

HISTORICAL  
BARBER-SCOTIA COLLEGE  
Concord, North Carolina



FAITH HALL

Student Handbook  
2014 – 2017

# Total Student Development

“For Head, For Hand, For Heart”

Light, Truth, and Usefulness  
“Lumen, Veritas et Utilitas”



Mascot - Saber Tooth Tiger

Colors – Royal Blue and Gray

**STUDENT HANDBOOK**  
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## Authority for the Student Handbook

The Barber-Scotia *Student Handbook* has been prepared to assist you with the transition into the Barber-Scotia College Community. May your educational experience provide you with the foundational elements to achieve the fullest realization of the college community as it assists you in becoming a positive contributor to the American Society.

Please take the time to familiarize yourself with the general rules, regulations, policies, and procedures outlined in the *Student Handbook*. As an official document of Barber-Scotia 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. During your stay at Barber-Scotia, you will receive various documents which are to be used as companion documents to the *College Catalog* and the *Student Handbook*. The rules and regulations in the Barber-Scotia *College Catalog* will supercede any inconsistent rules and regulations published in other documents.

The dynamic nature of the College brings about a concomitant review and revision of practices, policies, and procedures as they relate to institutional mission and purpose. As any modifications that are made in policies, procedures, and regulations, whether academic or disciplinary, amendments to 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 Barber-Scotia College students.

The success and the integrity of Barber-Scotia College are maintained through the students which it serves. The College is proud of its faculty and staff, its alumni, and its students. The *Standards of Conduct* are established and published to assist the student with knowing the acceptable standards of conduct, whether on or off campus, for as long as the student maintains a student relationship with Barber-Scotia College. Violations of the *Standards of Conduct*, on or off campus, that are detrimental to the interests of the College may result in serious judicial actions.



## Student Membership in Barber-Scotia College

With admission to Barber-Scotia College comes a joint partnership with the home, the college, and the student. Each identity provides cooperation which helps to maintain the integrity of the College, its academic programs, and its students.

1. The student is obligated to observe the rules and regulations of the College as presented in the *College Catalog*, the *Student Handbook* and the *Standards of Conduct*. Together, these documents provide the student with acceptable guidelines for daily student life as Barber-Scotia College.
2. Barber-Scotia College exists for the acquisition, transmission, development, and application of knowledge. Students are free to pursue this process within the established guidelines, which are designed for the harmonious functioning of the College family/community. Students who are enrolled at Barber-Scotia College recognize that to receive an education is a privilege and responsibility. It is NOT an inherent right.
3. Certain rights and responsibilities are indispensable to the achievement purposes of higher education. These rights and responsibilities accrue to administrators, faculty, staff, and students, since the viability of the institution is dependent upon the cooperation and support of each individual and group. Within the college community exist standards of conduct, which are established as a framework of giving expression to freedom, promoting order, preserving individuality and behavior conducive to the harmonious functioning of the community. The *Standards of Conduct* include statements of specific provisions governing appropriate student conduct and the range of sanctions that may be imposed upon persons who violate these standards. The *Standards of Conduct* are made available in publication to assist the student with their responsibility in becoming familiar with the regulations disseminated by the College.
4. Barber-Scotia College reserves the right to cancel enrollment of any student who breaches this agreement or who violates the rules of the College when it is determined, through the established processes, that such a breach or violation has occurred. Barber-Scotia College acknowledges and respects the rights of each student; however, the College is not a sanctuary from the law.

## **Barber-Scotia College Mission Statement**

We, at Barber-Scotia College, believe that human dignity is an endowment from God and that all persons have the responsibility for developing their potential to the fullest and for devoting their creative energies toward making a better world. We believe that all persons have five important aspects: intellectual, physical, emotional, social, and spiritual and that the development of one aspect is integrally related to the development of all others. We believe that the development and this integration must take place within a framework of cultural heritage and through a commitment to ideals arising from Christian and democratic principles.

Recognizing the unique and infinitely significant value of the individual, it is our goal to provide an opportunity for all students to realize their capabilities. We will provide this opportunity through a liberal arts education in a community concerned with the interaction of cultures, Christian heritage, scholarship, citizenship, and leadership. The College continually seeks to provide an atmosphere and environment in which learning will always be adventurous for the total community of scholars.

To implement this mission, Barber-Scotia College strives to:

1. Stimulate the students to inquire keenly and to acquire appreciation of knowledge and understanding and to develop critical, independent and resourceful thinking in a climate that is conducive to excellence in performance on the part of those who teach and those who learn.
2. Maintain programs and services that stimulate the total development of students in terms of their social, intellectual, physical, cultural, ethical, and spiritual growth.
3. Provide opportunities for students to understand and to develop a fuller appreciation of their heritage as they grow in their understanding and interaction with other ethnic groups which include respect for self and others, acceptance of responsibilities, a sense of justice, global diversity, and ethical and spiritual integrity.
4. Prepare students professionally who will become competent teachers with desirable personal, social, and emotional characteristics for effective service and leadership in the elementary and secondary schools and in the larger community.
5. Prepare graduates for expanding opportunities for employment and leadership in business, industry, church, and government.
6. Strengthen the collaborative and reciprocal relationships between Barber-Scotia College and the Concord/Cabarrus Community.
7. Strengthen and maintain a climate of campus life that will perpetuate, support and promote the spirit of cooperation, integrity, mutual respect, and productivity.
8. Instill in the students a quest for knowledge that becomes a life-long process.
9. Prepare students for successful performance in professional and graduate schools.

10. Generate, manage and stabilize the fiscal and human resources of the College in a manner adequate to support its programs.

11. To ensure that students acquire the knowledge and skills that will prepare them to function effectively and proficiently in a global marketplace that requires technological competency.

[Approved and Adopted by the Board of Trustees, 2004]

### BOARD OF TRUSTEES

Mr. Barry Green

Dr. Jerry Griener

Dr. Catreli Steel Hunter

Mr. Gene Price

Mrs. Carrie Sinkler-Parker

Dr. George Wilson

Mr. Fred Phifer

Mr. Al Winston

Mr. Carl Flamer

### BIBLICAL FOUNDATIONS STATEMENT

The Biblical Foundations Statement has been affirmed by the Board of Trustees as a general model on which Barber-Scotia College is founded.

**The Bible** - All scripture is inspired by the Triune God. All sixty-six (66) canonical books of the Old and the New Testament, as originally given, are infallible and uniquely authoritative and free from error. Its historical record is true. This includes literal creation, the fall and resultant divine curse of the creation, the worldwide cataclysmic deluge, and the origin of nations and languages.

**The Trinity** – There is one triune, Godhead which is eternal, transcendent, omnipotent, and personal. The Godhead exists in three persons: The Father, The Son, and The Holy Spirit, these three being one equal in power and glory.

**The Father** – God the Father is the first person of the Godhead, is infinite spirit which is sovereign, eternal, and unchangeable in all His attributes. He is worthy of all honor and obedience from His creation and creatures.

**The Son** – The second person of the Godhead is the Only Begotten Son of the Father, the Lord Jesus Christ, who is perfect, sinless humanity and the absolute full deity of the Father who is indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

**The Holy Spirit** – The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit bestows spiritual gifts to all who believe in Christ Jesus; however, the manifestation of any particular gift is not required as evidence of belief (salvation).

**Redemption** – The redemption of man is possible because of the substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by his bodily ascension into heaven.

**Salvation** – Personal salvation from the eternal penalty of sin is provided solely by the grace of God, not from anything that man has done but on the basis of the atoning death and resurrection of Christ. Mankind can only receive salvation through personal faith in the person and work of Jesus Christ.

**Biblical Creation** – God created the world and all of its basic systems and kinds of organisms from nothing in the space-time universe and in six (6) literal days.

**Satan** – The existence of a personal, malevolent known as Satan acts as tempter and accuser of mankind for whom the place of eternal punishment was prepared, where he will be joined by all who die outside of Christ and shall be confined in conscious torment for eternity.

**Last Things** – On a day chosen by God the Father, Jesus Christ will bodily return to earth to gather His Church unto Himself. He will judge and purge sin, establish His eternal Kingdom, and consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

(Adopted from TRACS, December 2007)



**KITTIE SANSON CHAPEL  
(Erected in 1988)**

## BARBER-SCOTIA COLLEGE PHILOSOPHY OF EDUCATION

We believe that human dignity is an endowment from God and that all persons have the responsibility for developing their potential to the fullest and for devoting their creative energies toward making a better world. We believe that all persons have five (5) important aspects – Aesthetical (emotional and ethical), intellectual, physical, social and spiritual – and that the development of one aspect is integrally related to the development of all others. This development and this integration must take place within a framework of cultural heritage and through a commitment to ideals arising from Christian and democratic principles.

### STATEMENT OF GOALS

#### Intellectual Goals ...

1. To teach students that the fear of God is the beginning of all wisdom.
2. To create life-long learners who delight in the knowledge of God's creation.
3. To train students to set high standards of intellectual and academic excellence for life.
4. To help students develop the ability to think logically, solve problems, and make wise decisions within the context of a biblical world and life view.
5. To assist students in cultivating mental habits and study disciplines to last for a lifetime.
6. To equip students with the ability to handle academic and social testing as to enhance their ability to succeed in their chosen vocation.
7. To equip students with adequate verbal and written communication skills.
8. To equip students with a working knowledge and understanding of God's Written Word (the *Bible*).
9. To equip students to "give a reason" for their faith (I Peter 3:15).
10. To develop in students an understanding of their Christian heritage.
11. To produce adults who are intellectually robust, confident, and articulate in Scripture to "impact the world for Christ."

#### Physical Goals ...

1. To teach the value of sobriety, temperance, and moderation in diet, exercise, and emotion.
2. To enable students to understand the whole person created in God's image, balancing physical, spiritual, mental, emotional, and aesthetic aspects of life.
3. To teach by precept and example the joy, peace, and security that come from faithfulness in obedience to Christ.
4. To teach students the value of modesty in dress and appearance, avoiding the extremes of license or legalism.
5. To teach good stewardship through the proper care of personal health and a respect for the health and welfare of others.

#### Social Goals ...

1. To provide students with godly models and mentors who will lead them toward having the "mind of Christ" in all their social interactions and relationships.
2. To develop a servant's heart in students out of a love for God and their fellow man.

3. To value, encourage, recognize and affirm the fruit of the Spirit - love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control seen within the faculty, staff, and students.
4. To cultivate by precept and example a proper respect for authority.
5. To teach and model principles of good citizenship, mutual acceptance, integrity, courage, and responsibility.
6. To instill in students a biblical understanding of different cultures and languages and man's need for salvation.

### **Spiritual Goals ...**

1. To teach the authority of Holy Scripture: God's holy, inerrant Word, the only infallible rule of faith and practice.
2. To teach students that they are sinners under the condemnation of the Law; in need of redemption by the grace of God through faith in Jesus Christ.
3. To hold before students God's law: a divinely mandated standard of holiness, teaching them that:
  - a. God's Law is holy, just and true.
  - b. The righteous standards of God's Law cannot be attained by human effort.
  - c. God's Law directs mankind to Christ alone, who in His humanity perfectly fulfilled every command of God's Law.
  - d. God's Holy Spirit empowers us to be motivated and enables us to meet the demands of God's Law, conforming us into the image of Christ.
4. To demonstrate grace to students by living under the Lordship of Jesus Christ.
5. To fulfill the Great Commission making "disciples (our students) of all nations; teaching them to obey everything" that Jesus has taught. (Matt. 28:19-20).
6. To demonstrate and encourage students to develop a zeal for personal holiness and a concern to reach the lost with the gospel message.
7. To acknowledge, encourage, and cultivate the spiritual gifts within each student, that each might be better equipped to serve others.
8. To work in harmony with others (students/pastors/community leaders/ etc), partnering in the task of training up our students in the nurture and admonition of the Lord.

