

1975

Madison Student Handbook, 1975

Madison College

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*The Living and
Learning Environment*



DIRECTORY OF INFORMATION

OFFICE:	PHONE:	QUESTIONS CONCERNING:
Students Affairs		
Vice President	6226	All areas of student services and administrative policies.
Dean of Students	6218 6167 6475	Withdrawals, judicial procedures, fraternity and sorority affairs, general information and referrals, student personnel records, legal questions, leadership development, commuting student problems and activities, landlord-tenant problems and special projects.
Residence Halls	6186 6275 6247 6489	Residence Hall problems, educational programming, R. A. selection, volunteer action programs, Inter-Dorm Council, Residence Hall room assignments, off-campus apartments.
Student Activities	6321 6217	Clubs and organizations, Campus Program Board, using College buildings, scheduling activities, use of Student Center.
Counseling Center	6552	Personal concerns, study skills, involvement in personal growth groups, tutoring, information in area of mental health.
Health Center	6177	Minor illness, emergencies, health and accident insurance forms.
Other Student Services		
Treasurer's Office	6291	Charges, refunds, damage bills.
Admissions	6147	Application procedures, advanced placements, transfer and readmission.
Financial Aid	6644	Student loans, grants and scholarships.
Records Office	6281	Transcripts, academic records, completed add/drop slips, Veterans Affairs and Social Security validations.
Summer School/Student Orientation Academic Advising	6411	Summer School course catalog, Freshmen academic advising, Summer Orientation program.
Career Planning/Placement	6207 6229	Planning your career, occupational and company literature, resume writing interviewing techniques.

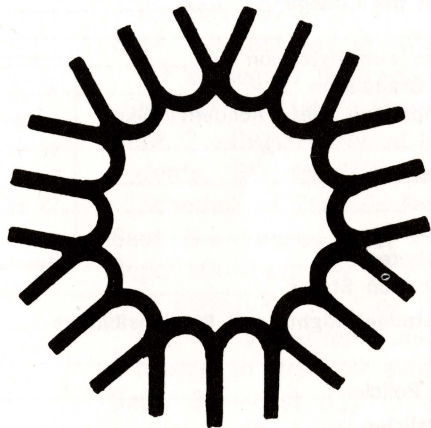
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Madison College

Volume II

Published by the Office of the Dean of Students at Madison College
Harrisonburg, Virginia 22801

*The Living and
Learning Environment:
A Statement of Student Policies*



**"The diffusion of knowledge is
the only guardian of
true liberty."**

James Madison

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COLLEGE CALENDAR 1975-76

AUGUST

S	M	T	W	T	F	S
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31						

Fall Semester, 1975

Aug. 31—Residence Halls open 9:00 a.m. for Returning Students. Dining Hall opens 4:00 p.m.

Sept. 1—Labor Day. Residence Halls open 9:00 a.m. for New Students.

Sept. 1—Registration of Undergraduate and Graduate Students. For detailed dates and times, see Schedule of Classes, Fall Semester, 1975.

Sept. 1—Last day to submit an application for a degree if graduation requirements are to be met in October.

Sept. 2—Registration of Undergraduate Students. For detailed dates and times, see Schedule of Classes, Fall Semester, 1975.

Sept. 3—Classes meet as scheduled.

Sept. 10—Last day on which class changes in schedules may be made without payment of \$5.00 fee. Last day to add a new course to first semester program.

Sept. 25—Last day to drop a first block course with a "W" grade.

Oct. 1—Last day to submit an application for a degree if graduation requirements are to be met in December.

Oct. 4—Parents' Day.

Oct. 8—Last day to drop a semester course with a "W" grade.

Oct. 9—Last day to drop a first block course.

Oct. 20—College Holiday. Classes (undergraduate and graduate) do not meet.

Oct. 21—First block courses end.

Oct. 23—Mid-semester grades due in Records Office.

SEPTEMBER

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OCTOBER

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NOVEMBER

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Oct. 23—Classes begin second block courses.

Oct. 27—First block course grades due in Records Office.

Nov. 1—Homecoming.

Nov. 4—Last day on which class changes in schedules for second block courses may be made without payment of \$5.00.

Nov. 13—Last day to drop a semester course.

Nov. 14—Last day to drop a second block course with a "W" grade.

Nov. 26—Thanksgiving vacation begins 5:00 p.m. Dining Hall closes 3:00 p.m. Residence Halls close 7:00 p.m.

Nov. 30—Residence Halls open 12:00 Noon. Dining Hall opens 4:00 p.m.

Dec. 1—Thanksgiving vacation ends and classes resume.

Dec. 5—Last day to drop a second block course.

Dec. 12—Last day of classes.

Dec. 12—Last day for students to complete 1975 Spring Semester and 1975 Summer Term "incomplete" grades and for faculty to turn in these grades to the Records Office.

Dec. 13—Reading Day.

Dec. 15-19—Final Examinations.

Dec. 19—Dining Hall closes 3:00 p.m.

Dec. 19—Residence Halls close 7:00 p.m.

Dec. 20—Graduation (no commencement exercise).

DECEMBER

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Spring Semester, 1976

Jan. 11—Residence Halls open 12:00 Noon. Dining Hall opens 4:00 p.m.

JANUARY

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FEBRUARY

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MARCH

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Jan. 12—Registration of Undergraduate and Graduate Students. For detailed dates and times, see Schedule of Classes, Spring Semester, 1976.

Jan. 13—Registration of Undergraduate Students. For detailed dates and times, see Schedule of Classes, Spring Semester, 1976.

Jan. 14—Classes meet as scheduled.

Jan. 21—Last day on which class changes in schedules may be made without payment of \$5.00 fee. Last day to add a new course to second semester program.

Feb. 1—Last day to submit an application for a degree if graduation requirements are to be met in March.

Feb. 4—Last day to drop a third block course with a "W" grade.

Feb. 15—Last day to submit an application for a degree if graduation requirements are to be met by the end of the Spring Semester, 1976.

Feb. 18—Last day to drop a semester course with a "W" grade.

Feb. 18—Last day to drop a third block course.

Mar. 2—Third block courses end.

Mar. 5—Mid-semester grades due in Records Office.

Mar. 5—Mid-semester recess begins 5:00 p.m. Dining Hall closes 3:00 p.m. Residence Halls close 7:00 p.m.

Mar. 8—Third block course grades due in Records Office.

Mar. 14—Residence Halls open 12:00 Noon. Dining Hall opens 4:00 p.m.

Mar. 15—Classes resume. Fourth block courses begin.

Mar. 19—Celebration of Founders Day (March 14).

Mar. 19-26—The Fine Arts Festival.

Mar. 22—Last day on which class changes in schedules for fourth block courses may be made without payment of \$5.00 fee.

Apr. 2—Last day to drop a fourth block course with a "W" grade.

Apr. 2 Last day to drop a semester course.

Apr. 8—Honors Day.

Apr. 16—Last day to drop a fourth block course.

Apr. 30—Last day of classes.

Apr. 30—Last day for students to complete Fall 1975 "incomplete" grades and for faculty to turn in these grades to the Records Office.

May 1—Reading Day.

May 3-7—Final Examinations.

May 8—Graduation. Commencement exercises 10:00 a.m.

May 8—Dining Hall closes 2:00 p.m. Residence Halls close 5:00 p.m.

May Session, 1976

May 9—Residence Halls open 9:00 a.m. Dining Hall opens 4:00 p.m.

May 10—Registration for May Session **Only**. For detailed dates and times, see Schedule of Classes, Summer Session, 1976.

May 11—Classes meet as scheduled.

May 13—Last day to add a course. Last day to change a course without a \$5.00 fee.

May 14—Last day to drop a course with a "W" grade.

May 21—Last day to drop a course.

