and the bylaws from the local, state or national organization with which the petitioning organization is affiliated; and
 3. The advisor consent form, signed by the advisor(s).

Prospective members proposing the organization must conduct at least three organizational meetings prior to submitting the petition.

Recommendations for approval are then forwarded from the Director of Student Activities/Student Union, to the Student Government Association, and finally to the Vice President for Student Affairs for consideration and final action.

TERMS OF REGISTRATION

Existing and new student organizations are required to register annually with the Director of Student Activities/Student Union and must comply with the following guidelines:

New Organizations

A petition for establishing a new organization may be denied for one or all of the following reasons:

1. If the statement of purpose or the proposed activities are illegal under local, state, or federal law or do not conform to College regulations;
2. If the organization would, in the opinion of the Office of Student Affairs and the Executive Committee of the College, constitute a clear and present danger to the continued operation of the College; and/or
3. If the purpose and goals of the organization are determined not - be congruent with the purpose and goals of the College.

Previously Existing Organizations

An updated list of registered organizations is prepared each semester by the Office of Student Affairs and the Director of Student Activities. Organizations are required to complete the official registration form each semester in order to become registered. An organization may be denied registration if any of the following apply:

The organization does not show a reasonable amount of activity or progress in promoting the ends and purposes specified in its constitution or as exhibited by its membership, meetings, and other activities.

The organization violates College regulations, including those governing student organizations, or local, state, or federal laws; or

The organization does not comply with the terms under which it was registered, or its purposes and goals are determined not to be congruent with the goals and purpose of the College.

STUDENT ORGANIZATIONS REGULATIONS AND SANCTIONS

This policy sets forth the rules governing the conduct of student organizations and also sets forth the sanctions that may be imposed on student organizations for violations of College rules and regulations. The primary responsibility for the supervision and administration of the conduct of student organizations resides in the Office of Student Activities/Student Union and the Office of Student Affairs.

Individuals who join together as a student organization to share common interests and purposes also collectively share a responsibility to themselves, their organization, and the College. They must ensure that members acting individually or as a group reflect favorably upon the College community. Organizational leaders bear a special responsibility for ensuring that constituents recognize and embrace these values in carrying out the organization's mission. An organization cannot ignore or escape its responsibility for the actions of its members.

Principles of Responsibility

Every student organization has the obligation to take all reasonable steps to prevent any infraction of College rules, state laws, and federal laws resulting from or related to the activities of the organization. This obligation is applicable to all members of the organization. Members should be aware that their conduct may result in the sanctioning of the entire organization and themselves as individual students.

In making the determination relative to whether an organization will be held responsible for the acts of its members, all factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, student

organizations will be held responsible for the acts of their members when those acts emanate from or are in any way connected to the life of the organization. The types of conduct for which the organization will be held responsible include, but are not limited to, the following:

1. Members of the organization acting in concert violate a College regulation;
2. A violation of a student regulation arises out of an organization-sponsored, financed, or endorsed event;
3. An organization leader(s) has knowledge of the potential for a violation of College regulations before it occurs and fails to take corrective action;
4. A violation of a College regulation occurs on the premises owned, leased, or operated by the organization;
5. A pattern of individual violations of College regulations is found to have existed without proper and appropriate organization control, remedy, or sanction;
6. The organization, or members of the organization, provide the impetus for a violation of College regulations;
7. Hazing;
8. Interference with College activities or activities by other organizations or persons;
9. Poor academic performance; and
10. Discrimination

Sanctions and Penalties

The following disciplinary sanctions may be imposed upon student organizations when they have been found guilty of violating conduct regulations. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations and their membership accountable for their actions and the actions of their guest(s), whether on campus or at any organization-sponsored function.

1. Revocation of organizational recognition.

This means the permanent revocation of the organization from the College without any recourse to apply for recognition. Any organization whose recognition is permanently revoked must comply with the following:

- a. vacate any appointed or elected office;
- b. surrender balances or all organizational funds received from the Student Government Association;

- c. vacate office or housing space assigned by the College from the first date of the notice of revocation (this includes the removal of fraternity, sorority and social fellowship plots).

2. Suspension of organizational recognition. This means the denial of rights and privileges of a recognized organization for a designated period of time. Permission to apply for reinstatement for recognition as a student organization may be granted with or without qualifications. Any organization whose recognition is suspended must comply with the following:

- a. cease all organizational activities'
- b. vacate any appointed or elected office with that organization's governing body for the duration of the organization's period of suspension;
- c. surrender balances or all organizational funds granted by the Student Government Association;
- d. vacate office or housing space assigned by the College from the first date of the notice of suspension and
- e. members must refrain from wearing or displaying clothing, paraphernalia, and other items, bearing the name, insignia, replicas, etc., of the organization that has been suspended.

3. Disciplinary Probation.

This is a period of review and observation during which a student organization is under an official warning that its misconduct was very serious. Subsequent violations of College rules, regulations, or policies could result in a more severe sanction, including suspension or revocation.

4. Restriction of Privileges.

This occurs when, during the probationary period, a student organization is deemed "not in good standing" with the College and may subject to one of any combination of the following conditions and / or restrictions:

- a. denial of the right to represent the College;
- b. denial of the right to maintain an office or other assigned space on College property;
- c. denial of the privileges of:
 - 1. receiving and retaining funding;

2. participating in intramural;
3. sponsoring a social event;
4. sponsoring any speaker or guest on campus;
5. participating in any social event;
6. co-sponsoring any social event;
7. membership recruitment or intake; and
8. use of College facilities.

5. Reprimand.

This is an official rebuke making the misconduct a matter of record in College files for a specific period of time. Any further misconduct could result in additional disciplinary action.

6. Restitution / Fines.

The organization may be ordered to make restitution when the organization has engaged in conduct injurious to property (individual, group, or College) for which monetary damages can compensate. Restitution may be in form of financial payment, community service, or other special activities designated by the Assistant Vice President for Student Affairs and/or the Vice President for Student Affairs. Additional fines may be assessed as penalty amounts.