### **Aesthetic Goals ...**

1. To teach students the joy and wonder of God's beauty in Creation and in human creativity, as a reflection of the image of God.
2. To teach students how to apply godly wisdom and understanding to life.
3. To cultivate the aesthetic giftedness of every student, providing appropriate opportunities for performance, expression and exhibition.
4. To develop in students the ability to recognize a biblical world view as it is expressed through the media.
5. To enable students to have a healthy, Christian concept of their own accomplishments.
6. To equip students with the ability to experience joy and pleasure in their own artistic creativity and originality - not merely as consumers of fine arts.



## **FOREWORD**

The primary goals for students attending Barber-Scotia College are to pursue academic goals and career preparations. Barber-Scotia College continues to strive to provide resources to assist the student with attaining these goals. Barber-Scotia College is committed to providing an environment for both living and learning that is healthy, safe, socially constructive, and orderly. Students are treated and expected to behave as adult citizens of a democratic community governed by local, state, and federal laws.

Barber-Scotia College students have established and maintained a long-standing tradition of high ideals and model behavior as members of the local college community. Individuals and groups of individuals are expected to conduct themselves in a manner that is respectful and protective of the physical, social, and emotional well-being of not only them but also of other persons and groups. The College rules and regulations have been developed over time by students, faculty, staff, and administrators to not only encourage and enforce those standards but to further shape and mold responsible citizens of our county. Students who fail to conform to the rules and regulations described in the *Student Handbook* are subject to immediate dismissal and/or other appropriate disciplinary action.

### **Non-discrimination Statement**

Barber-Scotia College is dedicated to equality of opportunity within its community. Accordingly, Barber-Scotia College does not practice or condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, or handicap. Barber-Scotia College commits itself to positive action to secure equal opportunity regardless of race, color, national origin, religion, sex, age or handicap.

## Through the Pages of Time Brief History of Barber-Scotia College

Barber-Scotia College was founded as Scotia Seminary in January, 1867, by Reverend Luke Dorland who was commissioned by the Presbyterian Church, U.S. A. to establish in the south an institution for the training of Negro women. A survey of situations and of needs resulted in the selection of Concord, North Carolina, as the place for the location of the school. Organization included a program of elementary, secondary, and normal school work.

Keeping with its purpose to prepare teachers and social work, the subjects classified as normal, academic, and home-making were offered in a manner to qualify for state certification as well as collegiate level studies. The Mission of the College has continued to focus upon Total Student Development (TSD), as etched in the Faith Hall cornerstone: "For Head, Hand, and Heart."

A second period of academic development came in 1917-18 as the name was changed to Scotia Women's College. In 1930, Barber Memorial College of Anniston, Alabama, merged with Scotia Women's College, and in 1932 the name Barber-Scotia College was adopted.

Rating and accreditation by this time had become a point of great urgency in education in the South and four years (4) after the merger, the Southern Association of Colleges and Secondary Schools (SACS) granted Barber-Scotia approval as a Class "A" Junior College. Eight (8) years later (1942), the Board of National Missions took action to support fully a four-year program for the college and in 1945, the first class to be granted the Bachelor's Degree was graduated. The North Carolina Board of Education granted four-year rating in 1946, which made it possible for graduates who planned to teach, to receive the "A" Certificate.

On April 2, 1954, the charter of Barber-Scotia College was amended to admit students without regard to race or sex. Following closely on the event, the College was admitted to full membership in SACS. Barber-Scotia College remained accredited to award Level II degrees (Bachelor of Arts and Bachelor of Science) until June of 2004 when a series of compelling and challenging circumstances impacted the College and it lost its accreditation with SACS.

Despite what appears to be insurmountable challenges, the College continues to be poised for revitalization that is proactive. Its future has been entrusted to a dedicated team of stakeholders and visionaries who strive to restore Barber-Scotia College to its rightful place in the pantheon of American Higher Education. Barber-Scotia College looks forward to this challenge with confidence that God will send students who will strive to prepare themselves for the challenges of the future and help restore the academic integrity of the institution.

Barber-Scotia College continues to express its gratitude to the Presbyterian Church (U.S.A.) for its historical and present-day commitment to the original vision of Barber-Scotia College.

### Leadership through the Years

The following leaders have faithfully guided the institution through its growth and development:

Luke Dorland .....	1867 - 1885	
D.J. Satterfield .....	1885 – 1908	
A. W. Verner .....	1908 – 1922	
T. R. Lewis .....	1922 – 1929	
Myron J. Crocker .....	1929 – 1932	
Leland S. Cozart .....	1932 - 1964	
Lionel H. Newsom .....	1964 – 1966	
Jerome L. Gresham .....	1966 – 1972 (August)	
Mable Parker McLean * .....	1972 – 1974	
Mable Parker McLean .....	1974 – 1988	
Tyrone L. Burkette .....	1988 – 1989	
Lionel H. Newsom* .....	1989 – 1990	
Gus T. Ridgel* .....	1990 – 1990	
Joel O. Nwagbaroacha .....	1990 – 1994 (March)	
Asa Spaulding, Jr .....	1994 (March–August)	
Mabel Parker McLean* .....	1994 – 1996	
Sammie Potts .....	1996 – 2004	
Leon Howard ** .....	2004 (February– June)	
Gloria Bromell-Tinubu .....	2004 – 2005 (November)	
Mabel Parker McLean* .....	(November) 2005 – 2006	(May)
Carl Flamer .....	2006 – 2008	
David L. Olah .....	2008 - 2015 (May)	
Yvonne Tracey .....	(May) 2015 -2015 (November)	

\* Interim President

\*\* Acting President

The Board of Directors is extremely grateful for the long-time service and commitment of Dr. Mabel Parker McLean. Her readiness and expertise has benefited not only Barber-Scotia College but also the larger community. Her love for the well-being of others and for the training and equipping of God’s people provide a strong testimony of a Christian leader.



## The Barber-Scotia Niche - Traditions

Over the course of history of Barber-Scotia College the following activities have come to hold significance for the College family. As you share your time with the Barber-Scotia family, may these activities provide you with not only personal enrichment but also deepen your commitment to the traditions of Barber-Scotia College. It is the traditions which make Barber-Scotia College unique and different from other institutions of learning.

### **New Student Orientation**

Each new student to BSC participates in a mandatory orientation program. This orientation time enables the student to become familiar with the education environment, academic facilities and resources, and significant people that will be contributing to the student's life at BSC.

### **President's Reception for New students**

During the first month of each new school, the President of Barber-Scotia College invites each of the new students to be a special guest in the home of the First Family. Your personal invitation will be received during orientation or the first week of classes.

### **Opening Convocation**

Students are required to attend the opening convocation. The students are introduced to the entire administrative team, faculty and staff, and other students. This provides a foundation upon which relationships are established and a support system is set in place.

### **Weekly Convocation**

Every Tuesday, the College Family unites in convocation programs to receive relevant information on various topics of Total Student Development (TSD) - "For Head, For Hand, For Heart". Specific times and places will be announced.

### **Candle-Lighting Service**

On the third Sunday of September, a Candle-Lighting Service is held signifying the passing of the torch of knowledge (head), Service (hand), and love (heart) to the incoming freshman class. May our freshmen continue to accept this challenge with traditional pride and responsibility to fulfill this privilege.

### **Thanksgiving Service**

The last weekly convocation before Thanksgiving Day is a special "giving" service. Students, faculty and staff have the opportunity to personally place gifts of food or contribute money to purchase food, to be distributed to needy families in the Concord area.

### **Christmas Breakfast Service**

A special Christmas Breakfast Service is held at 8:00 a.m. on the last Sunday before the Christmas holiday break. Over the last 40 years, this event has provided students with focus upon the gift of love and devotion from God to each of us and from each of us to God. The fellowship helps to rekindle the student's physical, social, emotional, and spiritual life.

### **Honors Convocation**

In the Spring of each school year, students who have accomplished outstanding achievement in various areas of campus life are awarded appropriate honors of distinction. This is a mandatory event for all students.

### **Founders Day**

Each year, on the Sunday nearest and prior to January 27, a special celebration service is held to honor the founding of Barber-Scotia College and to honor the original founders who shared a vision and a heart for educating people seeking knowledge and preparation for the future enrichment of their lives and the enhancement of society.

### **Robing Ceremony**

In 1963-64, the graduating class of Barber-Scotia College added to the college's traditions with the inclusion of a ceremony for the official dressing of graduates in the graduation apparel. This ceremony is held once a year in the early spring.

### **Holy Week**

To celebrate the Christian ministry of being a people of God, a series of religious programs are held each Spring to coincide with the religious celebration of Holy Week, i.e. the week beginning with Palm Sunday and concluding with Easter break.

## ALMA MATER

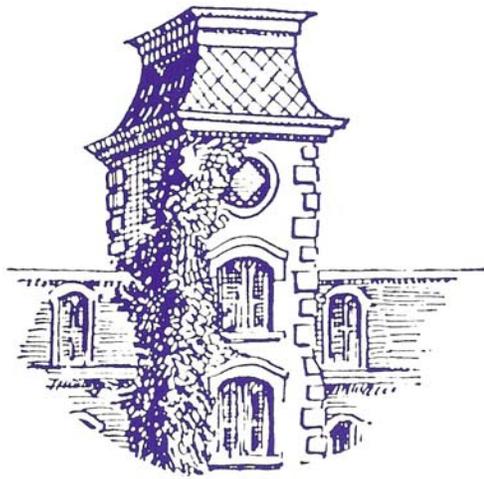
Lyrics by Ione E. Jones, Class of 1931

Music by O. Inez Brown, Class of 1933

O Barber-Scotia, our alma Mater Dear  
To Thee we sing;  
Cherished both far and near,  
Thy mandates we revere,  
Our tributes we will bring,  
Alma Mater Dear.

O Barber-Scotia, our alma Mater Dear  
Thy Name we love;  
Thou art our guiding star,  
And though we wander far  
Thy glory beams above,  
Alma Mater Dear.

O Barber-Scotia, our alma Mater Dear  
We honor Thee;  
Point us the path of right  
That leads into the light  
Of noble service free,  
Alma Mater Dear.



*In The Beginning...Faith*

## **Academic Regulations**

## Academic Regulations

The requirements, policies and procedures included in this section of the *Student Handbook* have been adopted in order to assist students successfully fulfill their responsibilities in the academic programs of the College. Careful adherence to these items will enable the student to properly guide their academic studies.

**The student is responsible for the procedures, policies, regulations, and requirements listed in the College Catalog and in other official College publications.**

### **Academic Advisement**

Academic advisement is an integral component of the College learning process. All students are assigned an academic advisor when admitted to the College. The students are encouraged to consult their advisor for matters related to academic study; especially course selections and career intentions. The College reserves the right to make change in the assignment of the student's advisor.

THE STUDENT IS ULTIMATELY RESPONSIBLE FOR THE COMPLETION OF ALL DEGREE REQUIREMENTS.

### **Failure To Follow Academic Advice**

In an effort to assure students of a high quality education, Barber-Scotia College provides personalized academic advisement. Students who deviate from the recommended course sequence and/or academic advisement will usually experience scheduling difficulty and extended time for their degree completion. The student must assume responsibility for the scheduling of courses and remaining on track toward graduation. The *College Catalog* provides the student with the standards for course selection and graduation.

### **Pre-Registration**

Currently enrolled Barber-Scotia students may pre-register in November for the spring term and in April for the fall term. Pre-registration periods allow the student an opportunity to select and register for courses to be taken during the upcoming semester. This process assures enrollment in needed courses. Students who fail to participate in pre-registration will be assessed a fee of \$25.00 before they can register at the beginning of the new semester. The fee for late registration will be \$75.00 for those students who miss the registration deadlines.