May 28—Final Examinations. Dining Hall closes 3:00 p.m.

May 28—Residence Halls close 7:00 p.m.

APRIL

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MAY

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Summer Session, 1976

First Four-Week Term

June 13—Residence Halls open 9:00 a.m.
Dining Hall opens 4:00 p.m.

June 14—Registration. For detailed dates and times, see Schedule of Classes, Summer Session, 1976.

June 15—Classes meet as scheduled. Last day to submit an application for a degree if requirements are to be met by the end of the Summer Session, 1976.

June 17—Last day to add a course for the First Four-Week Term. Last day to change a Four-Week Term course without a \$5.00 fee.

June 24—Last day to drop a Four-Week Term course with a "W" grade.

JUNE

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27	28	29	30			

JULY

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July 1—Last day to drop a Four-Week Term course.

July 5—Holiday. Classes (undergraduate and graduate) do not meet.

July 9—Final Examinations for First Four-Week Term courses.

Eight-Week Term

June 13—Residence Halls open 9:00 a.m.
Dining Hall opens 4:00 p.m.

June 14—Registration. For detailed dates and times, see Schedule of Classes, Summer Session, 1976.

June 15—Classes meet as scheduled.

June 22—Last day to add a course for the Eight-Week Term. Last day to change an Eight-Week Term course without a \$5.00 fee.

June 28—Last day to drop an Eight-Week Term course with a "W" grade.

JUNE

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JULY

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July 5—Holiday. Classes (undergraduate and graduate) do not meet.

July 12—Study Day. Classes (undergraduate and graduate) do not meet.

July 13—Last day to drop an Eight-Week Term course.

Aug. 6—Final Examinations. Dining Hall Closes 6:00 p.m.

Aug. 7—Residence Halls close 10:00 a.m.

Second Four-Week Term

July 12—Course changes and registration. For detailed dates and times, see Schedule of Classes, Summer Session, 1976.

July 13—Classes meet as scheduled.

July 15—Last day to add a Second Four-Week Term course. Last day to change a Four-Week Term course without a \$5.00 fee.

July 20—Last day to drop a Second Four-Week Term course with a "W" grade.

July 26—Last day to drop a Second Four-Week Term course.

AUGUST

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29	30	31				

Aug. 6—Final Examinations. Dining Hall closes 6:00 p.m.

Aug. 6—Graduation. Commencement exercises 7:00 p.m.

Aug. 7—Residence Halls close 10:00 a.m.

I. STUDENT AFFAIRS INFORMATION

Ombudsman

In an effort to improve channels of communication, speed up solutions to problems and find quick answers to student questions, President Carrier has authorized the College Ombudsman "to bypass the normal administrative channels". The Dean of Students, who serves in this role, will deal with practically any non-academic problem or question a student may encounter involving college life. To find solutions the Ombudsman is able to go directly to anyone in the college community who can deal effectively with the problem.

For example, the Ombudsman, while not directly able to assist in getting a grade raised, can advise the student of the proper procedure for appealing a course grade. Typical matters students have brought to the Ombudsman involve phones, library fines, mailboxes, food service, ecology, class absence, finances, records, and personal emergencies. The Ombudsman's Office, located in Alumnae 105 (campus phone 6218), is open 8:00 A.M. - 5:00 P.M., Monday thru Friday.

THE DEAN OF STUDENT'S OFFICE

The College experience offers a unique opportunity for you as an individual to grow academically, to gain new skills, to test values and to expand your perspective. The Dean of Students staff is dedicated to helping you discover and integrate the many phases of your life at Madison College. Each member of our staff offers support and guidance as you grow academically, socially and personally. In our roles as helping people, we will assist you by interpreting College policy, citing available resources, clarifying values, resolving conflict and providing a variety of services.

Some ways in which we carry out our roles are by assisting students in all areas of college governance, coordinating the operation of the College Judicial System, advising fraternities and sororities, aiding in student withdrawals from the College, developing campus-wide classes and programs to meet the personal needs of students, and maintaining student personnel records.

College Governance. As members of the Dean of Students' Office, we encourage active participation in campus life. Through S.G.A., Honor Council and various Honorary Organizations, students have the opportunity to participate in decision-making, to develop leader-

ship skills and to work with other faculty, students and administrators towards the improvement of the community. Members of the Dean of Students' Staff are available to help student leaders direct concerns through appropriate channels and to provide an institutional perspective. We believe that participation in College governance becomes an even more valuable experience when there is someone to help sort out the problems, synthesize events and clarify issues.

College Judicial System. A member of our staff coordinates the College Judicial System to insure that all students are treated in a fair and consistent manner. Each student who is charged with violation of a College policy confers with the College Judicial Coordinator who will interpret the situation and inform the student of the appropriate judicial procedure. This staff member also trains members of the College Judicial Council and Life Style Boards, works with Residence Hall Staff members on disciplinary concerns and provides advice relating to legal concerns of students.

Fraternities and Sororities. Members of the Dean of Students Staff not only advise the Interfraternity Council and Panhellenic Councils, but we also provide assistance to all Greeks on campus. Some typical areas of involvement are helping individual chapters, aiding in the exploration of fraternity housing, encouraging Greek leadership on campus and interpreting College policies.

Withdrawals. If you are considering withdrawing from college, you should contact the Dean of Students Office to gain a perspective on the personal, financial and academic implications of your decision. A staff member will provide factual information as well as aid in the decision making process. If you should want additional help, we will refer you to the appropriate resource people. Upon deciding to withdraw, a staff member will help you work out the administrative details.

Programs. Realizing specialized needs of individuals and understanding changing concerns of student groups, the Dean of Students' Office is committed to helping you grow through co-curricular activities. Because we believe that learning also takes place outside of the classroom, activities such as a course in Leadership Development and women's programs in cooperation with International Women's Year were established. Also, an Emergency Loan Fund was set up in response to numerous student requests.

In addition to providing services for students, staff members

in the Dean of Students' Office are primarily dedicated to helping you learn and grow through curricular and co-curricular activities. Madison College offers a variety of experiences and we want to assist you in discovering these opportunities.

RESIDENCE HALLS

The Office of Residence Halls has three primary areas of responsibility: 1) the staffing and supervision of the residence halls and college operated apartments, 2) the assignment of students to college operated housing, and 3) educational programming. The Office endeavors to assist students with their growth and development within their living environment.

Within the residence hall system, an attempt is made to offer a variety of living arrangements and life style options which will enable students to choose the type of hall in which they feel most comfortable. Students are assigned to halls and room changes are made on the basis of student needs and preference.

The residence halls are grouped into three distinct areas on campus. These areas are the Bluestone halls which are located on the top campus, the Contemporary halls located on the back campus, and the Lake Complex which is located adjacent to Newman Lake. Each of these three areas is supervised by a member of the Residence Hall staff who is the coordinator for the area.

Each of the three areas has halls which differ in living arrangements. The Bluestone halls are older halls which have a traditional appeal. The Contemporary halls all contain suites of rooms—six residents to a suite. One of the Contemporary halls has a Volunteer Action section reserved for women who are involved or who want to become involved in volunteer projects. The Lake Area contains two halls which have four wings of double rooms with central restroom facilities. The third hall contains a mini Campus Center and has apartments as well as suites. The Lake area is also unique in that it contains the sorority hall, a shared facilities hall, and the living-learning hall.

The halls are staffed by Head Residents and Resident Advisors. Head Residents are generally graduate students who are interested in gaining additional leadership experience in conjunction with their graduate program. Resident Advisors are undergraduate students who work with the residents of a specific section or floor. The staff of each hall has been carefully selected and trained to assist students in their adjustment to college as well as in their personal

growth and development. Any undergraduate students who are interested in helping others, who are mature, well integrated, and who welcome responsibility are encouraged to apply for a Resident Advisor position.