Disciplinary Procedures

The Assistant Vice President for Student Affairs will investigate all allegations of student organization misconduct. The investigations will include interviewing those individuals with information about the incident and meeting with the appropriate officers of the organization. If deemed necessary, the Assistant Vice President for Student Affairs may refer the case to the Student Welfare Committee or convene an ad hoc panel for a hearing on the matter.

If the case is referred for a judicial hearing, a hearing will be conducted by the Student Welfare Committee or an ad hoc panel, unless the student organization waives its right to a hearing. The notice of the judicial hearing, the procedures of the hearing, and the appeal process will follow the same procedures as described for violations of the Standards of Conduct. If the Student organization waives its right to a judicial hearing, the appropriate sanction will be imposed.

MEMBERSHIP ELIGIBILITY AND RECORDS

Only full-time students of the College may be voting members of student organization, except where members of the faculty or staff serve as member of the

organization in accordance with the purpose and structure stated in the constitution. The organization must maintain accurate membership records, which must be submitted to the advisor. Officers must be registered as full-time students at the College and be in good academic and disciplinary standing. Non-student membership in the organization is limited to members of the College faculty or staff, although alumni or former students may become honorary members in some organizations. Student organizations are prohibited from electing or retaining as an officer or committee chairperson any student who is on academic or disciplinary probation.

CHANGES OR AMENDMENTS TO THE NATURE OR PURPOSE OF AN ORGANIZATION

Any change or amendment to the nature or purpose of the organization as originally approved must also be approved by the Director of Student Activities/Student Union, the Assistant Vice President for Student Affairs and the Vice President for Student Affairs. A current copy of the proposed changes and constitution must be on file in the Office of Student Activities/Student Union and the Office of Student Affairs.

STUDENT ORGANIZATION MEETINGS

Student organizations are encouraged to hold their meetings on campus. College facilities are available to organizations for this purpose. Meetings should be conducted orderly, and members should also comport themselves in accordance with the Standards of Conduct. Meetings which are open to the public should allow opportunity for discussion by those present as time permits.

DEADLINES FOR SPONSORING EVENTS

The College prohibits any student organization activities from being held during the last week of classes and during the week of final examinations.

GUIDELINES FOR SCHEDULING ON-CAMPUS and OFF-CAMPUS EVENTS

All student organizations that sponsor events on or off the campus must schedule the event through the Director of Student Activities/Student Union. The Director may withhold approval of a request to schedule the event if it conflicts with some other event being held on the campus. By exercising its right to schedule events for campus organizations, whether on or off the campus, the College does not expressly or implicitly give sanction, approval, control of, or involvement in, the event held by the campus organization on the approved date(s).

ALCOHOLIC BEVERAGES/DRUGS

College policy prohibits the serving, consumption; sale, possession, or display of alcoholic beverages or containers, or of illegal drugs, by any student or student organization on College-owned property or at College sponsored or supervised events. Student organizations sponsoring social affairs or activities are responsible for informing their guests of these regulations and are also responsible for the general decorum of their guests. It is an expectation that students will exercise

sound judgment and discretion when inviting off-campus persons to the campus.

OFFICERS OF STUDENT ORGANIZATIONS

The names of new officers to student organizations must be sent to the Director of Student Activities/Student Union within five (5) days after their election. Officers are responsible for scheduling and coordinating the on-campus events which their organizations sponsor. Moreover, officers are responsible for making appropriate space reservations and arrangements for the use of facilities as determined by the Director of Student Activities/Student Union.

Conditions of Eligibility

Officers of student organizations must maintain satisfactory academic progress and cannot be on disciplinary probation at the time of election or during their tenure as officers. Officers must also maintain satisfactory academic progress at all times and cannot be placed on disciplinary probation at any time during their tenure. Officers who do not meet required academic standards or who are found guilty of violating the Standards of Conduct will be required to relinquish their officers.

Election of Officers

Candidates nominated for officers must be in good financial standing at the College and must not be on disciplinary or academic probation at the time of the election. Nominations for officers of all class, organization, and Student Government Association elections must be submitted to the Director of Student Activities/Student Union at least **two** week prior to the election. It is the responsibility of the Director of Student Activities/Student Union to submit these names to (a) the Registrar for verification of enrollment status, grade point average, and academic standing, and to (b) Assistant Vice President for Student Affairs for determination of the student's disciplinary status.

The Director of Student Activities/Student Union must confirm, in writing, the eligibility status of all candidates nominated. Only the names of students certified by the Director of Student Activities/Student Union may be included on the ballot. Inclusion of names other than those certified by the Director of Student Activities/Student Union will result in disciplinary action against the organization and/or persons responsible for the election process.

Election procedures and guidelines established by individual organizations and groups must be in compliance with the above stipulations.

The results of all elections must be certified by the Director of Student Activities/Student Union before an announcement of winners may be made.

Faculty / Staff Advisors

The role of the faculty or staff advisor is a unique and essential one. It is essential for the student organization and respective faculty or staff advisor to be cognizant of the roles and responsibilities of the advisor and to be fully aware of the College's expectations of faculty and staff in their roles as advisors to student organizations.

All student organizations must have at least one qualified faculty or staff advisor.

Only College faculty or full-time professional administrators of staff may serve as primary advisors to student organizations. Persons who are not members of the faculty or staff who have special interests or talent may serve as secondary or additional advisors to various student organizations with the approval of the Dean of Student Affairs. Such persons may not serve as major or primary advisors to student organizations, however.

A faculty or staff member who agrees to serve as an advisor to a student organization accepts thereby the responsibility for encouraging the organization in meeting its aims and purposes in accordance with College policy. Also advisors should be aware of the following:

1. All College policies and regulations as they relate to student organizations;
2. The constitution and purposes of the student organization to which they serve as advisor;
3. The activities, projects, and programs of the organization;
4. Any policy or program decisions or other action taken in meetings at which the advisor is not present.

The advisor is required to be present at all activities of the organization, including social activities such as parties and dances, or otherwise make arrangements with a faculty or staff member to be present in the advisor's stead.