### **Registration**

Registration dates are noted in the *College Catalog* and the *Academic Calendar*. All students are required to register for classes at the beginning of each semester whether they are in attendance the preceding semester or not. Registration is held between the hours of 8:30 a.m. and 4:30 p.m. on designated dates. The student should come prepared for registration with all forms completed: student identification, course selection and times, change of program (if needed), etc. Payment of all fees will be required, at this time.

It is important that students register for classes in sequential order. A student receiving a failing grade in the first level of a sequential course must repeat that course before registering for the next level. Should a course be failed, the student must register for that course the next time it is offered.

Courses that are designated as 300 and 400 cannot be taken until all general education courses have been completed. Extenuating circumstances for course enrollment must be approved by the student's advisor and registrar.

Failure to file a complete program of study and pay all costs by the registration period will result in the assessing of a late registration fee. Late registration is not allowed without special permission.

### **Change of Student Directory Information**

It is the student's responsibility to notify the Office of the Registrar of any change in the student's personal directory information: name, address, contact number, etc. Failure to report changes in directory information may cause delay in the handling of student records and notifications in case of emergencies.

### **Enrollment in BSC 110 Freshmen Seminar**

All new freshmen and transfer students (transferring less than 30 semester hours) must enroll in BSC 110 at their first registration. Students will not be permitted to drop or withdraw from this course. Students who fail the Seminar must also maintain continuous enrollment in the course until a passing grade is earned.

### **Courses Requiring Continuous Enrollment**

All new freshmen and transfer students (transferring less than six (6) hours of credit in Freshmen English Composition and/or Freshman Mathematics) must maintain continuous enrollment in Eng 131-132 and General College Mathematics I and II until a final grade of "C" or above is earned in each course.

### **Withdrawal from the College**

A student wishing to voluntarily withdraw from the College must meet with the Registrar to initiate a formal withdrawal procedure. Ceasing to attend class without completing this procedure will result in a grade of "F" in all courses. Official withdrawal is not permitted after the date specified on the College Calendar. Withdrawal from College becomes official when the completed withdrawal form is returned to the Office of the Registrar and noted by the Office.

### **Withdrawal from Courses**

Students are expected to follow the course of study selected at the beginning of the semester. Students have the responsibility to make wise decisions with their courses. Should the student decide that it would be in his/her best interest to withdraw from a class, he/she should consult with his/her academic advisor, the financial aid counselor, and the course instructor before beginning the process. Forms for withdrawing from courses after the drop/add period are available in the Office of the Registrar.

The student who withdraws from a course will receive one of the following grades:

"W" - Withdrawn -the hours shall not be counted as hours attempted nor shall the student's grade-point average be affected.

"WP" - Withdrawn Passing - the hours shall not be counted as hours attempted nor shall the student's grade-point average be affected.

"WF" - Withdrawn Failing -The hours shall be counted as hours attempted and the student's grade point average shall be affected.

The Office of the Registrar will notify the instructors of the course of the student's withdrawal date and the instructor will award the grade.

NOTE: Failure to attend a course DOES NOT constitute official withdrawal from a course.

### **Changing Courses**

After a student has completed registration, the only way the student's schedule can be changed is through the drop-add procedure.

### **Adding and Dropping Courses**

Course and sections of instruction may be added to or dropped from a student's schedule only during the designated period at the beginning of each semester. Dropped courses will not appear on the student's final schedule.

### **Course Overloads**

Students who desire to enroll in more than eighteen (18) credit hours for any given semester may do so with permission from their advisor and the Vice President for Academic Affairs. The student should have a minimum cumulative grade point average of 3.50. The maximum number of semester hours that will be posted on a transcript for a given semester is twenty-one (21). The student will be charged an additional fee for each semester hour in excess of 18 credit hours.

### **Final Registration**

The courses for which students are registered at the close of the late registration period constitute the official registration and course load for the semester. No student will receive credit for any course or courses for which the student is not officially registered. Failure to attend a course for which the student is registered will result in a grade of "F".

### **Class Enrollment**

During any semester, the College reserves the right to discontinue any class in which the enrollment is not sufficient to make it feasible to offer the course.

### **Normal Course Load**

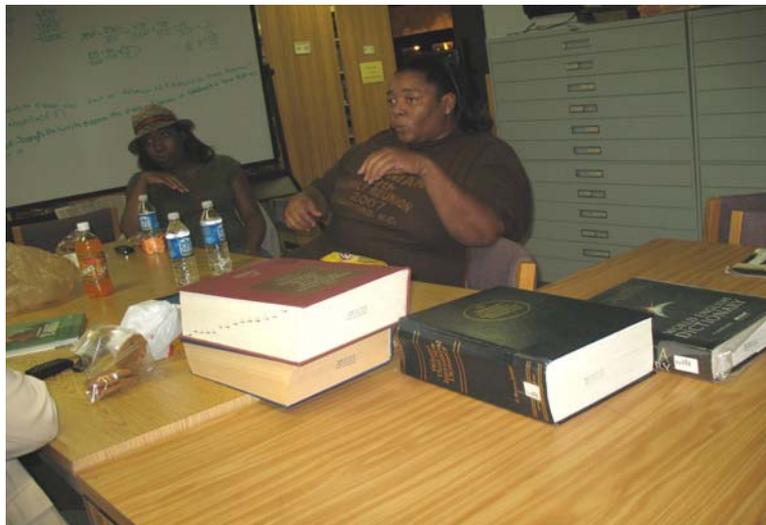
The full-time student's credit hours are determined by their expected major of concentration as listed in the curriculum section of the *College Catalog*. Any student who enrolls in less than twelve (12) hours is considered to be enrolled part-time. The maximum course load is eighteen (18) semester hours. (See Overloads)

### **Reduced Course Load**

A student whose semester or cumulative grade point average is less than the accepted academic process standard (2.00) will carry a reduced load of twelve (12) hours until the cumulative grade point average is acceptable (2.00 or above).

### **Grading**

Grading is an indication of the academic progress. The student receives a number of grades during the semester but only one “final” grade. This final grade is based on the quality of the performance of the student throughout the grading period. Consideration of the final grade is given to class participation, homework, special projects, presentations, tests, laboratory activities, mid-term and final examinations, and other student-related responsibilities. A full description of the grading system and all other academic requirements is published in the *College Catalog*.



## STUDENT SERVICES

A variety of student services are available at Barber-Scotia College to assist the students while they are in attendance. Most of the services are provided through the Office of Student Affairs. Students are encouraged to become familiar with these services and to utilize the services while they are pursuing their studies at Barber-Scotia College.

### **Counseling**

The counseling services at Barber-Scotia College are designed to assist the student in making sound decisions and to solve problems more effectively. A primary emphasis of counseling is to foster students' educational development and assist with their personal and social concerns.

The Academic Advisor is a vital part of the counseling service. Students are assigned an academic advisor to assist with decisions related to academic studies; however, most academic advisors will be glad to assist students with other concerns. Students should meet with the academic advisor at least twice during each school year to maintain vigilance upon academic progress and career choices.

### **Career Planning and Placement**

Career counseling, career information, and employment opportunities are directed by the Student Affairs Office.

### **Residential Life**

The College has five (5) major housing units: Graves, Boulware, Bethune, Faith Hall, and the Honors Complex. Due to the current enrollment only the Honors Complex and Faith Hall are being used for student housing.

Students living in campus housing are furnished with a twin-size bed, drawer space, closet, desk, chair, and blinds. The College does not provide linens or pillows. Students are expected to supply personal furnishings.

The following appliances are allowed in student rooms: lamps, small television sets, small refrigerators (3 cubic feet maximum). The following appliances are NOT allowed: hot plates, heat lamps, fans, microwave ovens, electrical skillets, deep fryers, and electric heaters. All appliances must be registered, inspected, approved, and covered by the required fee (see fees).

The *Residence Life Handbook* contains specific regulations and policies, which govern residential life. All students are responsible for knowing housing rules and regulations and to conduct themselves accordingly. Any student who is evicted from on-campus housing is not eligible for room rent refund.

All Residence Halls are closed during Christmas and Spring Break.

### **Housing Requirements**

Barber-Scotia offers residential housing for the convenience of its students. Freshmen are required to live on campus unless they are: 1) residing off-campus with a parent or guardian; 2) over 21 years of age; 3) a veteran of active military service; 4) married; 5) enrolled for less than twelve (12) semester hours of classes during the semester; or 6) engaged in an off-campus affiliation, per expressed permission from the Vice President of Student Affairs.

### **Room Reservation**

Room reservations and board are for the complete academic year. Students who reserve a room for the Fall Semester are obligated to pay room rent for the Fall and Spring Semesters, provided they are still enrolled at Barber-Scotia College. Exceptions may be granted through the Student Affairs Office for: students getting married during the term of agreement and students who do not enroll for any course work for the Spring (second) Semester. A prorated refund may be considered for students who are married during the semester and relocate off-campus, when provided proof of marriage is supplied.

Room reservation forms and deadline for acceptance are mailed to new students by the Office of Admissions. Returning students have until July 1, to notify the Residence Life Office if they are accepting room assignments for the new school year, in order to avoid billing for a semester's rent and forfeiture of the confirmation payment.

Former students who have been readmitted may apply for housing directly to the Student Affairs Office. All payments are to be made payable to Barber-Scotia College and returned to the Student Affairs Office. There is an advance room reservation fee of \$50.00.

An individual must be admitted to the College before an application for housing will be processed. Acceptance of a housing assignment constitutes arrangement by the terms, conditions, and other regulations disseminated and announced by the College. Failure to comply with regulations may result in loss of housing privileges. Students must verify the condition of the room at the time of occupancy. The College will conduct weekly health and safety inspections. Evidence of tampering with the health and safety items will result in termination of the housing contract.

The College reserves the right to terminate a student's housing assignment if the student is not registered as a full-time student (carrying at least twelve (12) semester credit hours); if the student ceases to attend classes; if the student's health renders group living unwise; if there is evidence of disruptive student behavior that is detrimental to the group living environment; or for violations of residential living regulations.

## **Rooms**

All housing accommodations at Barber-Scotia College are multiple-occupancy. There are no single or private rooms in the housing units for student use. However, if space is available and the student agrees to pay the extra cost of having a private room, the request will be considered by the Vice President for Student Affairs.

## **Damages to Student Rooms**

The student is held responsible for the room and its furnishing during occupancy. Should damages occur to the room or living area (suite, landing, hall, etc.) adjacent to the room, the student will be held accountable. Therefore, it is very important that any and all damages be reported to the Resident Advisory in a timely manner. Failure to make such report will result in the occupants being financially accountable. Deductions for the damages will be taken from the \$200.00 non-refundable damage deposit fee paid at contract time. Should the damage fee be more than \$100.00, the student will be required to pay the difference within seven (7) days or before the end of the semester, whichever comes first. Should damages exceed \$200.00, the student will be required to pay the difference and then too submit another \$200.00 refundable damage deposit..

## **Room Inspections**

Resident rooms are routinely inspected by the residence hall staff. This inspection is of visible areas for reasons of health, safety, sanitation, and orderly and sanitary condition. Entries into resident rooms by authorized college personnel may be made as needed to inspect and repair college property and to check for conditions which might endanger the health and safety of others.

There are two (2) categories of conditions which entry by college authorities into occupied rooms in the residence hall or living units is permitted:

1. For general Inspection, which is defined as entry into the room to determine health and safety conditions, to make repairs, or to perform cleaning and janitorial service; and
2. Search, which is defined as entry into a room by campus authorities, including residence hall staff, for the purpose of investigating suspected violation of campus regulations and/or local, state, or federal laws.