The Head Residents and Resident Advisors work closely with their Hall Councils which are composed of elected representatives from within the hall. Hall Councils are actively involved in improving the quality of life within each hall. They are involved in administrative functions as well as in planning and implementing activities and programs. The presidents of each Hall Council form the Inter-Hall Council which is the student organization responsible for considering changes and programs for the entire residence hall system.

The Office of Residence Halls is responsible for conducting Spring Sign-Up. During that time, returning students sign up for their room for the next academic year. This office is also responsible for assigning all new students to residence hall space. The Office of Residence Halls confirms all housing assignments for returning students and notifies all new students of their housing assignments. All room changes and changes in housing status are handled through the Student Housing Office which is part of the Residence Halls operation.

Finally, the Office of Residence Halls is committed to providing both residence hall and commuting students with opportunities to plan, implement, and attend educational programs and experiences which will contribute to their total education as well as meet their developmental needs. Residence Hall staff members are available to assist students and other members of the college community in the establishment of workshops, non-credit courses, in-service programs, seminars, and other activities which will contribute to the social and intellectual growth of any member of the college community.

COUNSELING CENTER

The Counseling Center exists to serve you the students at those times when:

- (1) Friends can't help because they are too personally involved or are part of the problem itself.
- (2) Parents are too far away and/or they might not understand.
- (3) Major changes are being considered in your personal, academic or vocational life plans.

- (4) You need a trained, more objective helping person to guide you in resolving some immediate concern.
- (5) You want to grow and deal with new decisions more effectively.
- (6) You feel cut off and isolated and need someone to hear you and to care.

As trained professionals in college student concerns, we are aware that the college years are times of growth, change and major transition that often bring with them concerns that are not easily and quickly settled.

Like most of your fellow students, you may at one time or another find yourself confronted with very real questions about who you are, about what you are doing and why, about your relationships with other important people, about fields of study and future occupations and about lifetime goals. It has been our experience that talking over these kind of concerns with people like us who will keep your cares confidential and who are trained to help people resolve these conflicts is both helpful and productive.

We see counseling as an educational process where you can learn to think more clearly about yourself and can learn ways of understanding yourself more fully. Our goal is to contribute to your maturity and independence and not necessarily to give advice for an immediate solution. We want to work with you, not take over for you.

The Counseling Center is located in Alumnae Hall, Room 200, and may be reached by telephone by calling 433-6552.

Additional Services:

1. Study Skills Program

The study skills program provides an opportunity for you to examine your study habits and attitudes that may be influencing your college life. Some of the skills many of your fellow students like to improve include organizing time, listening and taking lecture notes, reading to remember, test preparation and test-taking. You may work in the lab on an individual basis or become part of a study skills group. Come by or call the Counseling Center for more information.

2. Tutoring Program

The tutoring program offers you an opportunity to examine any difficulty you are having with a particular course. You can receive tutoring from a qualified student who is knowledgeable

in the subject matter. You are encouraged to talk with your professor before signing up for tutoring to determine if tutoring is appropriate. If your professor recommends tutoring, come by the Counseling Center to sign up and for additional information.

3. Walk-In Service

Normally, you would be seen at the Counseling Center on an appointment basis. However, every weekday between 3 p.m. and 5 p.m. you may come to Alumnae 200 and be seen on a walk-in basis without any appointments.

4. Outreach Services

Counseling Center staff members are available to lead workshops or give presentations on drug and alcohol use and abuse, human sexuality, interpersonal communication, and other topics in mental health. These presentations are usually made to groups of residence hall students or to classes.

STUDENT ACTIVITIES

The department of Student Activities is concerned with the scheduling of campus facilities, programming entertainment, and operating the Warren Campus Center.

Student Activities maintains the campus scheduling office and provides a master calendar which includes all events of major significance to the campus community. The office provides a full-time scheduling secretary who keeps the master calendar current. Students, faculty and staff may schedule auditoriums, meeting facilities and outdoor areas by contacting this office.

The Office of Student Activities seeks to provide campus entertainment through the Campus Program Board. This board is advised by both the Director of Student Activities and the Associate Director of Campus Center for Programming. During each year this board, composed entirely of students, provides major concerts, movies, tournaments, coffee houses, dances, dinner theatres, trips and numerous other activities.

Warren Campus Center serves as a base of operations for the entire Student Activity program. In this building are housed student offices for the major student organizations on campus, a craft center, outing center, billiard room, bank, bookstore, Post Office and snack bar. The building provides space for meetings, dances, workshops, seminars, speakers and a whole host of other activities.

Chandler Hall

Chandler Hall, located on the shores of Newman Lake, was completed during the 1974-75 school year. In addition to being a residence hall, the building has facilities for meetings, banquets, and social events. Areas of the building are designated as a mini-campus center. A coin-operated snack bar, game, television, and card rooms are open to students daily.

The residence hall area of the building is used during the summer months for housing campus guests and conference groups. Meeting facilities in the building are designed to accomodate continuing education projects and special events for the public throughout the year. Recognized student groups and members of the faculty and staff may use the meeting and banquet rooms by submitting a request in person to the Activities Coordinator in the Student Activities Office, Warren Campus Center. (See section under Space Requisitions page 93).

Meeting facilities in Chandler Hall include the Shenandoah Room with seating for some 250 at banquets and approximately 350 for meetings, and the adjacent Winchester-Woodstock-Strasburg Rooms and Staunton-Lexington-Roanoke Rooms. Each of the six smaller meeting rooms can seat up to 40 for meetings and 25 for meals. The rooms are flexible and may be opened to accomodate larger groups.

The College Catering Service must be contacted for any food service to be served in Chandler Hall. Social activities must be carefully coordinated and approved by the Director of Student Activities and, if requested, Food Services.

HEALTH CENTER

The College Health Center provides short term care, treatment for minor illnesses and emergency services which a student may require from time to time. The services of the Center are not intended to replace those of a family physician nor to treat chronic or serious medical problems. The Health Center provides supplementary medical care while students are away from their family physician.

The medical staff includes physicians who specialize in orthopedics, general surgery, gynecology and psychiatry. A physical therapist is also available to help you with specific medical problems.

Additionally, registered nurses are on duty 24 hours daily to receive students and assist the physicians.

Regularly scheduled out-patient, screening clinics are conducted by the nursing staff. Students are received at the Health Center on a first come, first serve basis. Those students who wish to see a physician may contact the Health Center in advance for an appointment.

Upon arrival at the Health Center, each individual is asked to register his/her name and wait in the adjacent lounge. The waiting period is as unpredictable as in your personal physician's office.

In addition to the out-patient, screening clinic, short term in-patient care is also provided. If it is necessary to stay in the Health Center, the staff will help to make you comfortable. Clean linens and meals are provided in addition to health care. Visitors are permitted during the hours of 6:00 p.m. - 7:00 p.m.

Services of the Health Center are available to all students taking seven or more hours, including commuting as well as residential students. These services do not include the cost of prescriptions, private nursing, hospital care, surgical operations, or services of specialists not on the College staff.

In the event of a more serious illness or accident, the Health Center is able to make special arrangements with Rockingham Memorial Hospital for your treatment. Any student anticipating hospitalization must first report to the Health Center where the attending nurse will offer prompt assistance.

Students are required to carry health and accident insurance. This coverage may be through a family or military policy or the group policy available to Madison College students at an additional cost. The health fee does not include insurance coverage. The staff of the Health Center will assist you with completion of the health claims forms.

The Health Center maintains a file on each student. These files contain the student's medical history and a report of a medical examination. Medical examinations, recorded on forms provided by the College, are required before the student enters the college and before he/she begins his/her third year of attendance.