INFRACTIONS, VIOLATIONS, AND SANCTIONS

Section 1. Alcoholic Beverages

a. Drinking alcoholic beverages on College-owned or controlled property by students who are 21 years of age or older. College property shall include classrooms and residence hall rooms; academic activity, office, and administrative buildings; all open spaces on the campus; all dining rooms and snack bars; all hallways, stairwells, lounges, bathrooms, and in other student residences owned, controlled, or administered by the College; and all sports areas on or off the campus in which Saint Augustine's College events take place.

Penalty:

Disciplinary probation for one semester, 30 hours community service, completion of the Counseling Center's Alcohol and Drug Awareness program and \$50 fine. For the second offense, the penalty is suspension for one semester and a \$100 fine.

b. Possession of alcoholic beverages, in opened or unopened container, anywhere on college-owned property, including cars and other vehicles, by students 21 years of age or older.

Penalty:

Disciplinary probation for one semester, 30 hours community service, completion of the Counseling Center's Alcohol and Drug Awareness program, and \$50 fine. For the second offense, the penalty is suspension for one semester and a \$100 fine.

c. Being under the influence of alcoholic beverages on the campus, which means that one who, having consumed alcoholic beverages, experiences a loss of the normal use of his or her mental and/or physical faculties, including but not limited to slurred speech, loss of motor coordination, aggression, loss of memory (blackouts), or abusive behavior.

Penalty:

Disciplinary probation for one semester, 30 hours community service, completion of the Counseling Center's Alcohol and Drug Awareness program, \$50 fine. For the second offense, the penalty is suspension for one semester and a \$100 fine.

d. Possession and/or consumption of alcoholic beverages by students under the age of 21 years. This includes possession and/or consumption by persons under age 21 on college-owned property, at a campus event, at areas off the campus at which College-sponsored events take place, at other areas off the campus, or while returning to campus after consuming alcoholic beverages.

Penalty:

Disciplinary probation for one semester, 30 hours community service,

completion of the Counseling Center's Alcohol and Drug Awareness program, and \$50 fine. For the second offense, the penalty is suspension for one semester and a \$100 fine.

e. Providing/Distributing Alcohol to Minors. This includes any individual or organization that provides or distributes alcohol to an individual below the age of 21 years.

Penalty:

Suspension from the College for the individuals and the organization for one year and \$100 fine.

f. Sponsorship on campus of any activity involving the unauthorized use of alcoholic beverages by students in organizations recognized by the College. This means any activity sponsored on the campus or on property owned or controlled by the College in which alcoholic beverages are used without specific College approval for the use of such beverages. Sponsorship means that the activity or event is carried out by the student(s) or organization(s).

Penalty:

Suspension of the organization from the College for one year and \$200 fine.

g. Display or Possession of Alcoholic Beverage Containers. This refers to the display or possession of alcohol containers and includes making displays of cans or bottles. Ornamental alcoholic beverage containers, etc. This also includes containers that are empty.

Penalty:

Disciplinary probation for one semester, 24 hour community service, and \$25 fine.

Section 2. Drugs

Note: Individuals who are involved in any drug-related violations are subject to criminal action, and it is the duty of the College to report these individuals to the legal authorities.

a. Possession, use, or reasonable suspicion of possession or use of narcotics or drugs in any form. This means the illegal possession or use of narcotics or drugs, including prescription drugs without a valid medical prescription, on the person or in the possession of a student in any College owned or controlled property and/or at events sponsored by the College, and in areas outside the campus; also involved such related incidents that are subject to prosecution under local, state, and federal laws. Reasonable suspicion includes the presence or odor of marijuana and/or other narcotics and/or drugs in any form.

Penalty:

\$100 fine; suspension for one year, with return contingent on the presentation of evidence of counseling in an approved facility and

certification that the student is capable of returning to the College. Re-enrollment is contingent upon following established re-admission guidelines and policies following completion of the term of suspension; the student must begin participation in the Counseling Center's Alcohol and Drug Awareness Program. Continued enrollment is contingent on the student's completion of the program as prescribed.

b. Distribution, and/or sale of narcotics or drugs. This means the illegal distribution, and/or sale of narcotics, including prescription drugs without a valid medical prescription, on the person or in the possession of a student on any College owned or controlled property and/or at events sponsored by the College; also involves such related incidents that are subject to prosecution under local, state and federal laws.

Penalty:

Disciplinary expulsion.

c. Possession of drug paraphernalia. The illegal possession and/or use of drug paraphernalia, including, but not limited to, roach clips, bongs, scales, balances, sandwich baggies and their corners, sifter., syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, pipes using screens, water pipes, and any other equipment, products, and materials that can be directly linked to the usage of controlled substances. Drug paraphernalia is defined as all equipment, products and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, or concealing, or used to facilitate injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. Scope includes being on the person, in the residence halls, in a vehicle, or in the possession of a student on property owned or controlled by the College and/or at events and activities sponsored by the College; and involves related incidents that are subject to prosecution under local, state and federal laws.

Penalty:

\$100 fine, disciplinary suspension for one semester, with return contingent on presentation of counseling in an approved facility and certification that the student is capable of returning to the College. Re-enrollment is contingent upon following established readmission guidelines and policies following completion of the term of suspension; the student must begin participation in the Counseling Center's Alcohol and Drug Awareness Program. Continued enrollment is contingent on the student's completion of the program as prescribed.

d. Improper behavior or conduct on the campus which is a result of the use of drugs, which means that one who, having consumed drugs, experiences a loss of the use of his or her mental and/or physical faculties.

Penalty:

\$100 fine, disciplinary suspension for one year, with return contingent on presentation of evidence of counseling in an approved facility and certification that the student is capable of returning to the College. Re-enrollment is contingent upon following established re-admission guidelines and policies following completion of the term of suspension; the student must begin participation in the Counseling Center's Alcohol and Drug Awareness Program. Continued enrollment is contingent on the student's completion of the program as prescribed.

e. Accessory to drug use, possession, or sale. This means aiding and abetting the possession, sale, or use of controlled or illegal substances.