Procedures for room search are as follows:

1. Barber-Scotia College Vice President of Student Affairs or his representative will authorize college staff member (s) to conduct the search. If there is reasonable cause to believe a search is warranted, the Residence Hall Coordinator or Supervisor may authorize the room search.
2. Those individuals conducting the search will knock on the door of the room to be searched. If they are not admitted, they will enter the room using a passkey, if necessary.

3. If the room is occupied, those entering the room will announce their names and positions with the College and 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 identifications.
5. If contraband, stolen items, or any item found in violation of College policy are discovered, they will be confiscated and written receipt will be given to the room's occupant (s), indicating what has been removed from the room and the names of those who have removed 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. Those conducting a search of the room will keep a copy of the receipt.
6. A complete report of the search and the results from the search will be filed with the Vice President of Student Affairs.
7. Appropriate disciplinary charges will be filed, if warranted by the search.

An emergency situation exists when the delay necessary to obtain authorization constitutes a danger to persons, property, or the building. In such emergency situation, rooms and vehicles may be searched without regard to stated procedure.

**NOTE:** Suspicion of firearms, theft, weapons, or illegal drugs constitutes an emergency situation and the initiation of a potential search of person and facilities. Authorization and a statement of findings should be forwarded immediately to the Vice President of Student Affairs, within 24 hours of the search. This authorization specifies the reason(s) for the search and the objects(s) of information sought. The authorization is required unless persons entering for the search are in compliance with state law.

Whenever possible, the student(s) should be present during the search. In the event that the search reveals an object which, while in possession, violates a college regulation or local, state, or federal law, the college may take appropriate disciplinary action even though the object was not listed on the search authorization.

A representative from Campus Security should participate in the search of any school maintained property, a student's room, motor vehicle, and/ or student's personal belongings.

### **Utilities**

Residents are expected to use utilities in a conservative, economical, and efficient manner. In the event of mechanical difficulty (air conditioning, heat, hot water, or other equipment) or interruptions of electrical power or water services, the College will make reasonable efforts to restore services, as soon as possible.

There shall be no abatement in residence hall rates because of the inability of the College to restore service of utilities after making a reasonable effort, nor shall the College be liable for such failure. The College must depend on external, independent companies for these utilities services.

### **Hair Cutting Policy**

For health and safety reasons, the cutting of other people's hair is prohibited inside the Residence Halls. Violators will be subject to removal from Barber-Scotia housing privileges.

### **Solicitation**

The use of a residence hall room as a sales or service office, storeroom, or for the solicitation of sales, service or gifts is prohibited.

### **Mutual Respect for Others**

All residents should want to avoid any type of loudness at all times. Regulating volume of electronic equipment is necessary so that each resident may be free to engage in the activity which is essential to meeting his individual needs while not infringing upon the rights and privacy of other persons. Each resident reserves the right to courteously request consideration from any individual who forgets that he or she is living in a group setting.

### **Visiting Residence Halls**

Requests for overnight accommodations for any guest of the same sex must be made to the Residence Hall Supervisory Staff as soon as the need is known. A guest is to observe the same regulations which are applicable to the residents of the residence hall.

Off-campus students, of the same sex as the resident, are welcome to visit students in their residence under the following conditions:

1. The visitor signs in and out in the Guest Sign-In Book provided in each Residence Hall.
2. The visitor demonstrates respect for all rules and regulations that govern residents of that facility.

Visiting hours are Sunday through Saturday from 5:00 p.m. until 11:00 midnight.

**NOTE:** There shall be no simultaneous visitation by men and women in residence hall rooms at any time. Exceptions for extenuating circumstances can be requested and approved by the Residence Hall Supervisor.

### **Theft and Loss of Property**

Barber-Scotia College cannot be responsible for the loss of students' personal property. Therefore, students are urged to exercise every safety precaution to take care of personal possessions (especially, money, jewelry, and clothing). It is recommended that other valuable items such as radios, tape players, televisions, watches, etc. be insured prior to bringing them to the residence hall.

### **Signing In and Out of the Residence Halls**

There are times when it is necessary for College personnel to know where resident students are and when they will return to the residence hall. Such a procedure is designed for the residents' security and in case of family emergencies. The resident sign-out sheet is designated for this purpose and maintained in each resident building.

### **Daily Sign-Out Procedure:**

1. Resident students are to personally sign-out when leaving the residence hall during the day and plan to return after 12:00 a.m. or when leaving the residence hall after 11:30 p.m.
2. Resident students are to personally complete the sign-out information including time and destination of departure on the sign-out sheet.
3. Upon returning to the residence hall, resident students are to sign-in.



## COLLEGE HEALTH SERVICES

Basic first-aid and first-aid treatment are available through the residence halls and academic offices. Students requiring the medical and health services may be referred to off-campus physicians or to Northeast Medical Center. In such cases, the student will be required to assume full responsibility for cost thus engendered.

North Carolina Law requires all students to submit a complete physical examination and immunization report to the College before attending classes (registration). Students are expected to maintain regular health examinations and immunizations and provide documentation to the College.

The College does not provide transportation for medical attention. Emergency medical services are supplied by the Concord City Emergency Services System. Cost for ambulance services, hospitalization, etc., are the responsibility of the student and the parents/guardians.

It is the student's responsibility to notify the Vice President for Student Affairs and the Residence Hall Coordinator of any medical treatment needs which might have the potential of disturbing the normal campus routine or environment. Students who take prescription drugs on a regular basis for reasons of physical or mental health should be sure that it is documented in their health record. Such information is kept confidential.

### **Insurance**

All students are encouraged to have medical insurance (through their family's insurance plan or as an independent insurance subscriber).

Basic Insurance (minimal coverage) is included in the student fee schedule; however, a secondary coverage is strongly recommended. Many students can be accommodated on the plans carried by their parents/guardians. Students must notify the College of insurance carried by providing written proof of the name and address of the insurance carrier and the account number of the policy.

### **Immunizations**

North Carolina State Law requires that all students entering colleges located in North Carolina provide records for immunization for the following:

1. Rubella - one (1) shot, if student is under the age of 30. Proof of the Rubella immunity must be presented to the College through the student's 49<sup>th</sup> birthday.
2. Measles (Rubeola) - one (1) shot must have been received on or after the student's first birthday. Proof of the Measles immunity must be presented if the student was born 1957 or later.

3. DTP or TD - Three doses regardless of the student's age with one (1) of the three having been received in the past ten (10) years.
4. OPV - Three doses required if the student is less than age 18.

The student must provide an acceptable record of immunization to the College within thirty (30) calendar days of enrolling. If a student is required to begin a series of shots or doses to be in compliance, such series will have to be completed before the student can legally remain enrolled at Barber- Scotia College. Students not in compliance will be administratively withdrawn.

### **Policy on Pregnancy**

Any student who is pregnant or becomes pregnant while a student must provide the Student Health Services and the Vice President for Student Affairs the following documentation by the end of the first trimester:

1. A physician's statement that pre-natal care has been initiated and continual care is scheduled;
2. The name, address, telephone number of the physician or clinic providing care;
3. The signature of the obstetrician or other care provider.
4. A statement from the physician confirming that the student is physically able to attend class.

Due to the dangers (i.e. sanitation, physical and emotional stress, peer pressure, etc.) associated with the hazards of group living, any student identified by the care provider as a high risk pregnancy will be required to move off campus.

\*Barber-Scotia College will in no way be responsible for any cost related to prenatal or postpartum care. Pregnant students who chose to remain enrolled at Barber-Scotia College must assume all responsibility for personal injury or complications due to pregnancy.

Counseling and supportive referral services can be provided by the Office of Student Affairs and the College counselor, if requested.

**NOTE: Barber-Scotia College reserves the right to administratively withdraw students who fail to comply with stated policy.**

### **AIDS and Other Communicable Diseases Policy**

Members of the Barber-Scotia College Community who have AIDS, AIDS-related conditions, and other communicable diseases will not be excluded from enrollment or restricted from classes, receiving services or using facilities as long as they are physically capable or unless medically - based judgment in individual cases establishes that the exclusion or restriction is necessary to the welfare of the individual or other members of the College community. It is important that the entire College community be protected from unnecessary risk; therefore, proper protective measures will be adopted as deemed reasonable, based upon the latest medical and scientific research pertaining thereto.

### **Alcohol and Drug Consumption**

The College prohibits the possession and consumption of alcoholic beverages and the use of illegal drugs on the campus, at College-sponsored activities and events, and on College owned property. Student organizations may not possess or consume alcoholic beverages on the campus, on College-owned property, or at College-sponsored events. The College *Standards of Conduct* specify the regulations governing alcohol on campus and the penalties for violation of these standards. (See more detailed policy under Alcohol and Drug Policy).

### **Religion**

Barber-Scotia College has its historical roots bound with seminary education through the Presbyterian Church (U.S.A.). However, the College is ecumenical in its respect for other denominations. The College remains committed to educating the total individual. Spiritual growth and development are integral parts of the College community and the College shares fully in such activities, privileges, and responsibilities.

Chapel services, assemblies, and special convocations are provided opportunities for students, faculty, staff, and community to unite with the purpose to hear visiting preachers, lay persons, community speakers and other invited guests, as well as to have an active part in addressing the body, leading worship, serving as liturgists, ushers, and choir members.

### **Athletics and Recreation**

In addition to the required physical education courses, the College gymnasium facilities provide the student with a variety of physical education opportunities. Open hours for student use varies as to availability.

The formation of an intramural program which offers each student at Barber-Scotia the opportunity of participation in a sport activity of choice is examined yearly. Intramural sports supplement the physical education program and provide the student not only recreation but also formation of athletic skills leading to life-long enjoyment.

Barber-Scotia College has a long history of athletic team success in the CIAA division of the National Colligate Athletic Association (NCAA). The intercollegiate and athletic programs for men have included basketball, baseball, and track and field. The intercollegiate and athletic programs for women have

included basketball, volleyball, softball, and track and field. Cheerleading has also been offered for both men and women.

As the College regains its athletic programs, it will rely upon the interest and vitality of its students to reestablish the athletic program.

The City of Concord Parks and Recreation offers seasonal athletic participation to its citizens of which Barber-Scotia students are eligible for participation. These programs are managed and supervised by the Concord Parks and Recreation Department. A participation fee is charged.

### **Dress Standards**

All students enrolled at Barber-Scotia College are expected to have wardrobe dress attire suitable for attending cultural and religious activities and meals where dress attire or semi-formal attire is required for admission to such event. The list below outlines some suggestions of appeal to be included in the student's wardrobe as appropriate dress for all phases of the academic environment.

1. Suggested wear for general academic environment (classroom, library, office, dining hall, and general assemblies):

Male student are to wear dress slacks, shirt, sweater, coat, and shoes.

Casual dress may include jeans (without holes), t-shirts, casual shirts, sweaters, belt, and tennis shoes or sandals. Belts must be worn with pants that have belt loops. Pants should never be worn below the waist (No sag-drag).

Male students are to refrain from wearing hats, caps, do-rags, scarves, or other head coverings inside the campus buildings.

Female student are to wear dress, pantsuit, skirt, blouse, hosiery, and shoes..

Casual dress may include jeans (without holes) t-shirts, casual shirts, pants, sweaters, appropriate length skirt, belt and shoes or sandals.

Note: Halters, see-through blouses, short shorts, and cut-off shirts are not appropriate for classrooms, assemblies, dining hall, or offices.

2. Required wear for religious observances, specific traditional events, cultural events, semi-formal and formal events:

Male students are to wear dark colored dress suit, coat/slacks, tie, white dress shirt, dress sweater, and dress shoes.

Shirt and tie are requested for all semi-formal occasions. Tuxedos are requested for all formal occasions.

Female student are to wear conservative white or black dress, dress suit, hose, formal / semiformal dress and accessories, and dress shoes.

Long dresses are requested for all formal occasions.