RECREATION AND SPORTS PROGRAMS

Madison College provides ample opportunities for participation in recreational, intramural and intercollegiate sports programs.

Recreational free play opportunities are provided on a regular basis. Students with current, validated I.D. cards may use Savage Pool, Sinclair gymnasium, squash and handball courts, the conditioning room, the tennis courts, the Astrotrack, the Astrofield, and Keezel Pool during free play hours. The handball, squash, and tennis courts may be reserved in advance by calling the Recreational Activities office. Guests of students may participate in free play activities for a minimal fee.

The intramural program is open to all students and a variety of activities are sponsored during the school year. Interested students should contact the Recreational Activities office for a list of activities, sign-up dates, team sign-ups, and specific sport seasons.

Womens intercollegiate teams compete in archery, basketball, equitation, fencing, field hockey, golf, gymnastics, lacrosse, swimming, tennis, track and field, and volleyball. Mens intercollegiate teams participate in archery, baseball, basketball, cross country, football, gymnastics, golf, soccer, swimming, tennis, track and field, and wrestling. Potential candidates for intercollegiate teams should contact the coach of the sport involved. Inquiries regarding the general intercollegiate program should be directed to the Athletic Director.

II. ACADEMIC INFORMATION

This section of the Handbook is designed to give the student selected academic information with which every student should be familiar. The complete academic regulations governing the academic program, including the requirements for graduation, are explicitly stated in the College Catalog. Each student must meet the graduation requirements given in the catalog for the year he is admitted. It is very important that the student keep this catalog for future reference.

CREDIT BY EXAMINATION

Examinations for credit in courses offered by Madison may be offered to enroll students who believe they have already mastered the material of the course through private study, technical employment, or the like. The following regulations govern the granting of credit by examination:

1. Any enrolled student may make application to take an examination for credit in any course in the undergraduate curricula. The student should be certain that he has the minimal preparation and background required before he attempts an examination.
2. Examinations may not be given to students in sequential courses numbered lower than those the student has already completed.
3. Permission to take an examination for credit must be obtained from the instructor, the head of the department in which credit is sought and the dean of the school in which the student is majoring.
4. Each department will use its own discretion in developing the form of the examination and its administration.
5. Students may earn as much as 30 semester hours through Departmental Credit by examinations, with no more than 12 semester hours in one area.
6. To receive credit the student must make a grade equivalent on the examination of at least a C in the course.
7. The examination for each course can be taken only once in a given semester.
8. A fee is charged for the administration of an examination for credit.

ACADEMIC ADVISORS

A new student is assigned a faculty advisor at the beginning of the first year of study. The faculty advisor will assist new students with program planning and provide general academic advisement during the first semester and up to and including registration for second semester. After the beginning of the second semester the student will be assigned a permanent advisor in his academic field.

ATTENDANCE

A student's participation in the work of a course is clearly a precondition of his receiving credit in that course. Because of the wide variety of courses and teaching methods at Madison, the College recognizes that the nature of a student's participation in the work of a course cannot be prescribed on a College-wide basis. For this reason classroom attendance is not a matter subject to regulations by the College. A student's attendance in class and laboratory is rather a matter between him and the professor in that class or laboratory.

PROGRAM OF SCHEDULE CHANGES

Students who desire to make changes in courses or schedule are required to do this on the days set aside for that purpose. Students who make adjustments at times other than the designated dates, as shown in the College calendar, are subject to a fee. This fee may be excused if circumstances requiring changes are beyond the student's control and if the change is approved by the Dean of Admissions and Records.

A student who wishes to change his major or change to a program of study in a catalogue more recent than that under which he entered may do so by completing the necessary forms available in the Office of the Dean of Admissions and Records. A transfer student may elect a program as set forth in the most recent catalogue, or the one being used by the class with which he plans to graduate.

The "Request for Change in Program of Study" requires the signatures of the department head and faculty advisor of the new program.

WITHDRAWAL FROM A COURSE

- a. Up to the end of the fifth week of semester courses (third week for block courses) a student may withdraw from any course with the signature of only his advisor. A grade of "W" will be recorded regardless of the status of the student in the course at the time of withdrawal.
- b. Withdrawal after the fifth week and before the end of the tenth week of semester courses requires the signature of the instructor and the student's advisor. The instructor will record a grade of "WP" if the student has a grade of "D" or above at the time of withdrawal. A grade of "WF" will be recorded by the instructor if the student is failing the course at the time of withdrawal.
- c. Withdrawal after the end of the tenth week of classes (sixth week for block courses) is not usually permitted. In the event a request stems from illness or other severe hardship beyond the student's control, a student may petition his advisor and the dean of the school in which he is majoring for permission to withdraw. If permission is granted, a grade of "WP" will be recorded by the instructor if the student has a grade of "D" or above at the time of withdrawal. A grade of "WF" will be recorded by the instructor if the student is failing the course at the time of withdrawal. Dropping a course without permission incurs the grade of "F".

WITHDRAWAL FROM THE COLLEGE

A student withdraws from the college when he terminates his enrollment before completing the semester or Summer Session period for which he registered. A student desiring to withdraw must have a conference with the Assistant Dean of Students and complete the withdrawal request form available in the Dean of Students Office. Students who are unsure about withdrawing are encouraged to talk to a member of the Counseling Center staff before initiating withdrawal procedures.

The Assistant Dean of Students reports the withdrawal to the Dean of Students who must approve such requests, set the official withdrawal date, and notify other college offices of the action. Strict compliance with this requirement is mandatory. A student who withdraws without receiving official approval, will re-

ceive a grade of "F" for all courses in which he is enrolled. A student withdrawing with official approval will receive a "WP" in all courses where at the time of withdrawal the grade is "D" or above. The "WF" grade will be recorded in all courses where at the time of official withdrawal the work is below a "D" grade. A student who withdraws due to extenuating circumstances, such as illness, will receive a "WP" in all courses upon recommendation of the Dean of Students.

Students enrolled in an off-campus course may withdraw from College by securing a "Request for Withdrawal" form from the Center Director or the Office of the Dean of Students. This form should be completed and returned to the Office of the Dean of Students, where the official withdrawal will be processed.

An adjustment in charges will be figured from the official date of withdrawal. No adjustment in charges will be made unless the withdrawal form is received in the Dean of Students Office within thirty days after leaving the campus. Adjustments will not include non-refundable fees or charges.

CLASSIFICATION

The classification of a student depends on the number of semester hours of credit he has received.

Freshmen are students with fewer than 28 semester hours of credit.

Sophomores are students with 28-59 semester hours of credit.

Juniors are students with 60-92 semester hours of credit.

Seniors are students with more than 92 semester hours of credit.

ACADEMIC STATUS AND RETENTION

Academic status for a student is denoted as follows:

1. Good standing
2. Academic Warning
3. Academic Probation
4. Academic Suspension

The retention policy defines the minimum scholarship requirement for good standing and permission to enroll in a subsequent semester or summer session.

1. Quality point deficiency is twice the number of semester hours attempted at Madison minus the number of quality points earned at Madison.
2. A student is subject to suspension if fewer than six (6) semester hours are passed in any semester.
3. If a student is on academic probation for two successive semesters, he is not eligible to return the following semester unless probation has been removed prior to the beginning of the semester.
4. A student who is placed on academic suspension may apply for readmission after one calendar year and must have his record reviewed before admission is granted.
5. Retention standards are the same for transfer students as any other student except that semester hours include all semester hours accepted for transfer credit.

"Good Standing"

A student is in "Good Standing" if his quality point average is 2.00 or above.

"Academic Warning"

The status of "Academic Warning" indicates that a student has a cumulative grade point average of less than 2.00, but that his grade point deficiency is not sufficient to warrant his being placed on "Academic Probation."