Penalty:

\$100 fine, disciplinary suspension for one year, with return contingent on presentation of evidence of counseling in an approved facility and certification that the student is capable of returning to the College. Re-enrollment is contingent upon following established re-admission guidelines and policies following completion of the term of suspension; the student must begin participation in the Counseling Center's Alcohol and Drug Awareness Program. Continued enrollment is contingent on the student's completion of the program as prescribed.

Section 3. Lying

Lying is knowingly furnishing false information to the College or its officials, or other forms of dishonesty in College-related affairs. It includes making a false statement to any member of the College community with the intent of deceiving, including committing perjury during disciplinary hearings. This includes knowingly furnishing false information to the college, knowingly and willfully, providing false testimony to a college official; participation in forgery, alteration or misuse of a college identification card, record or document.

Penalty:

24 hours community service, disciplinary probation for one semester (or suspension depending upon the gravity of circumstances), \$25 fine, and participation in counseling sessions (individual or group) in College

Counseling And Psychological Services (CAPS) Center as directed by the Director of the Center.

Section 4. Disorderly Conduct or Expression

Disorderly conduct means any offensive or annoying act that disrupts the peace. It includes but is not limited to conduct which is offensive or annoying to others or is disruptive of the rights of others.

It includes excessive noise, such as loud talk, shouting, loud stereo, radio, television sets; horseplay, practical jokes, and general annoyances; throwing dangerous objects; throwing any object in a College dining facility or from a window of a College housing or other facility; habitual or repeated incidents of excessive noise, violation of quiet hours, running through the hallways, going out of entrance doors and entering through exit doors, and misuse of musical instruments and noise producing devices, in such a way to violate the rights of others to live in an atmosphere conducive to learning and study.

Such conduct also includes breaking lines, such as in the cafeteria, during registration, at campus events and activities, and so on; improper crossing of the sidewalks and other walkways, gates and fences, and other barriers; and failure to bus one's food tray in the cafeteria. The scope of these activities includes

College-owned or controlled property and College sponsored or supervised activities. Inasmuch as students are responsible for the behavior of their guests. Students may receive sanctions if they permit their guests to behave disorderly on the campus.

Penalty: Reprimand, 24 hours community service, disciplinary probation for one semester, and \$25 fine.

Second offense, suspension for one semester and a \$50 fine.

Section 5. Distribution of Printed Materials

Distribution of printed materials that are libelous, scurrilous, sexually explicit, pornographic, or that encourage violation of public laws or College regulations.

Penalty:

Disciplinary probation for one semester, \$50 fine, removal of printed materials and, where appropriate, retraction of statement and/or an apology to persons toward whom such expression or activities are directed.

Section 6. Moral and Decency Offenses

Lewd, indecent, or obscene conduct or expression, or other moral or decency offenses. This includes, but is not limited to, indecent exposure, peeping Tom, indecent language on a telephone, crime against nature.

Penalty: Restitution, where appropriate, \$50 fine, disciplinary probation for one semester, counseling, and/or suspension, based on gravity of offense. If suspension is warranted, re-enrollment is contingent upon following established re-admission guidelines and policies following completion of the term of suspension.

Section 7. Obstruction or Disruption of College Activities

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including its public service function, or other authorized activities on College premises or at College-sponsored or supervised functions.

Penalty: Disciplinary probation and/or suspension for one semester, depending on the gravity of this incident and \$100 fine. If suspension is warranted, re-enrollment is contingent upon following established re-admission guidelines and policies following completion of the term of suspension.

Section 8. Gambling

Gambling on College-owned or controlled property or at College-sponsored or supervised or functions.

Penalty: Disciplinary suspension for one semester and \$75 fine.

Section 9. Theft

a. Theft is defined as the wrongful taking of money or property without the consent of the owner and/or the secreting of anything stolen, regardless of where it occurred; stealing from another person, agency, institution, or the College; the taking of property belonging to another, with the intent of converting the property to one's personal use; the unauthorized taking or consumption of food from the cafeteria or from a campus event; unauthorized use of a credit card; and failure to return personal property upon request or within a reasonable period of time.

Note: The value of the item(s) or goods stolen will not effect the level of sanction, Further, regardless as to where the incident of theft may have occurred (i.e., on or off campus), and whether or not the victim chooses to prosecute, the College will take the necessary disciplinary action against the student for violation of the Standards of Conduct.

Penalty: Disciplinary suspension for one year, \$50 fine, restitution. Re-enrollment is contingent upon following the established re-admission guidelines and policies following completion of the term of suspension.

b. Misappropriation, which means the taking of property belonging to another by mistake and/or without the owner's permission but with no intent to convert the property to one's personal use (e.g., wearing an article of clothing belonging to one's roommate without the expressed consent of the owner and with the intent of returning it; mistakenly

and unintentionally taking an item mistaken for one's own). This includes unauthorized moving or relocation of College furniture to one's room or to some other area.

Penalty: Disciplinary probation for one semester, restitution, \$25 fine.

c. Illegal and/or unauthorized possession or sale of property. Illegal and/or unauthorized possession of, or sale of property of the College, an organization affiliated with the College, a member of the College community or a campus visitor. This includes the unauthorized possession of property which has been reported lost or stolen.

Penalty: Disciplinary suspension for one year, \$50 fine, and restitution.

d. Accessory to a theft: knowingly giving aid before and/or after the fact regarding a violation of Section 9a, 9b, or 9c.

Penalty: Disciplinary suspension of one semester, \$50 fine, restitution

Section 10. Inappropriate or Unauthorized Gathering of Groups of Students

Gathering of groups of students on or adjacent to the campus in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the College or with normal flow of traffic.

Penalty: Disciplinary probation and/or suspension for one semester, depending on gravity of incident, and \$25 fine.

Section 11. Failure to Comply

f. Failure to comply immediately with the instructions or directions of College officials (including Resident Assistants) acting in the performance of their duties; failure to promptly show identification or to identify oneself.

Failure to present proper identification to official Housing personnel is prohibited. Students must comply with a college or residence life official's request (including resident assistant, hall directors, professional staff, campus police, and security guards) when such an official is working within the performance of his or her duties. A notification to schedule or maintain an appointment with a staff member should be honored.