### **PROTOCOL**

Students should feel free to approach any faculty and / or staff member at any appropriate time with a question or suggestion. However, students are expected to follow established Barber-Scotia College procedures and channels whenever possible. The *Student Handbook* and *College Catalog* have been published to help the student assume responsibility for community living. It is important that all parties involved maintain respect and appreciation for others. The student's inability to make wise decisions in resolving problems or potential problems often delay effective responses to solution.

We encourage all students to be pro-active in problem-solving and decision-making. The office of Student Affairs, Resident advisor, counselors, and faculty advisors are available to assist the student in problem resolution.

#### **Suggestions to Assist in Problem Resolution**

In continuing efforts to provide quality services to students, the Office of Student Affairs strives to keep the student informed as to channels to pursue when solving or preventing problems of the academic and personal nature.

A suggested step-by-step procedure is listed for problems which fall under the categories listed below. Should the problem not be resolved at Level 1, then the student will be referred to Level 2, etc. The person(s) responsible for Level 3 will deal with the problem only after Level 1 and 2 have failed in resolution of the problem.

##### **1. Residence Hall Problems / Concerns:**

Example problems: the student desires to change room, room mate, move off campus, has difficulty in adjusting to residence hall life, etc.

Level 1: Consult the Residence Hall Coordinator

Level 2: Consult the Dean of Students

Level 3: Consult the Vice President of Student Affairs.

##### **2. Academic Related Problems / Concerns:**

Level 1: Consult the Class Instructor

Level 2: Consult the Department Chairperson

Level 3: Consult the Vice President for Academic Affairs

3. For personal or emotional Problems /Concerns, the student is encouraged to go directly to the College Counselor.
4. For problems or concerns of Religious and Spiritual Nature, the student is encouraged to go directly to the College Chaplain.
5. For problems or questions concerning Financial Aid or Student Campus Employment, the student is encouraged to go directly to the Director of Financial Aid.
6. For information and materials on Employment and Graduate or Professional Studies, the student is to consult the Counseling Services Office.
7. For problems related to health, the student is to consult the Health Services or Counseling Services Office.

Level 1: Consult the person on duty at the Counseling Services Office or Health Services Office for first-aid or health referral to local physician or Cabarrus County Health Department.

Level 2: Consult the Office of Student Affairs

Level 3: Consult the Vice President for Student Affairs

8. For problems or concerns with campus social life and activities:

Level 1: Consult a representative of the Student Government Association.

Level 2: Consult the Office of Student Affairs

Level 3: Consult the Vice president for Student Affairs.

All other questions, concerns, or problems should be directed to the Office of Student Affairs.

### **ALCOHOL AND DRUG POLICY**

Barber-Scotia College is fully committed to making good faith efforts in 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 Drug-Free amendments of 1989 require that, as a condition of receiving funds or financial assistance under any federal program, the college must create and maintain a drug-free environment and implement a program to prevent the unlawful possession, use, or distribution of drugs, and the abuse of alcohol by its students.

The College recognizes that dependency on alcohol and other drugs to be treatable conditions and offers counseling and referral services for students with substance dependency.

**Specific concerns that are relevant to the College policy and services may be directed to the Office of Student Affairs.**

The unlawful manufacture, use, possession, distribution, and sale of narcotics and drugs in any form other than by proper prescription are strictly prohibited on the campus of Barber- Scotia College, on College-owned property, and at College-sponsored events. Any prescription drugs must be properly labeled. Additionally, students will 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 the campus of Barber-Scotia College, on College-owned property, and at College-sponsored events. The *Code of Conduct* specifies 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 Security 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.

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

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

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

### **Smoking Policy**

Smoking is a recognized health and fire hazard; therefore, therefore, smoking is prohibited in all buildings owned, operated, or leased by Barber-Scotia College. This prohibition includes:

- a. General access areas, including stairways
- b. All classrooms, conference rooms, library, gymnasium, and teaching laboratories
- c. All College offices
- d. All residence halls, guest apartments, and other similar facilities,
- e. As well as other areas where combustible fumes can collect and occupational safety and health hazards may exist
- f. All outdoor areas including the sidewalks and driveways.

### **Penalties for Trafficking Illegal Drugs**

Drugs are not permitted at Barber-Scotia College. Any drugs found in the student's possession will be reported to the Concord Police Department.

### **First Offense**

First offense involving illegal possession of any controlled substance identified in Schedule I, North Carolina General Statutes 90-89, or Schedule II, General Statutes 90-90, will incur the minimum penalty of suspension from enrollment at BSC for a period of at least one (1) semester or its equivalent.

First offense involving illegal possession of any controlled substance identified in Schedules III through VI, North Carolina General Statutes 90-91 through 90-94, will incur the minimum penalty of probation, for a period to be determined by the President of BSC. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept other conditions and restrictions, including a program of community service, as assigned by the Vice President of Student Affairs. The refusal or failure to abide by the terms of probation shall result in immediate suspension from enrollment for any unexpired balance of the prescribed period of probation.

### **Second Offense**

Second and other subsequent offenses involving illegal possession of controlled substances, will incur more severe penalties to be imposed including expulsion from Barber-Scotia College.

## **SEXUAL HARRASSMEN**

### **And the Display of Affection in Public Areas and Residence Halls**

Students are expected to treat each other with respect and exercise restraint in displaying affection for one another. Modesty and a sense of proper decorum should govern all behaviors. While detailed rules are inappropriate in this delicate area of human relationships, students should, as a minimum, avoid the following:

1. Extended kissing, hugging, and/or caressing another student;
2. Sitting on the lap or on the legs of another student;
3. Becoming physically entangled while standing, sitting, or lying down;
4. Horseplay involving wrestling or lying on the ground;
5. Extended occupancy of a parked vehicle;
6. Hanging in residence hallways or outside room windows.

All policies of Barber-Scotia College are to help maintain an environment for effective and efficient living and learning. Students are entitled to an environment which is free from any type of harassment and threat to bodily harm/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.

#### **Definitions**

**Sexual Assault** - any forced sexual activity that is against a person's will. The force may come in the form of factual physical force or it may be mental and emotional pressures, coercion, or manipulation.

**Rape** - any forced intercourse that is perpetrated against the will of the victim. The force may involve physical violence, coercion, or the threat of harm to the victim.

**Acquaintance Rape** - any forced manipulated or coerced sexual intercourse by a friend or acquaintance. This is the most prevalent form of rape on college campuses.

**Group or Gang Rape** - rape by more than one assailant. This type of rape is most associated with improper behaviors wherever students have been drinking heavily or using drugs.

**Date Rape** - rape by someone the victim has been with or is dating.

**Sexual Harassment** - 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 as a term of condition of an individual's academic standing or education;

2. Submission to or rejection of such conduct by an individual is used as the 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 or one staff to another staff.

Barber-Scotia 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 or jurisdiction (Concord Police Department), to Campus Police, and to the Vice President for Student Affairs. Timely reporting to the police is an important factor in successful investigation and prosecution of sexual assault cases. Though not required to pursue prosecution, the reporting of a crime is encouraged. The reporting of sexual assault to the police agency may prevent others from becoming victims.

If sexual assault occurs on the college campus, the police agency of jurisdiction is the Barber-Scotia College Campus Security. If a sexual assault is reported to the Campus Security Department, the investigating officer shall advise the victim of services available on campus and in the community, including those of the Barber-Scotia College Counseling Center. All such reports will be submitted to the Concord Police Department.

### **Complaint Procedures**

Sexual harassment and assault are difficult subjects to address with sensitivity and objectivity. Barber-Scotia College 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 others (friends, family, staff, etc.) in presenting their concerns. However, time is of the essence.

### **Reporting Procedures**

**A. Informal Reporting:** Any student member of the campus community who believes she/he have been a victim of sexual harassment or sexual assault should discuss the matter with a member of the College counseling services at the earliest opportunity. The role of the counselor is to make the student aware of 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 complaints to determine if incidents are described herein constitute grounds for complaints and, if so, how such complaints are to be filed. The Counselor will neither investigate nor adjudicate complaints of sexual harassment or assault.

**B. Formal Reporting:** All incidents of sexual harassment or sexual assault will be reported to the Concord City Police Department, whether the assailant is a college student, college employee, or one who 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 Vice President for Student Affairs, who will arrange for investigation of the complaint, with assistance from Barber-Scotia College Department of Campus Security, and initiate appropriate action under the disciplinary procedures of the College. 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 Vice President for Student Affairs or Vice President for Academic Affairs, who will investigate the complaint with assistance from the Barber-Scotia College Department of Campus Security. The Vice President of Student Affairs will also initiate any formal hearing process, and recommend any corrective or disciplinary action to the President of the College. 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 Barber-Scotia College community, Barber-Scotia College has no authority to take disciplinary action. The victim is encouraged to report the incident to the police agency of jurisdiction (Concord 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 recommended to the President for suspension from the College by the Vice President of 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 the charter of any student organization 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 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 Vice President who will submit a report and a recommendation to the respective Vice President and the President.

Additionally, the victim may decide to file civil or criminal charges with the appropriate law enforcement agency.

Acts of sexual harassment or assault may 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 criminal/civil courts and may, in fact occur prior to the action of a court.

### **Sanctions**

1. Individual student sanctions will be imposed in accordance with the disciplinary procedures of the college.
2. Organizations found to condone, promote, or be involved in such activities may have their College recognition withdrawn. Other possible actions include:
  - a. Informing the national and regional offices of the organization of the activity,
  - b. Prohibiting participation in campus activities, events, and programs,
  - c. Requiring relevant community service and/or participation in harassment/assault awareness programs.
3. Loss of all College privileges (e.g., use of equipment, meeting rooms, on-campus fundraising, etc.).

### **Suggestions to Avoid High Risk Situations**

Men:

1. Know your sexual desires and limits. Be able to demonstrate self-control.
2. Communicate them clearly. Be aware of social pressures.
3. Learn to deal appropriately with rejection. Your desires may be beyond your control, but your actions are within your control.
4. Do not assume that women who dress in a "sexy" manner and/or flirt with you want to have an intimate relationship.
5. Do not assume that previous permission for intimate relationships applies to the current situation.
6. Avoid excessive use of alcohol and other mood-changing pharmaceuticals. Alcohol and drugs interfere with clear thinking and effective communication.

Women

1. Know your sexual desires and limits. Be able to demonstrate self-control. If you are not sure- STOP-and discuss the situation. It is the woman who usually sets the limits for personal contact.
2. Be assertive. Be direct and firm with others who are pressuring you to participate in activities to which you are opposed.

3. Be aware that your nonverbal actions send messages. The manner in which you conduct yourself and speak often send messages which you do not intend. It is important to your safety that you be aware of potential misunderstandings.
4. Pay attention to what is happening around you. Watch for nonverbal clues. Do not put yourself in vulnerable or compromising situations.
5. Trust your intuitions. If you feel you are being pressured into unwanted situations, you probably are.
6. Avoid excessive use of alcohol and other mood changing pharmaceuticals. Alcohol and drugs interfere with clear thinking and effective communication.

## COLLEGE SUPPORT SERVICES

### **New Student Orientation**

New students and transferring students (with less than thirty (30) semester credit hours) to Barber-Scotia College are required to participate in the New Student Orientation program (NSO) and to enroll in the New Student Seminar (BSC 110). Activities are scheduled through the school year to assist the student in making transition into the Barber-Scotia educational community. There are several days of planned student activities at the beginning of the school year (fall semester).

### **Goals of the Orientation program**

1. To assist students in reexamining and clarifying their reasons and purpose for attending college.
2. To introduce students to college life.
3. To instill a sense of community within the student body.
4. To provide opportunities for students to become aware of college resources and facilities.
5. To encourage students to attend and participate in activities that will enable them to further develop self-esteem.
6. To encourage students to initiate the process of career planning and development.
7. To provide opportunities for students to become familiar with the history and mission of Barber-Scotia College.
8. To provide opportunities for students to become familiar with Barber-Scotia College procedures and policies.
9. To provide opportunities for students to develop fundamental study and testing-taking skills.