"Academic Probation"

1. A student on "Academic Probation" may not take more than twelve semester hours of work.
2. A student may not hold a major student government position while on "Academic Probation."
3. A student on "Academic Probation" may not represent the College in athletics or performing arts.
4. A student on "Academic Probation" is expected to confer regularly with his academic advisor and is encouraged to participate in the Study Skills Laboratory.

"Academic Suspension"

A student who is placed on "Academic Suspension" may apply for readmission after one calendar year. However, if there are extenuating circumstances associated with his academic deficiency,

he may appeal to the Retention Committee for reinstatement the following semester. The appeal must be in writing and should be sent to Dean Julius B. Roberson, Secretary of the Retention Committee.

APPLICATION FOR GRADUATION

A student expecting to graduate at the end of any semester must file a written application with the Dean of Admissions and Records at the beginning of that semester.

Responsibility for meeting the requirements for graduation rests with the student. (See College Catalog.)

PROGRAM FOR IMPROVING BASIC ACADEMIC SKILLS

The College provides professional staff for students who need assistance in improving basic academic skills which might be influencing their ability to do satisfactory work in their course assignments. Any student who wishes to take advantage of these services may do so. Students can also be referred to a Laboratory on a voluntary basis by any professor, academic advisor, of the Counseling Center. There is no charge for these services.

The Study Skills Laboratory. The Study Skills Lab provides an opportunity for the student to examine his study habits and attitudes that may be influencing his college life. The lab is well equipped and provides assistance in such areas as listening, note-taking, reading and comprehension, writing skills, etc.

The Writing Laboratory. The College expects students to be able to demonstrate a satisfactory level of proficiency in the writing of English. For those who show a marked deficiency in writing ability or English proficiency, the College has provided a Writing Lab to improve these skills.

The Reading Center. The Reading Center provides a Reading Improvement Program designed to help students build their reading efficiency. Students are tested and provided materials and equipment in accordance with their needs. The materials used are designed for independent study in the Center and are available free although students may purchase the text if they desire.

TRANSCRIPT

The transcript of a student's permanent course record is released only upon the written request of the student or former student and for authorized research purposes. The transcript is the official record of grades earned to date and includes the date of graduation, degree received, and date of withdrawal or dismissal. Official transcripts (with the College seal attached) are not released directly to the student, but are mailed directly to another college or authorized agency. The first transcript is sent without charge. For subsequent copies the fee is two dollars (\$2.00) for one transcript. If a request is for two or more copies to the same address, the fee is two dollars (\$2.00) for the first copy and fifty cents (50¢) for each additional copy. Payment must accompany the request.

III. BUSINESS AND FINANCE

PAYMENT OF FEES

All fees and expenses are to be paid prior to the beginning of each semester. Registration materials will not be furnished until all fees and expenses are satisfied in compliance with the following policy. A Permit to Register will be included with each student's registration materials and must be presented in order to enter the registration process. This permit will be issued to those students whose bills are paid in full, who are prepared to pay in full at registration, or who have College approved financial aid for any unpaid balance.

With the use of this Permit to Register, the student certifies that he/she has paid his/her bill in full prior to date of registration, or is prepared to pay in full at the Registration Center before registration is completed, or that they have College approved financial aid for any unpaid balance.

No student having unpaid fees and/or fines due for a previous session will be permitted to register until they are paid in full.

ADVANCE PAYMENTS: A Readmission Fee of \$10.00 is required of all students (commuters, boarding, part-time, and special). For new students, a \$15.00 application fee must accompany the application for admission; for the upper-class students, the payment must accompany the re-admission application and be made to the Treasurer before April 1 by those planning to return to college during the following session. This fee is not refundable, will not be transferred to another session, and will not be credited to the student's account.

For residence hall students (both new and upper-class), an advance payment of \$100.00, with a completed housing contract, will be required in order to hold the room reservation. Upper-class students wishing to reserve space in college housing facilities must return their housing contract together with their readmission application and \$110.00 advance payment to the Treasurer by April 1. The \$100.00 room deposit will be credited to the student's account when registration is completed in September. This payment is not refundable after May 1 except for personal illness certified by a physician, for unavoidable emergency or other extenuating circumstances approved by the Vice President for Business Affairs, or for upper-class students who do not have the required quality point rating by the end of the summer session.

DELINQUENT ACCOUNTS

Any unpaid bills are subject to the following regulation enacted by the Board of Visitors of Madison College which require (1) that no credit for college work may be given to any student for a diploma, or a teacher's certificate, or for transfer purposes, until all debts to the College, other than student loans, have been paid; (2) that students will not be eligible to take examination unless accounts are paid in full for the current session; and (3) that upon recommendation of the Vice President for Business Affairs and with the approval of the Vice President for Academic Affairs, students who are deficient in their accounts may be restricted from attending classes until satisfactory arrangements have been made for payment of their past due obligation to the College.

Prior to the end of a semester, students are expected to satisfy all financial obligations to the College. These obligations may include:

- Traffic Fines
- Library Fines and the return of all materials
- Residence Hall damage assessments
- Personal checks written with insufficient funds
- Other outstanding financial obligations

Students failing to satisfy outstanding financial obligations may not register for a subsequent semester (registration materials will not be furnished), will not receive their diplomas and will not have requests for their official transcripts honored.

REFUNDS AND REBATES

The following charges and refunds or rebates apply to students withdrawing from College or dropping classes and to late entrance and absences.

The room deposit for residence hall students will not be refunded after May 1st except for illness certified by a physician or for unavoidable emergency or extenuating circumstances approved by the Vice President for Business Affairs.

All refunds are calculated from the date on which withdrawal is officially approved by the Dean of Students.

Students who formally withdraw from the College before September 11th for the Fall session and January 22nd for the Spring session will be refunded all tuition and fees except a withdrawal

fee of \$15.00. Board and laundry fees will be pro-rated from Dining Hall opening date. **Room fees will not be refunded.**

Students changing status from full-time to part-time within these dates will only be charged the fees applicable to the remaining credit hours being carried.

Virginia resident students withdrawing or changing status between September 10th and October 22nd and between January 21st and March 5th will be refunded at the rate of \$8.00 per credit hour with maximum refund of \$120.00 plus pro-rata share of Board and Laundry fees. Non-Virginia resident students withdrawing or changing status between these dates will be refunded at the rate of \$16.50 per credit hour with a maximum refund of \$247.50 plus pro-rata share of Board and Laundry fees. After October 22nd and March 5th refunds will be for only a pro-rata share of board and laundry fees.

Students who withdraw due to illness certified by a physician or for unavoidable emergency or extenuating circumstances approved by the Vice President for Business Affairs will be refunded a pro-rata share of all fees. The dates for determining pro-rata refunds will be those stated in the College Calendar for the opening of the Dining and Residence Halls.

Enforced Withdrawal: Students whose connection with the College terminates because of disciplinary action or enforced withdrawal will receive a pro-rata refund of all fees except for room.

Late Entrance and Absences: No adjustment in the charge for room and board will be made for late entrances of ten days or less or for absences of less than fourteen days, except in case of hospital confinement where adjustment is made for absences of seven days or longer.

Campus Banking Facility: The Virginia National Bank operates a branch bank on the campus which provides full-banking service. The College urges students to make use of this service rather than risk the loss of funds.

VIRGINIA STATUS CLASSIFICATION

All initial determinations concerning classifications of in-state and out-of-state students for the purpose of paying fees are made by the admitting office. For further details of domiciliary in Virginia and the appeal procedure, contact the Office of the Comptroller.