Penalty: Disciplinary probation and/or suspension for one semester, depending on gravity of incident, and \$25 fine.

Section 12. Hazing

It is noted that hazing not only occurs in fraternities and sororities, but among groups and individuals. In instances involving other groups and individuals, the sanctions are the same as those that apply to fraternities, sororities, social fellowships, and other Greek-letter organizations.

In cases involving hazing, the hearing bodies will consider all factors involved in the incident, including the use of alcohol, unforeseen circumstances, hidden physical or psychological disabilities, pressure from the group, and so on, which may affect the individual's or group's judgment. The hearing bodies in such cases may discipline the prospective or new member who participates in hazing. Individuals should note that in the event of an injury, not only may the organization be liable, but the individual member(s) found guilty may also be liable.

The College sets forth the principle that becoming a member of an organization ought to promote the educational goals of the institution and the organization. The College believes that hazing and other forms of harassment are detrimental to the success of fraternities, sororities, social fellowships, Greek-letter organizations, and other groups, and especially to those persons who are victims of such action.

The College's policy on hazing will be enforced, and violators will be prosecuted to the fullest extent of the law.

Penalty: Disciplinary suspensions of individuals and of organization for one year, and \$100 fine; North Carolina state law requires the faculty or governing board of a college or school to expel any student convicted of hazing. Re-enrollment is contingent upon following established re-admissions guidelines and policies following completion of the term of suspension.

Section 13. Physical Abuse

An encounter in which physical contact occurs between two or more persons, an encounter with blows or other personal violence, which includes rape, sexual assault, pushing, shoving, and other acts of physical abuse, between two or more persons, or conduct which threatens or endangers the health or safety of another, including assault and battery on or off the campus.

Note: If weapons, or objects which are used as weapons or which may be construed as weapons, are used in an altercation, the student is automatically suspended from the College.

a. Fighting.

Penalty: Disciplinary suspension for one semester, \$100 fine, restitution, and one year disciplinary probation.

b. Assault.

Penalty: Disciplinary suspension for one year, restitution, and \$100 fine.

c. Rape or other sexual assault.

Penalty: Disciplinary expulsion.

Section 14. Verbal Abuse or Harassment

The use of verbally abusive language by any person on College-owned or controlled property or College sponsored or supervised events: This includes language which degrades, insults, taunts, or challenges another person by any means of communication. Verbal or non-verbal, so as to provoke a

violent response, communication of a threat, defamation of character, use of profanity. Verbal assault derogatory, sexist, or racial remarks or any behavior that puts another member of the College community in a state of fear and anxiety.

Penalty: Disciplinary probation for one semester and \$50 fine, when such abuse is directed toward a member of the faculty or staff, the minimum penalty shall be \$100 fine, disciplinary probation or suspension for one semester depending on gravity of the offense. If the abuse is directed to a residence hall staff from a building in which the guilty student does not reside, the student will also be barred from that building.

Section 15. Misrepresentation

a. Misrepresentation, such as by way of one's admission

application, transcripts, etc.

b. **Penalty: Disciplinary expulsion.**

c. Forgery, alteration, destruction, misuse, or attempted or intended misuse of College documents, records (including altering one's work time sheet), identification, or other property, and the unauthorized transfer, sale, and use of computer applications.

Penalty: Disciplinary suspension for one semester, \$50 fine, and restitution.

d. Fraud. Fraudulently obtaining, fabricating, altering, falsifying, transferring, loaning, selling, or misusing or attempting or intending to misuse an ID card, enrollment validation sticker, library card, vehicle registration, vehicle decal, or other College document or service; transferring, lending, or selling such items; giving a false name, date of birth, Social Security number, or other identification to a College official; or otherwise engaging in fraudulent or deceptive acts with the intent to defraud or deceive.

Penalty: Disciplinary suspension for one semester, restitution, and \$50 fine.

Note: Student is subject to detention and arrest for trespassing if he or she cannot present suitable identification.

e. Telephone fraud, misuse or abuse of telephone lines or services, including fraudulently placing long distance telephone calls.

Penalty: \$50 fine, disciplinary suspension for one semester,

and restitution. Residential students; loss of residence hall living privileges for one semester.

f. Wearing a mask, disguise, or other item to disguise one's face or facial identity while on the property of the College or at a College-sponsored event.

Penalty: Disciplinary suspension for one semester, \$50 fine.

Section 16. Unauthorized Use of College Facilities

Unauthorized use or occupancy of or unauthorized entry into or exit from College facilities.

a. Unauthorized entry includes the entering and/or occupation of the facilities of the College, its student's or employees, that are locked, closed to students and/or student activities, restricted to use by a student or group of students or that have not been reserved through the appropriate College offices. Unauthorized exit means exiting from a College facility through doorways that are prohibited from use at that time or for that purpose (e.g., windows or other areas that are designated as exits).

Penalty: Disciplinary probation for one semester, and \$50 fine, also possible suspension for one semester, depending on gravity of the incident; or residential student, loss of housing may apply, depending on severity of the offense. Second offense shall result in suspension.

b. The use of College facilities (including buildings and grounds) for purposes other than that for which they were constructed or designated, as well as unauthorized use of college spaces.

Unauthorized use includes, but is not limited to, commuter students who stay in the residence halls without proper authorization to do so. or resident students who allow other students and/or persons to stay in their room without proper permission or for an extended period of time above and beyond the guideline lines; the erection of tents and/or use of the grounds for sleeping facilities; illegal, illicit, or prohibited acts; failure to vacate building by announced closing deadline.

Penalty: Disciplinary probation for one semester and \$50 fine, also possible suspension for one semester, depending on gravity of the incident; for residential student, loss of housing may apply, depending on severity of the offense.

c. Unauthorized possession, duplication, or transfer of keys to College facilities, including residence hall rooms and study centers, permitting

unauthorized access to keys, and failure to promptly surrender such keys when requested.

Penalty: Disciplinary suspension for one semester, payment for replacing lock and keys, and \$100 fine.

d. Accessory to unauthorized entry includes knowingly giving aid before and/or after the fact to a violation of Section 18a, 18b, or 18c.