### **Sage Memorial Library**

Consistent with the mission of the College, the library provides resources and services to support the college curriculum, student and faculty research, and the general information and cultural needs of the community.

The Library is named in honor of the Sage Foundation, which provided financial funds to renovate the library into its present facility. The two-story building is completely air-conditioned, centrally located, and easily accessible from every section of the campus. All students, faculty, staff, and community users are welcomed to make the greatest positive and possible use of the facility and its resources.

### **Media Resources and Services**

The media resources include an ever-expanding collection of books, videotapes, slides, microfilms, and subscriptions to periodicals, as well as national, regional, and local newspapers, with something of interest for everyone. CD ROMS are available to assist users in their pursuit of information in many subjects.

The Media Services supports the instructional programs of the College. Audiovisual materials and equipment are serviced and circulated through the media services.

### **Laundry Service**

Coin-operated washers and dryers are located in all of the residence halls on campus. The College assumes no liability for lost, stolen, or damaged personal items of the users.

### **Mailroom Service**

Due to the current enrollment, the mailroom located in the McLean College Union Building is not being used. Students will pick-up and send mail from the main office located in Cozart Administration Building.

Students may pick up mail from 12:00 noon to 2:00 p.m., Monday through Friday. There is no mail service on Saturdays and Sundays. The local Post Office can provide full service for other postal needs. Students are expected to daily check their mailboxes. Some mail correspondence requires immediate response (e.g. disciplinary hearing notices). The College is not obligated to extend hearing dates, etc., as a result of the student's failure to pick up personal mail from the campus Mailroom.

Official mail sent through the postal service is directed to the student's home address unless the student notifies the Registrar, otherwise. Hence, any changes in a student's mailing address should be promptly reported to the Registrar's Office so that appropriate changes are made on the student's records. The Registrar's Office 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 information for communication processing.

Students should also note that fraudulently receiving the mail of someone else, tampering with mail, mail theft, destroying or misplacing another addressee's mail, tampering with a mailbox with the intent to enter or other similar offenses are serious postal violations. Opening another individual's mailbox, hiding someone else's mail, etc., are also violation of federal laws and will result in disciplinary action by the College and is also punishable by law with an imposed fine and/or imprisonment.

### **Lost and Found**

The Lost and Found Service is maintained by the Office of Campus Security: Guard House #1 at the Main Gate entrance and in the Main Office located in Cozart Administration Building.

## **Telephones**

Telephone lines are installed in the resident's rooms in all residence halls. Long distance service is available, upon requests by the student, through a private provider. Students are responsible for all telephone services and charges they incur. The College assumes no liability for payment of long distance charges. The unauthorized use of telephone credit cards and/or access codes and cards is in violation of College regulations; as well as local, state, and federal laws.

Student telephone numbers are to be used as their on-campus telephone number. College office telephones are for business use only and should not be considered as the student's personal telephone numbers. College offices assume no responsibility for getting telephone messages to students, except in cases of verified emergencies.

Regulations:

1. The student assumes full and complete responsibility for installing the instrument into the telephone jack provided, and for service to and care/maintenance of the instrument.
2. The student agrees to accept full personal and financial responsibility for long distance calls placed to and from their telephone number, and to or from any third party location at which the student's assigned code is used.
3. The student accepts total responsibility for all contracts, negotiations, obligations, invoices, communications, etc., relative to payments of long distance bills and fees. The student may not obligate the college in anyway.
4. The Residence Life Office reserves the right to deny telephone service to students. The student can also be prohibited from installing certain types of telephone equipment in the student's room if it is deemed that such installation may present a safety or security hazard to any resident of the facility or to the facility itself; if such equipment is in violation of any local, state, or federal laws; as a result of the student's failure to pay prior telephone charges; or if the student has made fraudulent calls in the past.
5. Students desiring long distance service must request it individually from the College's provider and the student making the request for such service is solely and fully responsible for all long distance charges and fees.

## **Campus Security**

The College maintains a security program through the Office of Campus Security in order to safeguard persons and property in the campus community. Campus Security responds 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 Security, and College officials should be promptly notified, as appropriate.

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

The Campus Security Office is located in Guard House #1, off Georgia Street, at the front of the campus.

### **Traffic and Parking**

All motor vehicles owned or operated on campus by students, faculty, and staff must be registered with the Office of Campus Security each semester. Parking permits are issued each semester (at a nominal cost). Failure to register a vehicle or violating regulations governing operation and parking of vehicles will result in a fine and/or towing of the vehicle, as well as possible disciplinary action.

The College parking decal should be displayed as instructed by the Office of Campus Security. Students are to regard all parking and traffic signs on the campus and to be especially mindful of spaces reserved for handicapped persons, faculty, staff, and visitors.

Fines for traffic and parking violations vary, depending on the offense. Citations must be paid in the Office of Business and Financial Affairs and as directed on the citation. Failure to pay traffic and parking fines will subject the student to additional citations, fines, and penalties. Parking and traffic responsibilities are assigned to the Office of Campus Security.



## **STUDENT ORGANIZATIONS**

### **Student Government Association**

The Student Government Association (SGA) of Barber-Scotia College functions to develop a spirit of co-operation on the campus and to foster development through self-expression, self-discipline, and leadership. The organization seeks to promote a closer understanding and more genuine cooperation between administration and students in all matters of general welfare. This body is united in establishing itself as a representative of all students and accepts responsibility as the governing body of Barber-Scotia students. All students are members of this organization. Continued membership is contingent upon adherence to all rules and regulations of the SGA. Each member has a voice and is entitled, and has the responsibility, to vote in the election of the officers and business of the organization.

The Student Government Association is the general governing body of the students. The SGA represents student opinion on issues which concern the general student population and serves as the official channel of communication between students and the College administration on all matters. While the SGA tries to represent all students, it is realized that there may be differing viewpoints expressed by a group's representative body. The SGA seeks to encourage student participation in college governance, and decision-making through appointments to College committee, student referenda and opinion surveys, and educational programs.

### **Activity Organizations**

Barber-Scotia College is open to the establishment and operations of student activity groups and organizations. Opportunities for students to develop and display their positive skills are encouraged and supported. Currently, the College is in the process of reorganization and will be examining the feasibility and practicality of all student activity organizations.

### **Establishing a New Student Organization**

Student organizations represent an important part of the educational and personal growth process. When a group 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, the College community benefits. It is appropriate that all student organizations 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.:

1. Student Organization Registration Form provided by the Office of Student Affairs.
2. Typewritten copy of the proposed or current constitution, signed by the students promoting the group and the proposed faculty adviser. The constitution must include the following information:

- a. Name of organization
  - b. Statement of the purpose of the organization.
  - c. Membership eligibility requirements
  - d. Officers, listed by title and function
  - e. Statement of terms of office, and time and method of election
  - f. A statement that the president of the organization will submit to the Director of Student Activities an updated list of names of officers within five (5) days of their election and will comply with request to provide a brief annual report on the group's activities and progress to the Office of Student Affairs.
  - 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. Statement that the organization will not discriminate against any persons for any reasons (i.e. as race, gender, culture, religion, or national origin)
  - k. Provision for disposition of funds should the organization be dissolved.
3. A current copy of the constitution and by-laws from the local, state, or national organization with which the petitioning organization seeks to be affiliated.
  4. An advisor consent form signed by the faculty member agreeing to assist in the oversight of the organization.

Prospective members proposing the organization must conduct at least three (3) organizational meetings prior to submitting the petition to the Office of Student Affairs.

### **Terms of Registration**

Existing and new student organizations are required to register annually with the Office of Student Affairs and must comply with the following guidelines.

#### For All New Organizations

A petition for establishing a new organization may be denied for one 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 or duplicate purpose of an existing Barber-Scotia College organization..
2. If the organization would, in the opinion of the Vice President for Student Affairs, constitute a clear and present danger to the continued operation of Barber-Scotia College.
3. If the purposed goals of the organization are determined not to be congruent with the purpose and goals of Barber-Scotia College.

### **For Previously Existing Organizations**

An undated list of registered organizations is prepared each semester by the Office of Student Affairs. Organizations are required to complete the official registration. Organizations may be denied registration if any of the following apply:

1. 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.
2. The organization violates College regulations, including those governing student organizations, or local, state, or federal laws.
3. 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 Organization Standards of Conduct**

All student organizations and groups are expected to adhere to prescribed standards of conduct for student organizations. Individual members are also responsible for conforming to the College's *Standard of Conduct* for Students.

### **Disciplinary Action and Penalties for Student Organizations**

The Disciplinary Action and Penalties Policy sets forth the rules and penalties governing the conduct of student organizations in the event of any violations to the *Standards of Conduct*. The primary responsibility for the supervision and administration of the conducting of student organizations resides in the Office of Student Affairs.

Individuals who join as a student organization to share common interest and purposes also collectively share the responsibility to themselves, their organization, and the College. They must ensure that members acting individually or as a group reflect favorably upon the Barber-Scotia Community. Organization leaders bear a special responsibility for ensuring that constituents recognize and embrace these values in carrying out the organization's mission.

### **Principles of Responsibility**

Every student organization has the obligation to take all reasonable steps to prevent any infraction of College rules, local laws, state laws, and federal laws resulting from or related to the activities 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 member, 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 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, provides the impetus for a violation of College regulations.
7. Hazing.
8. Interference with College established schedules, activities or activities by other organizations or persons.
9. Poor academic performance.
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 action operated of their guest(s), whether on campus or at any function sponsored by the organization.

1. Permanent revocation of organizational recognition from Barber-Scotia College. Any organization whose recognition is permanently revoked must comply with the following:
  - a. Cease all organizational activities,
  - b. Vacate any appointed or elected office,

- c. Surrender balances or all organizational funds received from the Student Government Association.
- d. Vacate any office or housing space assigned by the college from the date of the notice of revocation.

2. Suspension of organization recognition. This requires 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 any or all balances of organizational funds granted by the Student Government Association.
- d. Vacate office or housing space assigned by the College from the date of the notice of suspension.
- 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. Disciplinary probation 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 the college rules, regulations, or policies could result in a more severe sanction, including suspension or revocation of its Charter of Existence.

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

- a. Denial of the right to represent Barber-Scotia College.
- b. Denial of the right to maintain an office or other assigned space on College property.
- c. Denial of the privileges of:
  - i. Receiving or retaining funding
  - ii. Participating in intramurals
  - iii. Sponsoring any social event
  - iv. Sponsoring any speaker or guest on campus
  - v. Participating in any social event
  - vi. Co-sponsoring any social event or other activity
  - vii. Membership recruitment or intake
  - viii. Use of College facilities.

5. Reprimand. A reprimand is an official rebuke making misconduct a matter of record in College files for a specified 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 the form of financial payment, community service, or other special activities designated by the Vice President for Student Affairs. Additional fines may be assessed.

### **Judiciary Procedures**

The Judicial Officer and Vice President of Student Affairs will investigate all allegations of student organization misconduct. The investigation will include interviewing those individuals with information about the incident and meeting with the appropriate officers of the organization. If deemed necessary, the Vice President for Student Affairs may refer the case to the Judiciary Board 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 Judiciary Board, or an ad hoc panel, unless the student organization waives its right to the 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 *Code of Conduct*. If the student organization waives its right to a judicial hearing, the appropriate sanction will be imposed.

### **Membership Eligibility and Records of Student Organizations**

Only full-time students of the College may be voting members of student organizations, except where members of the faculty or staff serve as members of the organization in accordance with the purpose and structure stated in its constitution. The organization must maintain accurate membership records, which must be submitted to the advisor.