Guidelines used by the College are furnished by the office of the Attorney General of Virginia as established in the Code of Virginia, Section 23-7 as follows:

"No person shall be entitled to the admission privileges, or the reduced tuition charges, or any other privileges accorded only to domiciliaries, resident or citizens of Virginia, in the State institutions of higher learning unless such person is and has been domiciled in Virginia for a period of at least one year prior to the commencement of the term, semester or quarter for which any such privilege or reduced tuition charge is sought, provided that the governing boards of such institutions may set up additional requirements for admitting students.

A person who enrolls in any such institution while not domiciled in Virginia does not become entitled to admission privileges, or reduced tuition charges or any other privileges accorded only to domiciliaries, residents or citizens of Virginia by mere presence or residence in Virginia. In order to become so entitled, any such person must establish that, one year before the date of his alleged entitlement, he was at least eighteen years of age or, if under the age of eighteen, he was an emancipated minor and he abandoned his old domicile and was present in Virginia with the unqualified intention of remaining permanently in Virginia after leaving such institution. The burden of establishing these matters by convincing evidence is on the person alleging them.

Notwithstanding marriage to a person who is not domiciled in Virginia, a person who is classified or classifiable at the date of his or her marriage as eligible to receive the privileges herein described, may receive or continue to receive such privileges until he or she abandons his or her Virginia domicile other than through any presumption of law attaching to the ceremony of marriage."

IV. STATEMENT ON RIGHTS AND RESPONSIBILITIES

Adapted from recommendations of Carnegie Commission on Higher Education by the Student Government Association, with the assistance of faculty and administrative staff.

Madison College considers that the preparation of the student for a productive role in society and the assistance to the student in fulfillment of himself as an individual in a social setting are among the major objectives of the college. Furthermore, it is realized that these processes are mutually effective; that is, students, staff and administration, all, through their interaction and various inter-relationships grow socially and individually. It is with these understandings that it becomes important to establish a statement of rights and responsibilities for students, realizing that comparable statements for the other members of the campus community are in existence in the Faculty Handbook and the Handbook for Classified Service personnel.

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

- I. As citizens, members of the campus enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others as are all citizens.
 - A. It is assumed that the student as a citizen has the rights of freedom of speech, freedom of the press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence and personal abuse.
 - B. The student as a citizen has right to be considered equally for admission to, employment by, and promotion within the campus in accord with the provisions against discrimination in the general law.
 - C. It is held that at Madison College the campus is no sanctuary from the general law and, furthermore, that the campus is a community of growth and fulfillment for all, rather than a setting described in the concept of in loco parentis.

- II. All members of the campus have other responsibilities and rights based upon the nature of the educational process and the requirements of the search for truth and its free presentation. These rights and responsibilities include:
 - A. Each member of the campus has the freedom, dependent upon level of competence, to teach; to learn; and to conduct research and publish findings in the spirit of free inquiry.
 - B. Members of the campus community have the right to pursue normal academic and administrative activities, including freedom of movement.
 - C. It is held by Madison College that students have the right to expect that records maintained on them contain only information which is reasonably related to the educational purposes or health and safety of the individual or others. Furthermore, it is assumed that the student has the right to protection from unauthorized disclosure of confidential material contained in college records.
 - D. Members of the campus community have the right to reasonable and impartially applied rules, designed to reflect the educational purposes of the institution and to protect the safety of the campus.
 - E. Members of the college community have the right to recourse if another member of the campus is negligent or irresponsible in the performance of his or her responsibilities or if another member of the campus represents the work of others as his or her own.
 - F. Members of the college community have the right to have their opinions about basic policy matters of direct concern to them heard and considered at appropriate levels of the decision making process. It should be noted that members of the campus who have a continuing association with the institution and who have substantial authority and security have an especially strong obligation to maintain an environment conducive to the respects and rights of others and fulfillment of academic responsibilities.
- III. The institution and any division or agency which exercises direct or delegated authority for the institution has rights

and responsibilities of its own. The rights and responsibilities of the institution include:

- A. The institution has a right and an obligation to provide an open forum for members of the campus to present and debate public issues.
- B. The institution has a right to prohibit individuals and groups who are not members of the campus from using its name, its finances, and its physical operating facilities for commercial or political activities.
- C. The institution has the right to prohibit members of the campus from using its name, its finances, or its physical and operating facilities for commercial activities.
- D. The institution has the right and obligation to provide, for members of the campus, the use of meeting rooms under the rules of the campus, including the use of space for political purposes such as political clubs; to prohibit the use of its rooms by individual members or groups of members on a regular or a prolonged basis as free headquarters for political campaigns; and to prohibit the use of its name, its finances, and its office equipment and supplies for any political purpose at any time.
- E. The institution has neither the right nor the obligation to take a position as an institution in party politics and public issues, except on those issues which directly affect its autonomy, its academic functions, the freedom of its members, and its financial support.
- F. The institution has a right and the obligation to protect the members of the campus and the visitors to it from physical harm, threats of harm, or abuse; its property from damage and unauthorized use; and its academic and administrative processes from interruption.
- G. The institution has a right to require persons on the campus to be willing to identify themselves by name and address and to state what connection, if any, they have with the college.
- H. The institution has the right to set reasonable standards of conduct in order to safeguard the educational process and to provide for the safety of members of the campus and the institution's property.

- IV. All members of the campus have a right to fair and equitable procedures which shall determine the validity of charges of violation of campus regulations.
 - A. The members of the campus have a right to expect that the procedures shall be structured so as to facilitate a reliable determination of the truth or falseness of the charges, to provide a fundamental fairness to the parties, and to be effective as an instrument for the maintenance of order.
 - B. All members of the campus have the right to know in advance the range of penalties for violations of campus regulations. The definition of adequate cause for separation from the campus should be clearly formulated and made public.
 - C. Charges of minor infractions of the regulations, penalized by small fines or reprimands (which do not become part of a permanent record), may be handled expeditiously by an appropriate individual or committee, but persons so penalized have the right to an appeal.
 - D. In the case of charges of infractions of regulations which may lead to a notation on a permanent record, or to more serious penalties such as suspension or expulsion, members of the campus have the right to formal procedures with adequate due process, including the right of appeal.
 - E. Members of the campus charged or convicted of violations of a general law may be subject to campus sanctions for the same conduct, in accord with campus policies and procedures, when the conduct is in violation of a campus rule.

V. COLLEGE POLICIES

Madison College, as an educational institution, has the responsibility to set reasonable standards of behavior in order to safeguard the educational process, protect individual and institutional rights and property, and insure the safety of all members of the College community. The following policies are intended to delineate, as clearly as possible, the College's expectations of its students relative to individual conduct.

1. ALCOHOLIC BEVERAGES — Possession or consumption of alcoholic beverages is expected to conform to the laws of the Commonwealth of Virginia. These, in summary, prohibit:
 - A. possession or use of liquor, wine, and beer by persons under 21 years of age (6.4 beer is permitted for those over 18)
 - B. consumption of alcoholic beverages in unlicensed public places
 - C. sale of alcoholic beverages without a license
 - D. public drunkenness

The Percy Warren Campus Center Restaurant facilities sell beer to students over 18. The ABC license applies only to this facility and only for beer. Any violation will jeopardize the continuation of the license and, therefore, the service. The staff of the Campus Center reserves the right to require adequate proof of age of the person requesting service.

The following regulations govern the use of alcohol in Residence Halls:

- A. Individual residence hall rooms and private suite lounges in the N-Complex Halls are the ONLY areas, other than the Campus Center Restaurant where alcoholic beverages may be consumed. Hallways, recreation rooms, reception rooms, unit lounges, chapter rooms, meeting rooms, and kitchens are not included in the definition of residence hall rooms.
- B. Storage of unopened beverages is permitted in residence hall refrigerators. Containers of alcohol which are to be transported through public areas must also be unopened.
- C. Kegs of beer and grain alcohol parties are prohibited.