Penalty: Disciplinary probation for one semester and \$50 fine, also possible suspension for one semester, depending on gravity of the incident; for residential student, loss of housing may apply, depending on the severity of the offense.

Section 17. Safety Procedures

a. Turning in a false fire or bomb alarm, by any means including a telephone call or by a warning device; theft, removal of, or tampering with fire extinguishing or safety equipment or exit signs, removing batteries from smoke/fire alarms, rendering alarms inoperable, activating sprinklers, damaging or removing fire exit closures, fire mischief, or violation of College guidelines regarding fire safety, (e.g. failure to follow evacuation procedures or obstructing the evacuation of a building during a fire emergency or fire drill).

Penalty: Disciplinary suspension for one year, fine(s) and completion of counseling sessions at the Counseling and Testing Center as prescribed.

b. Use of fire exits doors except in the case of emergency or as instructed by a College official or member of the Fire or Police Department.

Penalty: \$50 fine, and 30 hours College service/Community Service.

c. Intentionally or fraudulently alerting Campus police through emergency call boxes when no emergency exists.

Penalty: Disciplinary suspension for one semester, \$50 fine, and completion of counseling sessions at the Counseling and Testing as prescribed.

d. The unauthorized use of lighted candles or incense on College-owned property,

Penalty: \$15 fine and disciplinary probation for one semester.

e. The possession or use of hot plates and other electrical cooking, such as toasters, in residence hall rooms.

Penalty: Confiscation of appliance and \$25 fine.

f. Failure to evacuate building during alarm.

Penalty: \$50 fine, disciplinary probation for one year.

Section 18. Fire Setting and Arson

Willfully starting • a fire in College buildings or on College property; arson recreational activities which include the use of fire (e.g., Bonfires and cookouts) without the approval of the Vice President of Student Affairs and/or not in compliance with local and state fire codes.

a. Fire Setting. Deliberately lighting a fire without authorization.

Penalty: Disciplinary suspension for one semester, restitution, and \$50 fine.

b. Arson. Those fires set with the intention of destroying property.

Penalty: Disciplinary expulsion and restitution.

Section 19. Solicitation

a. Unauthorized selling, collection of monies, and promotion on campus or within College buildings is not permitted without permission of the Director of Business Service. Students may not act as agents for business firms which entail solicitation or receiving business offers or goods on College property. Also, students may not solicit on behalf of the College without permission from the Vice President for Development and/or the Vice President for Financial Affairs.

Penalty: Disciplinary warning and \$25 fine.

b. Use of any residence hall room for business purposes of any nature whatsoever. Penalty: disciplinary warning and \$25 fine.

Section 20. Firearms and Weapons

a. The possession of any weapons, such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, BB guns, stun guns, and other firearms; bowie knives, daggers, switchblade knives, metallic knuckles, explosives, such as dangerous chemicals, on College-owned or controlled property or at College sponsored or supervised activities is specifically prohibited unless authorized by the Chief of Campus police and the Vice President for Student Affairs.

Penalty: Disciplinary expulsion.

b. The use of a weapon or some other object as a weapon on College property or at College-sponsored activities.

Penalty: Disciplinary expulsion.

c. the possession or use of items that resemble guns, knives, or other weapons, such as but not limited to water guns, cap guns, starter pistols, and guns used for military-like drills.

Penalty: Disciplinary suspension for one semester, \$50 fine.

The possession or use of firecrackers, propelled missiles, or other kinds of fireworks.

Penalty: Disciplinary suspension for one semester and \$50 fine.

d. The willful failure of a student to allow entry by College officials to his or her vehicle (as owner, operator, or registrant), residence hall room, or other facility on campus on grounds of reasonable suspicion of possession of firearms and/or weapons.

Penalty: Automatic disciplinary suspension for one semester and \$50 fine.

Section 21. Coed Visitation, Curfews

While the College does not generally impose a curfew on residential students, all residence halls close at midnight (or at other times as announced), and all visitors are required to be out of the residence halls by closing time and off the campus by midnight, except for approved events. In emergency situations, the College may impose a residence hall and/or campus curfew to safeguard persons and property.

a. Being in areas of the residence halls that are not open to the public and/or in the company of the member of the opposite sex, or in a residence hall assigned to members of the opposite sex without specific permission or when visitation. Privileges are not in effect. Scope includes all hallways, stairways, study rooms, bathrooms, auxiliary rooms, or other residential units owned or administered by the College, including but not restricted to motels when they are serving a residence areas.

Note: Anyone found in the presence of a visitation violation may be charged with the violation, even if the member of the opposite sex is not his or her guest.

Penalty: For the first offense, \$25 fine and disciplinary probation for one semester. For the second offense, the penalty is loss of housing for one semester and a \$100 fine. A third offense results in the suspension for one semester.

b. Violation of curfew regulations in the residence halls and on College grounds.

Penalty: Disciplinary probation for one semester and \$25 fine.

Section 22. Use of Motor Vehicles

a. Violation of properly constituted rules and regulations governing the use of motor vehicles (automobiles, motorcycles, etc.) on College-owned or controlled property or at College-sponsored or supervised activities. This also includes driving and parking on grass and sidewalks.

Penalty: Loss of privilege to operate vehicle on campus for one semester, fine of \$35, disciplinary probation for one semester, and other penalties and fines as required by the Office of Campus police.

Note: Revocation of or loss of privilege to operate and/or park vehicle on campus means that the vehicle cannot be operated on the campus or on College-owned property by anyone, and the student may not operate or park any vehicle on the campus or College-owned property.

Section 23. Damage to or Defacing, Abuse, or Destruction of Property

a. This means destruction, damage, or defacement of College property, personal or real, and property belonging to an individual, including, but not limited to, walking on roof of College building, defacing structures and facilities, littering, painting residence hall rooms without authorization or contrary to painting guideline when permission is given, attaching locks, bolts, nails, etc. Also not student, fraternity, sorority, or student organization shall paint, mark, write or make any markings on trees, sidewalks, curbs, streets, or any College property without first obtaining written permission from the Vice President of Student Affairs and the Director of the Physical Plant.