Officers must be registered as full-time students of Barber-Scotia College and be in good academic and disciplinary standing. Non-student memberships in organizations are 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 and Amendments to the Nature or Purpose of a Student Organization**

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

### **Student Organization Meetings**

Student organizations are to hold their meetings on campus. College facilities are available to organizations for meetings. Meetings should be conducted orderly, and members should also conduct themselves in accordance with the *Code of Conduct*. Meetings which are open to the public should allow opportunity for discussion by those present, as time permits. Meeting places must be approved by the appropriate College Office.

### **Officers of Student Organization**

The names of new officers to student organizations must be sent to the Office of Student Affairs 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 reservations and arrangements for the use of facilities, as determined by the Vice President for Student Affairs.

### **Conditions of Eligibility for Student Organization Office**

Officers of student organizations must maintain satisfactory academic progress and must not be on disciplinary probation at the time of election or during their tenure as officers. Officers must maintain satisfactory academic progress at all times. Officers who do not meet required academic and disciplinary standards will be required to relinquish their offices.

### **Election of Student Organization Officers**

Candidates nominated for student organization offices must be in good academic standing, good financial standing and good citizenship at Barber-Scotia College. Nominations for officers for all class, organization, and SGA elections must be submitted to the Vice President for Student Affairs at least two (2) weeks prior to the election. It is the responsibility of the Vice President for Student Affairs to submit these names to (a) the Registrar for verification of enrollment status, grade point average, and academic standing, and to (b) Judicial officer for determination of the student's disciplinary status. The Vice President for Student Affairs must confirm in writing, the eligibility status of all candidates nominated. Only the names of students certified by the Vice President for Student Affairs may be included on the ballot. Inclusion of names other than those certified by the Vice President for Student Affairs 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 Vice President for Student Affairs before a formal announcement of the winners may be made.

### **Faculty and Staff Advisors for Student Organizations**

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

All student organizations must have at least one (1) qualified faculty or staff advisor. Only Barber-Scotia College faculty or full-time staff may serve as primary advisors to student organizations. Persons who are not members of the faculty or staff who have special interests or talents may serve as secondary or additional advisors to various student organizations, with the approval of the Vice President for Student Affairs.

**NOTE:** Persons who are not members of the faculty and staff may not serve as major or primary advisors to any student organization.

A faculty or staff member who agrees to serve as an advisor to a student organization accepts the responsibility for encouraging the organization in meeting its aims and purposes in accordance with Barber-Scotia College policy. Faculty 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 at meetings at which the advisor is not present are not legitimate.
5. Attendance at one (1) Advisor Workshop.

The advisor is required to be present at all activities of the organization including social activities (i.e. parties and dances) or otherwise make arrangements with another faculty or staff member to be present in the advisor's absence.

### **Posting of Notices**

No signs are to be posted, stenciled, or painted on trees, building exteriors, sidewalks, glass or painted surfaces, wood or plaster walls or fixtures, or in any place or manner that defaces the surface used or makes the removal of the material difficult. Notices may not be posted on stair- rails or doors, which block or obstruct one's view. Notices must carry the organization or individual responsible for the removal of its own outdated notices. The input of the College, as to the location or relocation of the sign and/or the timing for the placement of the sign, may be required in certain circumstances.

Notice of special events sponsored by off-campus businesses or groups are permitted only in designated areas on campus and with the approval of the Vice President of Student Affairs. Copies of advertisements

(signs, posters, flyers, etc.) for all events sponsored by and for students and student organizations must be filed with the Vice President of Student Affairs.

No reference to alcoholic beverages may appear on any poster or sign. This includes references to such terms as "BYOB" or "Your Favorite Beverage." All signs and posters must be in good taste and shall not contain nudity, profanity, or sexist, racist, or derogatory remarks. If reasonably necessary, students may be requested to relocate signs to a more appropriate location.

### **Parties**

All campus parties must adhere to the campus regulations including that of alcohol and room capacity. The Student *Code of Conduct* must be followed by ALL attendees. Parties must be scheduled with the Office of Student Affairs, and the Facilities Use Form must be completed and signed by all appropriate persons, which includes Campus Security. As a rule, parties and dances must end by 11:45 p.m. on weekdays and 1:00 a.m. on weekends. Any exceptions must have prior approval of the Vice President of Student Affairs.

Off campus activities sponsored by campus organizations must have an advisor present and require prior college approval.

## **SECURITY FOR SPECIAL EVENTS**

In order to provide protection and security for the well-being of students and guests, the following policy is in effect for all student organizations and groups wishing to sponsor special events on campus:

1. Request for all special events must be made to and approved by the Vice President for Student Affairs at least seven (7) working days prior to the event.
2. Campus Security must be notified of ALL such events at least three (3) working days prior to the event.
3. All events, activities, and programs that have been advertised on campus and in the community will require at least two (2) off-duty police officers (Concord or Cabarrus County), in addition to regularly-scheduled campus security in attendance.
4. Events, activities, and programs that will require two or more security officers include:
  - a. Events that are held in the gymnasium,
  - b. Events which by their very nature (e.g. dances, concerts, athletic games, and appearance by VIPs) dictate the need for additional security.

5. Events, activities, and programs that will require at least one additional security officer:
  - a. Events that are held in the College Union, and in other facilities in which the expected attendance is 400 or more.
  - b. Events which, by their nature (see 4b.), suggest the need for added security.
6. Decisions regarding security needs for special events at which fewer than 100 persons are expected to be in attendance will be made by the Supervisor of Campus Security, with the concurrence of the advisor to the organization sponsoring the event and the Vice President for Student Affairs.

### **Guest Speaker Policy**

Barber-Scotia College recognizes the following principles as a general guide for all student organizations desiring to invite outside speakers to the campus:

1. A speaker or performer may appear on the Barber-Scotia College campus only by invitation extended by a registered student organization, by College departments, with approval from the Vice Presidents for Student Affairs and Academic Affairs, who will confer with the Office of the President for prior approval.
2. It must be recognized that an institution cannot be wholly disassociated in the public mind from views expressed on its campus. Under no circumstances must it be suggested that Barber-Scotia College has given its endorsement or approval to the point of view expressed by an outside speaker.
3. The invitation to outside speakers must always represent the desire of the recognized group after due consideration of its membership and after appropriate discussion with the faculty or staff advisor. No invitation should be extended as a result of undue pressure from an external organization.
4. Because some officials and speakers may be of some stature politically (locally, state, national, international) and since this may involve an area of public relations for Barber-Scotia College, the President of the College must be notified of the possible upcoming event during the time of the planning of the event and before an invitation is extended to any guest.
5. Registered student organizations may invite, with prior permission from the President of the College, candidates from public office to the campus to speak in College property facilities so long as reasonably equal speaking opportunities are available to all other candidates for same political office. Applicable College regulations must be adhered to in scheduling politically-related activities.

In issuing invitations, student organizations must keep in mind that the sole purpose of such visits is to contribute to the aims of Barber-Scotia College and its student body. At the center of free inquiry, sound

education, and open dialogue is the responsibility for ensuring that the purposes served benefit not only the sponsoring organization but the Institution.

## **SOLICITATION OF FINANCIAL FUNDS OR RESOURCES**

Solicitation is defined as the seeking of funds or other support by students, registered student organizations, and College employees from sources on campus and other forms of support including the procuring of supplies, and the sale and distribution of items, materials, products, or services. Prior approval for all fund raising is needed from the President of the College and from the Vice President for Student Affairs.

### **General Rules of Solicitation**

Representatives of magazine service or mail order companies are prohibited from soliciting door-to-door in residence halls and on the campus. However, the College may post notices on bulletin boards in the halls, giving representatives names and phone numbers or room numbers so students may view their product, so long as the companies represented are bona fide agencies. Prior approval must be obtained from the Office of Student Affairs.

The use of a residence hall room as a sales or service office or storeroom or for the solicitation of sales, services, or gifts in the residence hall is prohibited!

Individual students or members of student organizations may not be given authorization to solicit for personal benefit. Faculty, staff, students and student organizations may not solicit or post advertising for regular business enterprise sales. Designated bulletin boards may be used to advertise occasional sales or rentals, such as personal automobiles, appliances, accessories, homes, etc., that are not a part of a business or enterprise.

Door-to-door solicitation in residence halls and cottages, offices, and elsewhere on campus is prohibited. Some philanthropic solicitations in designated areas of College buildings may be permitted by the Office of Business and Fiscal Affairs.

In accordance with state law, Barber-Scotia College does not allow any raffling or other forms of gambling in its name or in any of its facilities.

Political solicitation is allowed only if all candidates for an office are permitted the same privilege. All speakers must be sponsored by registered student organizations or academic departments. Posters and notices may be placed on bulletin boards in accordance with College regulations governing the posting of signs and notices. Political candidates may solicit votes, except in classrooms and in residence hall living areas, by handshaking tours and by handing out cards, but not by handing out posters. Approval of political rallies must be approved by the President of the College.

### **On-Campus Solicitation by Students or Student Organizations**

Students or student organizations who wish to solicit on campus in specified areas must first make a request to the Office of Student Affairs on forms provided by that office not later than one calendar week preceding the proposed date of the activity. Appropriate arrangements and scheduling must be made by the individual making the request to ensure that the project is conducted as approved.

Students who raise funds through solicitation are required to report all fundraising projects, including those conducted for the following:

1. Charitable causes, such as Heart Fund, Red Cross, Lung Association, Sickle Cell, etc.
2. Scholarship funds, such as the United Negro College Fund (UNCF)
3. Funds raised for library, music, equipment, etc.
2. Educational or social events for Barber-Scotia College students, such as concerts, speakers, art exhibits, dances, Homecoming and Black History Month.
3. Volunteer and community service projects, such as for needy families during Christmas and Thanksgiving, assistance to the elderly, enrichment activities for children in the community, and tutorial programs.

The purpose of the solicitation must be given at the time of the request as well as a statement of how the funds will be collected and distributed. A report of all funds raised must be filed within five (5) working days after the activity with the Office of Student Affairs. A report showing that the funds were distributed, including the name and address of the individual or agency receiving the funds, must be filed with the Office of Student Affairs within one week of disbursement of such funds.

### **Off-Campus Solicitation by Students or Student Organizations**

Students or student organizations interested in soliciting off-campus (e.g. door-to-door sales, car washes, and dances) must receive prior approval from the Office of Business Affairs.

### **On-Campus Solicitation by Off-Campus Persons**

Vendors wishing to solicit on campus must receive prior approval from the Office of Business Affairs and pay a vendor's fee. Persons must complete an authorization form for review and approval. No vendor will be allowed to solicit unless the form is approved and on file in the Office of Business Affairs. No door-to-door selling to individuals is allowed either in the residence halls, cottages, or in faculty or administrative offices.

Those dealing in illegal traffic such as drugs or stolen property will not be allowed on campus. Campus Security will be notified should such persons be seen on campus or if other persons without written

authorization are soliciting on the campus. Vendors interested in meeting official College needs must be directed to the Business Office where clearance and further directions will be provided.

Misleading or unlawful commercial activity on the campus is strictly prohibited. Residence hall rooms may not be used as merchandising marts by commercial vendors.

### **College Disclaimer Regarding Off-Campus Vendors**

Barber-Scotia College assumes no responsibility for the condition of articles, goods, or services purchased by students from off-campus vendors who distribute and/or sell goods or services on campus. The College makes no guarantee as to the quality of products sold or services rendered. However, attempts are made to ensure that vendors or businesses represented are reputable and legitimate and that the quality of services and goods offered, displayed, and/or sold are of acceptable standards. Vendors are expected to adhere to acceptable business practices. All purchases are made at the student's risk, and the College assumes no liability in such transactions.