- D. The sale of alcoholic beverages in residence halls is prohibited.
- E. Intoxication, excessive noise, and other activities which infringe on the rights of others as a result of the consumption or possession of alcohol are prohibited.

2. BICYCLES

- A. No bicycle may be kept anywhere inside academic buildings, administrative buildings or residence halls unless a designated area is provided.
- B. All bicycles may be registered with the Office of Security and each bicycle numbered. This system of registration is voluntary, but strongly encouraged to discourage vandalism or theft.

3. COMPLIANCE WITH OFFICIAL REQUEST

- A. No student shall fail to comply with a reasonable and lawful request or directions by members of the faculty, administrative staff members, residence hall staff members, or other employees acting in the performance of their official duties.
- B. No student shall fail to answer promptly summons from faculty members or administrative officers of the College.
- C. No student shall intentionally provide or give false information to a faculty member or college staff member acting in the performance of their official duties.

4. DANGEROUS PRACTICES — No student shall engage in any activity which shall endanger the lives or safety of others in any building or in any property owned or operated by the College. (Activities carried out in science classes or laboratories under faculty guidance are exempt from this policy.) This includes, but is not limited to, activities such as:

- A. The use or possession of any dangerous chemicals or explosive materials such as fireworks, firecrackers, gunpowder, etc.
- B. Inappropriate or dangerous activities involving, fires, open flames, candles, matches or other flammable materials in all residence halls, apartments, or in any other building owned or operated by the College.

- C. Blocking or in any way preventing the use of fire exit doors, residence hall room doors, and building hallways.
 - D. Improper use of electrical appliances or wiring as to create a fire hazard.
5. DEMONSTRATIONS — No student shall organize, plan, or participate in a demonstration or activity which does not comply with the Madison College policy on Demonstrations and Peaceful Assembly. (This policy is fully explained under the Administrative Policy section of this publication, Page 82.)
6. DESTRUCTION OF PROPERTY
- A. No student shall intentionally or maliciously damage or destroy property belonging to or in the care of the College or a member of the College community or a campus visitor.
 - B. Damage which is caused accidentally should be promptly reported to the Residence Hall Staff or appropriate College official. Failure to report accidental damage will be considered a violation of this regulation.
7. DISORDERLY CONDUCT — No student shall make or excite any disturbance or contention in, or near any residence hall or any other building owned or operated by the College.
8. DRUGS — No student shall distribute or possess an illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia and such distribution or possession is prohibited in any building or on any property owned or operated by the College. Students convicted of drug distribution charges in off-campus locations may be subject to College discipline.
9. FAILURE TO COMPLY WITH DISCIPLINARY DECISION — No student shall fail to comply with any disciplinary conditions imposed upon him by judicial body or hearing officer.
10. FALSIFICATION OF OFFICIAL INFORMATION
- A. No student shall alter or have in his possession an altered College identification card, nor alter or enter false information on an official College document.
 - B. No student shall provide false information or fail to provide current information to the College for the purpose of defrauding the College.

11. FIRE DRILLS AND FALSE ALARMS

- A. No student shall knowingly disregard a fire alarm signal or refuse to evacuate a building or a section of a building where a fire alarm is sounding.
- B. No student shall ring any bell or attempt to operate or trigger any mechanical or electrical components or combination thereof for the purpose of creating a false alarm.

12. FIRE FIGHTING EQUIPMENT — No student shall without authorization knowingly operate or tamper with any fire fighting equipment except for the purpose of extinguishing a fire.

13. INTERFERENCE WITH JUDICIAL PROCESS — No student shall engage in any activity which disrupts, unfairly influences, or obstructs the judicial processes of Madison College. This includes, but is not limited to, activities such as:

- A. Attempting to influence, intimidate or threaten any witness, board member, or other participant involved in a judicial proceeding.
- B. Inappropriate or illegal distribution, announcement, or publication of confidential judicial information, letters, or decisions.
- C. Giving false information to a judicial body or hearing officer.

14. LITTERING — No student shall drop, deposit, discard, throw or otherwise dispose of cigarette butts, bottles, cans, papers, food, or refuse of any kind in or near any building owned or operated by the College except in receptacles provided for that purpose.

15. OBSCENE CONDUCT — No student shall engage in lewd, indecent, or obscene conduct or expression on College property or in College owned or operated buildings.

16. PARKING — All motor vehicles to be parked on campus by members of the College community (faculty, staff and students) between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, must be registered with the Safety and Security Office within 24 hours after classes begin for a semester or summer session or on the first regular work day after bring a motor vehicle to campus.

Contact the Safety and Security Office for further information on the priority for student parking and visitor parking.

17. PERSONAL ABUSE — No student shall knowingly injure, threaten, offend, or degrade a member of the College community.
18. PETS — No student shall bring any pet belonging to them or under their control into any College owned or operated building, or chain a pet outside any academic building where it may disrupt classroom activity through barking or other noise. Violations of this policy will be handled as follows:
 - A. In or near classrooms, academic buildings, administrative buildings or Physical Education facilities, the person responsible for bringing the pet into the building will be asked to remove the pet immediately. If the individual refuses, or the owner cannot be found, Security Officers will be called and appropriate action taken.
 - B. In College owned or operated residence halls, houses, or apartment buildings, students found with a pet in their possession will automatically be given written notice that they are being charged \$15.00 for each pet and that they have 24 hours to remove the pet or pets. Students failing to remove their pets within the 24 hour period will be charged an additional \$15.00 per pet per day. Continued failure to comply with this regulation may result in termination of the housing contract.
 - C. Students bringing pets into the Warren Campus Center will be assessed a fee of \$15.00 for each occurrence.
19. PROJECTILES — No student shall throw or cause to be projected from a window, roof, or porch of any building owned or operated by the College any object or substance which has potential for defacing or damaging College or private property or causing personal injury or disruption.
20. RESIDENCE HALL SECURITY — Students may return to their residence halls after closing hours by use of keys provided in the residence hall. A student without a key may be admitted to the residence hall by contacting the College operator and asking for assistance of a security officer.
 - A. No student may lend his or her front door key to any other student or non-student.

- B. A student who enters or leaves the residence hall after a closing hour is responsible for securing the door.
- C. A student may not prop open or in any manner fix the door so that it will not properly close.
- D. Students are not to admit residents of the hall, other students, or non-students after the hall has been closed.

21. RESIDENCE HALL VISITATION

- A. All residence halls close no later than 12 midnight on Sunday through Thursday and no later than 2 a.m. on Friday and Saturday. The halls open at 6 a.m. Monday through Friday and at 8 a.m. on Saturday and Sunday. **No student of the opposite sex may enter or remain in any area of a residence hall (except a 24 hour study lounge) after the listed closing hours.**
- B. During the hours in which a hall is open to nonresidents, all guests of the opposite sex must remain in public areas of the residence hall unless an open-house period is in effect. Public areas will be designated for each residence hall. It is the visitor's responsibility to ascertain which areas in each hall are considered public for purposes of visitation.
- C. No student shall enter in or remain in non-public areas of a residence hall which houses members of the opposite sex except during specified open house periods.
- D. No student shall accompany, entertain, or host members of the opposite sex in non-public areas of a residence hall except during specified open house periods.

22. SMOKING — Smoking is not permitted in the following places: laboratories, music practice rooms, Latimer Shaeffer Theater, auditoriums, and classrooms.

23. SOLICITING, SELLING AND PUBLICIZING

- A. No student or student organization shall engage in advertising or selling **any** goods, services, or tickets or solicit for any purpose whatsoever on College property or in College operated buildings without first obtaining the written approval of the Director of Student Activities.
- B. Non-student and non-college related organizations may not sell or solicit on the campus for any purpose what-

soever without written authorization from the Vice President for Business Affairs. Non-students will not be given permission to solicit for personal gain.