Penalty: Restitution, \$25 fine, disciplinary probation and/or suspension for one semester depending on the gravity of incident, and 30 hours of College Community service.

b. Deliberate or willful vandalism of; or damage of property belonging to the College or an individual personal or real.

Penalty: Restitution, \$100 fine, and disciplinary suspension for one year.

c. Posting or displaying of signs on the exterior of buildings, on painted surfaces, windows, and on non-designated areas. This includes posting of signs and posters which have not been brought to the attention of the Director of Student Activities.

Penalty: Disciplinary warning and \$15 fine.

c. Negligent use of property of another which results in damages to property is also considered abuse of property.

Penalty: Restitution, \$25 fine, disciplinary probation for one semester, and 24 hours College Service/Community Service.

Section 24. Health and Safety Violations

This means any behavior which creates a risk of danger to others or the College

community, including but not limited to propping doors to residence halls, throwing objects from windows or balconies, failure to keep one's room a condition which is safe and sanitary, or failure to maintain reasonable standards of cleanness and safety as defined by the College.

Penalty: Reprimand, \$25 fine, and compliance with standards immediately.

Section 25. Guest's Behavior

Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on campus. If a guest is found to be in violation of the Standards of Conduct while in the company of the student host or with the student's host knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.

Penalty: The student will receive the sanction for the violation committed by his or her guest(s).

Section 25. Laws of the Wider Community

All students are expected to abide by the laws of the local, state, and national governments and are subject to judicial action by the College for violation of any of the laws. Students are expected to conduct themselves in accordance with the Standards of Conduct at all times, on and off campus. This includes compliance with written College policies and regulations as stipulated herein, in the College Catalog, or promulgated and announced by authorized personnel, and all local, state, and federal laws. Students shall be charged with violation of the Standards of Conduct if they engage in activities off or on the campus which are of the nature to reflect negatively on the good name of the College; whether or not the outside agency, person, etc., fails to prosecute or fail criminal charges.

Penalty: Reprimand and additional sanctions based on the gravity of the incident. Any student convicted of criminal conduct will be suspended from the College.

Section 26. Identification Cards

a. Failure to carry a validated College student identification card at all times while on College property or failure to present it to Campus police, a College official, including Resident Assistants, upon request, for identification purposes or other authorized intent.

Penalty: Disciplinary probation for one semester, 24 hours of College Service/Community Service, and \$25 fine.

b. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing or attempting or intending to misuse one's ID card.

Penalty: Disciplinary suspension for one semester, \$50 fine, and restitution.

c. Presenting a false name or other identification, including false or invalid ID card,

to a College official, including Resident Assistants, in the performance of their duties.

Penalty: Disciplinary suspension for one semester, restitution, and \$50 fine,

Note: Failure or refusal to present proper identification upon request of a College official will result in the student(s) being detained by Campus police and subject to arrest by the Raleigh Police Department.

Section 27. Being an Accessory

Knowingly giving aid before and/or after the fact regarding a violation of any Standard of Conduct or other College regulation, policy, or local, state and federal laws.

Penalty: Disciplinary probation, suspension, or expulsion, based on the severity of the violation (does not apply to violation of Section 9d).

Section 28. Harboring

Knowing harboring or bringing on, or transporting to College property a student, employee, or any other individual who has been suspended, expelled, terminated, or banned from the College.

Penalty: Disciplinary suspension for one semester, and \$100 fine.

**SAINT AUGUSTINE'S COLLEGE
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, M. Executive Assistant, Executive Secretary, Board of Trustees Representative, Chairpersons of each Executive Committee (Academic Affairs, Community Out Relations, Spirit Squad, and Student Welfare). The Executive Branch of the Association will request that the college administration assist it in enforcing a 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, Miss Saint Augustine's College, 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. To override a presidential veto by a two-third vote provided that those present constitute a quorum.

- e. 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.
 - f. To make appointments to standing and special committees as the Student Legislature deems necessary with approval by the President.
 - g. 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 are 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 Student Affairs.

ARTICLE III

QUALIFICATIONS, DUTIES & RESPONSIBILITIES OF ELECTED OFFICIALS

SECTION 1

The elected positions of the Student Government Association shall be: President, Vice President, Miss Saint Augustine's College, the First and Second Attendant's to Miss Saint Augustine's College, and the Freshmen, Sophomore, Junior, and Senior Class Officers (President, Vice President, and Class Queen).

- A. The qualified candidates for the elected position of Student Government Association **PRESIDENT**...
 1. Must have a cumulative grade point average of 3.0 on a 4.0 grading scale at the time of application and maintain at least a 3.0 cumulative grade point average during their respective term of office.
 2. Must be in good social standing with the College at the time of application.
 3. Must have completed a minimum of thirty (30) credit hours but no more than one hundred (100) hours.
 4. Must be a full-time student with boarding status.
 5. 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.)
 6. Must have served a concurrent academic year in the Student Government Association.
- 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 submit a 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 request that the College Administration assist 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 3.0 based on a 4.0 grading scale at the time of application and maintain at least a 3.0 cumulative grade point average during their respective term of office.
 2. Must have completed a minimum of thirty (30) credit hours, but no more than one hundred (100) hours.
 3. Must be in good standing with the College at the time of application.
 4. Must be a full-time student with boarding status.
 5. 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).
 6. Must have served a concurrent academic year in an official capacity in the Student Government Association.
- 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

- A. The qualified candidates for the elected position of **MISS SAINT AUGUSTINE'S COLLEGE...**
1. Must have a cumulative grade point average of 3.0 on a 4.0 grading scale and maintain at least a 3.0 grade point average during the academic year at the time of application.
 2. Must be in good standing with the College at the time of application.
 3. Must have acquired seventy-five (75) hours at the time of application.
 4. Must be unmarried and without children.
 5. Must be a full-time student of the College with boarding 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 members appointed by the Vice President of Student Affairs 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.

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 and registered student.
 - 2. Must not have been enrolled at any other college.
 - 3. Must have a 2.5 cumulative grade point average on a 4.0 grading scale at the end of the Fall semester.