## **FUNDRAISING**

Organizations undertaking legitimate fundraising must make sure:

1. that such activities comply with local and state laws and permitting regulations, if any;
2. to obtain all necessary permits; and
3. to confirm items one (1) and two (2) to the Office of Business Affairs and the Office of Student Affairs prior to undertaking such fundraising activities. United Negro College Fund (UNCF) regulations and College policies apply.

### **Food Sales**

The State of North Carolina has health regulations and taxation laws which are to be applied to all fund raisers.

All persons who wish to sponsor bake sales or other events in which food is sold must make application for permit before the event. An "Application for Organization and Clubs to Sell, Serve, or Prepare Food on Campus" must be completed, approved and filed with the Office of Student Affairs at least three (3) weeks before the scheduled event.

Each organization or club wishing to sponsor a food sale (bake sale, hot dog sale, etc.) is responsible for contacting the Environmental Health Department (704 376-4603) to apply for a food permit. Persons requesting permission from the health Department must provide such information as name of organization, type of activity planned, listing of food items to be served or sold, location of event, food sources, name of persons handling food, etc.

A permit may be issued if requirements are met as stated in Section 0400 of the North Carolina Administrative Code governing food establishments. Only after the organization receives a permit from the health department may Barber-Scotia College give permission for the club or organization to hold the activity on campus.

## **CAMPUS MEDIA**

### **Public Relations**

All public relations regulations with news media on issues and events affecting Barber-Scotia College are handled through the appropriate Vice-President and President of the College. In significant news items, routine or controversy, appropriate College personnel are consulted before the release to inquiries of the news media.

The college has sole responsibility for initiating contacts with news reporters, editors, and others distributing news releases and responding to inquiries from the news media.

### **Media Access to Campus**

Members of the news media must notify the Office of Student Affairs (Public Relations) upon arrival on campus to receive permission before interviewing or filming on the campus.

### **Student Identification Cards**

All Barber-Scotia College students are required to obtain and carry an official College identification card (ID). Students are required to wear their student ID cards in a visible location while on campus and should keep cards with them at all time.

The ID card is used for not only proof of enrollment and the right to be on campus but also for conducting activities with the Library, to use the College facilities, and for gaining admission to campus events.

The ID card remains the property of Barber-Scotia College and may be reclaimed if used by any person other than the student whose name appears on the card. The card must be surrendered when the student withdraws or is dismissed from Barber-Scotia College or upon the request of College authorities. The ID card must be shown when requested by a College official or Resident Assistant.

Identification Cards for new students are made during orientation. Returning students have their ID cards revalidated upon payment of fees during registration. Replacement ID cards may be obtained from the Office of Student Affairs for a fee of \$15.00 each. The \$15.00 replacement fee must be paid before the issuance of a replacement card. Arrangement for replacement ID cards are made through the Office of Student Affairs.

### **Educational Records**

Educational records are those records, files, documents, and other materials which contain information directly related to a student and which are maintained by Barber-Scotia College. The following categories are not considered to be part of a student's educational record:

1. Records made by the College personnel that are in the sole possession of the person making the record and not accessible or revealed to any other person.
2. Records maintained by the Office of Campus Security.
3. Medical and counseling records used solely for medical treatment.

All records relating to students which are maintained by College officials are official College records and remain the property of Barber-Scotia College.

### **Student Affairs Records**

Student Affairs records are established upon the student's enrollment at Barber-Scotia College and are maintained in the Office of Student Affairs. These records contain, at a minimum, personal data about the student. The records 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, etc. The following guidelines are used in the maintenance of student affairs records:

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 Barber-Scotia College may have access to the discipline-related contents of a student's record without the written permission of the student. Exception is made to the parent or guardians of the student requiring notification of disciplinary action to be taken against the student.
4. Personal data may be released to faculty and staff of Barber-Scotia 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 retained for five (5) years after the student's graduation or last date of attendance.

6. Personal information about a 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 a confidential manner prescribed by professional, ethical, and legal standards.

### **Student Right-To-Know and Campus Security Act**

In accordance with the Student Right to Know and Campus Security legislation (passed 1990), students who are victims of violent crimes may request information about the disciplinary action taken against the alleged perpetrator of the crime. A "crime of violence" is defined as follows:

- a. An offense that has an element of use, attempted use, or other threatened use of force against the person or property of another.
- b. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the personal property of another may be used in the course of committing the offense.

### **Inquires from Outside the College**

Request for "directory information" is frequently made to Barber-Scotia College from a variety of sources, including friends, parents, alumni, relatives, employers, other colleges. Barber-Scotia College will NOT release directory information that the student has requested 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 carefully consider the consequences of a decision to withhold directory information.

## **STUDENTS' RIGHTS**

Barber-Scotia College is open to all students who meet its admission standards and who have been accepted for enrollment at Barber-Scotia College. As a member of the Barber-Scotia College student body, each student is entitled to be treated with respect.

### **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 is expected to take place through appropriate student government agencies, College committees, and councils.

### **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 Barber-Scotia College *Code of Conduct*. If the student admits guilt, a hearing may not be held.

### **Demonstrations**

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, conducting of classes, scheduled meetings, events, ceremonies or other educational processes of the College; and is not held in College buildings or in residential areas of the campus. No amplification devices are permitted during class hours except by special permission from the Vice President for Student Affairs.

The right of peaceful protest within the Barber-Scotia community is an important aspect of the freedom to dissent. It is not, however, without certain limitations, and its protection is guaranteed only when it is in accordance with specific guidelines.

By the same standard, the College is obligated to prohibit any activity or conduct promoted, staged or encouraged by a student, group of students, or others when such activity jeopardizes the safety of individuals, the security of property, or disrupts, minimizes, interferes with or curtails the College, its staff members or its guests. This includes pursuits which involve authorized College functions, public or private meetings, normal administrative functions, or service-related activities (e.g. recreation, health services, or placement).

Disruptive activity, or the encouragement of such activity, exceeds the permissible limits of the freedom of protest, and all individuals involved therein or promoting same will be held responsible for such conduct and in violation of the above College right to demonstrate.

The College reserves the right to enjoin such violations by immediate action of any authorized administrative official. The sanction for violations will depend upon the gravity of the circumstances, and the range of disciplinary action may extend as far as expulsion.

### **Freedom of Inquiry and Expression**

In order to fulfill educational objectives and standards, students must be free to make inquiry and express their opinions. Students are encouraged to engage in discussions, exchange thoughts and opinions, and to speak freely on any subject in accord with guarantees of the state and national constitutions. Barber-Scotia College strives to develop in students a realization that citizens not only have the right but also the obligation to become informed on issues and problems facing them, to take positions on such issues, and to give expression to their views. In discharging these rights and responsibilities, students should recognize their responsibilities to other members of the academic community and to Barber-Scotia College.

Barber-Scotia College is encouraged that its campus is open to free discussion and examination of views, with the condition consistent with scholarly pursuit of ideas and knowledge in an academic community.

Registered student organizations shall be free to invite speakers under guidelines established by the college. Procedures for securing speakers are designed to insure that there are orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. Information on how such arrangements are to be made is available from the Offices of Student Affairs and of Academic Affairs.

#### **Right to Unbiased or Preferential Treatment**

Barber-Scotia College adheres to a policy of admitting students regardless of their race, color, sex, national and ethnic origin, and further adheres to such policy in the administration of its educational, admissions, financial aid, athletics, and other programs administered directly or indirectly by the College.

The Affirmative Action and Equal Opportunity Policies of the College are established and implemented in accordance and compliance with the Civil Rights Act of 1964, title IX, applicable Executive Orders, and other applicable laws of the United States and the state of North Carolina.

#### **Right to Review, Inspect, and Disclose Record Information**

Barber-Scotia College recognizes the need to maintain records for each student in order to:

- a. preserve authentic documentation of the events and activities that constitute a part of the educational process and students' development,
- b. access their educational needs in achievements, and
- c. facilitate the informed purposeful direction of its educational goals.

In the development and administration of such records, the College complies with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment). Students are afforded the following rights:

1. To inspect and receive their respective educational records maintained by Barber-Scotia College.
2. To challenge the content of educational records in order to insure that they are not misleading, inaccurate, or otherwise contain inappropriate information; to provide information to correct the records; and to include a written explanation regarding contents of records.
3. To expect that their educational records or personal identifying information from the record will not be released to any individual, agency or organization outside of Barber-Scotia College without the written consent of the student, except as otherwise provided by the Family Education Rights and Privacy Act.

#### **Denial of Authorization for Release of Information**

Barber-Scotia College may release "directory information" to outside sources requesting it without the students' written permission. Students who do not wish to have directory information released must notify the Office of Student Affairs in writing not to release such information, by the fourteen (14<sup>th</sup>) calendar day of the semester of enrollment. Requests by students to withhold information must be filed each semester.

"Directory information" is designated as follows: name, home and campus address, local telephone number, major, participation in athletics and other campus registered activities, dates of attendance, degrees and awards received, and most recent previous known educational agency or institution attended.

### **Student Status**

The following factors help to determine the student's status as a dependent or independent student: birth date, military service, being an orphan or ward of the court, having legal dependents other than a spouse; and relationship identification by his/her parent or legal guardian for federal income tax purposes. In the event that such information is not available to the College Office of the Registrar, the student's status is presumed to be "Dependent" and will retain that status for the duration of the current academic year and following summer term, unless the student notifies the Office of the Registrar of a change in status and presents documentation to establish a change in the student's status.

### **Student Transportation**

Students are responsible for their own transportation except when traveling as an office representative of Barber-Scotia College.

All students representing Barber-Scotia College in college activities off the campus, including field trips are required to complete a "Travel Authorization Form" (available from the Office of Student Affairs) at least forty-eight (48) hours prior to departure. The form must include the name of the organization, the advisor and/or sponsor of the organization, all drivers of vehicles and their driver's license number. The expected time of departure and return should be presented by the advisor or sponsor of the organization.

All students participating in College sponsored activities off the campus, must read and by their signature indicate that they have read and agree to the "Waiver of Liability and Assumption of Risk Form." Such form is also filed with the "Travel Authorization Form." Each individual trip requires re-submission of both forms.

In the case of personal accidents occurring during an activity off the campus, the injured student should refer to the information on the student's personal health insurance card. The accident should also be reported to the Campus Security Office upon return to the campus, or as soon as otherwise possible.

### **College Liability**

All student organizations are operated independently from the general supervision of the College and 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 Barber-Scotia College is not responsible for bodily harm or death to participants in any voluntary organizations or activities, including voluntary athletics, hiking, wrestling, or other organization 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 Barber-Scotia College.

The student is to acknowledge that participation in some programs and activities involves an inherent risk of physical injury, property damage, and other dangers associated with such participation. Through the student's voluntary participation in such activities assumes all such risks or damage or injury, including injury which may prove fatal, that may be sustained while participating in recreational activities, or in the travel to or from such activities. The student agrees that the sole consideration of Barber-Scotia College allowing the student to participate in such programs or activities, the student releases and forever discharges the Board of Trustees, 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 reason of any and all known and unknown, foreseen and unforeseen causes thereof, resulting from 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 the student has the prerequisite skills, qualifications, preparation, health, training, etc. for such activities. 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 the student from participation in such activities.

#### **Emergency Power Regulation**

The Vice President for Student Affairs has "emergency powers" which may be exercised to suspend procedural regulations when in that officer's judgment conditions are such that an emergency situation exists which makes it impossible for the judicial system administrative functionaries to perform. When this occurs, the Vice President for Student Affairs may substitute for administrative functionaries in the arrangements for handling disciplinary matters to ensure the orderly functioning of Barber-Scotia College and to safeguard the basic rights of the students.



**Barber-Scotia College**  
**145 Cabarrus Avenue**  
**Concord, North Carolina 280245**  
**(704) 789 – 2900**