- B. The qualified candidates for elected **SOPHOMORE CLASS OFFICERS...**
 - 1. Must have at least thirty (30) semester hours at the beginning of the Fall semester office term.
 - 2. Must have a 2.5 cumulative grade point average on a 4.0 grading scale at the time of application.
 - 3. Must be in good social standing with the College at the time of application.
 - 4. Must be a full-time student of the College.

- C. The qualified candidates for elected **JUNIOR CLASS OFFICERS...**
 - 1. Must have at least sixty (60) semester hours at the beginning of the Fall semester office term.
 - 2. Must have a 2.5 cumulative grade point average on a 4.0 grading scale at the time of application.
 - 3. Must be in good social standing with the College at the time of application.
 - 4. Must be a full-time student of the College.

- D. The qualified candidates for elected **SENIOR CLASS OFFICERS...**
 - 1. Must have at least ninety (90) semester hours at the beginning of the Fall semester office term.

2. Must have a 2.5 cumulative grade point average on a 4.0 grading scale at the time of application.
 3. Must be in good social standing with the College at the time of application.
 4. Must be a full-time 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 2.0 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).

ARTICLE IV

EXECUTIVE APPOINTMENTS

SECTION 1

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

SECTION 2

Student Government Association Board of Trustees Representative

- A. The qualified candidate for the appointed position of **BOARD OF TRUSTEES REPRESENTATIVE...**
1. Must be in good social standing with the College at the time of application.
 2. Must have completed a minimum of sixty (60) credit hours.
 3. Must be a full-time student with boarding status.
 4. 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 **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.

SECTION 3

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 student with boarding status.
 4. 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. work closely with the President on business related matters of the Student Government Association.
 2. maintain the executive office and work with executive staff to keep office open.

3. 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 4

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 student with boarding status.
 4. 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. 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 5

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 student with boarding status.
 4. 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. 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 student with boarding status.
 4. 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 student with boarding status.
 4. 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 student with boarding status.
 - 4. 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 student with boarding status.

4. 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 student with boarding status.
 4. 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

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 student with boarding status.
 4. 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. 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. . 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. Students who has been placed on reprimand or probation by the Office of Student Affairs for violating rules governing student conduct at any time during the academic year.
2. 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. 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. 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. 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.

Revised/Ratified July 2003

Saint Augustine's College

Directory of Important Phone Numbers

(919)	516-4001	Academic Affairs
(919)	516-4224	Academic Achiever's Program
(919)	516-4127	Accounting Office
(919)	516-4001	Administration
(919)	516-4012	Admissions Office
(919)	516-4154	Allied Health
(919)	516-4023	Alumni Affairs
(919)	516-4026	Art Department
(919)	516-4236	Athletic Department
(919)	516-4121	Automation Center
(919)	516-4574	Biblical Certificate Program
(919)	516-4151	Biology Department
(919)	516-4037	Bookstore
(919)	516-4127	Business & Finance
(919)	516-4064	Business Services
(919)	516-4911	Campus Police Dept.
(919)	516-4070	Cashier
(919)	516-4339	Center for Teaching & Learning
(919)	516-4623	Chaplain's Office
(919)	516-4154	Chemistry Department
(919)	516-4356	Collections
(919)	516-4253	Counseling and Psychological Services
(919)	516-4190	<u>External Affairs</u>
(919)	516-4092	Development
(919)	516-4042	<u>Division of Business</u>
(919)	516-4095	<u>Division of Education</u>
(919)	516-4223	<u>Division of Liberal/Interdisciplinary Studies</u>
(919)	516-4154	<u>Division of Natural Sciences & Mathematics</u>
(919)	516-4544	<u>Division of Military Science</u>
(919)	516-4221	<u>Division of Social Sciences</u>
(919)	516-4116	<u>English & Communications Department</u>
(919)	516-4069	Falcon Crest (Faculty-Staff Dining Room)

(919) 516-4131 [Financial Aid Office](#)
(919) 516-4572 [The Gateway Program](#)
(919) 516-4349 Grill
(919) 516-4291 History Department
(919) 516-4244 Housekeeping/PBM
(919) 516-4353 Housing
(919) 516-4168 Human Resources
(919) 516-4098 Humanities & Computer Lab.
(919) 516-4142 Infirmary - The Student Health Center
(919) 516-4093 Institutional Advancement
(919) 516-4395 JOBLINE
(919) 516-4145 [Library](#) Service
(919) 516-4030 Mathematics Department
(919) 516-4158 Music Department
(919) 743-5433 Omega Peer Program
(919) 516-4438 The Falcon Forum- College Newspaper
(919) 516-4053 [Philosophy](#)
(919) 516-4174 Physical Education Department
(919) 516-4482 Physical Plant
(919) 516-4604 Planning & Analysis
(919) 516-4188 Post Office
(919) 516-4102 Praxis Lab.
(919) 516-4200 President's Office
(919) 516-4197 [Registrar's Office](#)
(919) 516-4292 SACS - Self Study Office
(919) 516-4482 Scheduling Office for College & Community Events
(919) 516-5808 ABL Educational Enterprises
(919) 516-4927 Shipping & Receiving
(919) 516-4502 Sponsored Programs
(919) 516-4300 Student Activities
(919) 516-4232 Student Affairs
(919) 516-4411 Student Government Office
(919) 516-4457 Student Union
(919) 516-4009 Technology Service Line
(919) 516-4344 Teens Against Aids
(919) 516-4062 Transportation
(252) 446-1921 Upward Bound / Educational Talent Search
(919) 516-4298 [Visual/Performing Arts](#)
(919) 516-4750 [WAUG Radio/TV](#)

(919) 516-4711 Wellness Center
(919) 516-4484 The Writing Center

RESIDENCE HALL LISTING

(919)	516-4250	Atkinson Hall
(919)	516-4328	Baker Hall
(919)	516-4266	Boyer Hall
(919)	516-4256	Delany Hall
(919)	516-4331	Latham Hall
(919)	516-4332	Lynch Hall
(919)	516-4333	Weston Hall

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.*

Mascot

Falcon

Colors

Blue and White