24. SOUND-AMPLIFICATION EQUIPMENT — Various outdoor student activity programs require the use of sound amplification equipment. However, the College reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound amplification equipment on campus must be obtained from the Director of Student Activities in the Warren Campus Center.

25. THEFT — Madison College is committed to the protection of personal and community property and will deal very seriously with those individuals who violate the provisions of this regulation.

- A. No student shall steal or attempt to steal any money, property, or item of value belonging to the College or a member of the College community or a campus visitor.
- B. No student shall illegally use or appropriate any property belonging to the College or a member of the College community.
- C. No student shall in any manner defraud or fail to pay a debt which is legally owed to the College or a member of the campus community.

26. TRESPASS

- A. Any individual refusing to leave an area as directed by an authorized agent (e.g. a student renting the area, a residence hall staff member, or administrative officer or faculty member responsible for that area, or a Campus Police Officer) is guilty of trespass.
- B. Any unauthorized individual entering a College operated building or room which has been closed and/or locked shall be guilty of trespass.

27. UNAUTHORIZED ENTRY — No student shall enter or remain in a private room, office, or restricted area under control of another student, faculty member, or College official except by permission or invitation of the resident student or the appropriate College official or faculty member.

28. UNAUTHORIZED USE OF COLLEGE PROPERTY OR DOCUMENTS

— No student shall use, possess, or sell any parking decal, ID card, keys or official College documents issued by the College to another individual. Specifically this prohibits:

- A. Use, possession, or sale of a parking decal which was not specifically issued to and paid for by the student holding the decal.
- B. Use, possession or sale of a College identification card to obtain entry or services to which the individual is not entitled.
- C. Use, possession or sale of any College keys not specifically issued to the student.
- D. Use of official College documents by a student not authorized to do so.

29. VIOLATION OF ELECTION RULES — No student shall in any way tamper with or illegally influence voting or vote counting procedures or regulations as set forth by the Student Government Association for any campus election.

30. VIOLENCE TO PERSONS — No student shall engage or attempt to engage in any, form of violence directed toward another person or group of people. Any act or attempted act of violence occurring on campus or involving a Madison College student in an off-campus location will be referred to the Commonwealth Attorney in addition to any action taken by the College Judicial Council.

31. WEAPONS — No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the College. Rifles, shotguns, and bows which are to be used for hunting may be registered and stored one week before and during the appropriate hunting season. Weapons used for hunting must be checked out of the Security Office and removed from campus at the end of the appropriate hunting season.

VI. RESIDENCE HALL POLICIES

Madison College offers a variety of lifestyles and living arrangements within its residence halls and apartments. A common purpose shared by all Madison College residential facilities is for each living unit to offer its residents the opportunity to study and live in an environment which meets their educational, social, recreational, and personal needs. The following policies and procedures have been developed to facilitate the orderly operation of residence halls, safeguard the educational environment, and insure the safety of people and property.

1. ANTENNAS

Outside antennas of any kind on residence halls or college operated apartments and houses are prohibited. Students are advised that splicing or connecting with college owned cables and antennas is prohibited by law and could result in arrest as well as restitution for damage.

2. CANDLES

- A. Candles may be burned only if they are securely fastened in a glass or metal holder which protects the flame from coming into contact with combustible materials. The holder should be constructed so that it is not easily knocked over.
- B. Students are responsible for ensuring that all candles are extinguished during those times when the room is not occupied.
- C. Students who burn candles in a non-prescribed manner or at a time when the room is not occupied are guilty of a violation of the College Policy on Dangerous Practices and may be referred to the College Judicial Board.

3. DELIVERY OF PACKAGES

Package deliveries made to the residence halls will be accepted by the addressee or his/her designate only. The College accepts no responsibility for the loss of such deliveries.

4. ELECTRICAL APPLIANCES

Because of the hazard of fire and the limits on the amount of electricity which can be safely used on any given electrical unit, and the limited number of outlets in some halls, the following policies have been established by the City Fire Marshal and Campus Office of Safety and Security.

- A. Hot plates, space heaters, soup warmers, any appliances with an open heating element, air conditioners, refrigerators larger than 2.2 cubic feet, and televisions (in all up campus halls except Hoffman) are prohibited in student rooms.
- B. Heavy drawing appliances such as hair dryers, electric irons, televisions, and refrigerators are to be plugged directly into sockets, not into three prong socket attachments.
- C. Only one three prong socket attachment may be used per room. Light drawing appliances such as electric razors, radios, record players, and intensity lamps may be plugged into a three prong socket attachment.
- D. No more than one heavy drawing appliance may be plugged into a socket at one time.
- E. If extension cords are used, they should be of the heavy duty type.
- F. All appliances should be unplugged when leaving the room. This is especially important when leaving for a weekend or for vacation periods.
- G. No student shall place tape over, tamper with, or disconnect a circuit breaker or a fuse.
- H. Students have a responsibility for exercising good judgment in the use of electrical appliances in the residence halls.

5. FIRE ESCAPES

Fire escapes are not to be used to enter or exit from a hall except during a fire drill or in the case of an actual fire.

6. HALL OPENING/CLOSING

Students will not be admitted to residence halls or college operated housing prior to the announced opening time. All residence halls are closed during Thanksgiving vacation, Spring vacation, and semester break. No student may stay in a hall after it has been closed for a vacation period.

7. HOUSING CONTRACTS

The housing contract contains specific policy statements, concerning: keys, maintenance and damage charges, room inspection, as well as the terms of the contract. The housing contract should be read carefully since non-compliance with the provisions of the contract could result in termination of the contract.

Residents of the Showalter Apartments are required to read and sign a supplemental agreement which contains policies which apply specifically to the Showalter Apartments.

8. MOVEMENT OF FURNITURE

No student shall move college equipment or furniture within a residence hall or apartment from room to room without first receiving authorization from the Head Resident/Supervisor. Movement of furniture outside of any college operated building will be considered theft.

9. OPEN HOUSE

Madison College presently offers students seven different life style options. These are:

- Special occasion visitation only/no alcohol
- Weekend visitation/no alcohol
- Weekend visitation
- Five day visitation
- Seven day visitation, single sex hall
- Seven day visitation, coeducational hall
- Apartment style living—Showalter Apartments

The hours for visitation for the residence halls are as follows:

Monday - Thursday	12:00 noon to 12:00 midnight
Friday	12:00 noon to 2:00 A.M.
Saturday	9:00 A.M. to 2:00 A.M.
Sunday	9:00 A.M. to 12:00 midnight

The following policies are to be followed during all periods of Open House.

- A. Guests may be in non-public areas of a hall only during Open House hours. Non-public areas include hallways, stairways, elevators, floor or unit restrooms, suite-lounges, and student rooms. Guests may use main lounges during non-Open House hours but not prior to or past the normal hall opening and closing hours. Refer to Policy Number 16 for information on twenty-four hour study lounges.
- B. Guests must be escorted at all times by a member of the hall of which he/she is a guest.
- C. Students are responsible for the actions of their guests and should not have more guests at any one time than they can supervise and control.

- D. In the event of an individual violation, the guest/guests will be asked to leave the hall and the host/hosts and their guest/guests may be reported. Such violations will be heard by the appropriate Judicial Board. Non-residents who refuse to leave the hall are guilty of trespass and are subject to arrest.
- E. In cases of floor or section violation (parties, unescorted guests, or excessive noise), the residence hall staff member on duty may, at his/her discretion, terminate the Open House for the floor or section involved. If deemed necessary, the Open House may be terminated permanently or for a designated period of time for the floor, section, or hall by the College.

10. OVERNIGHT GUESTS

- A. Overnight guests of the same sex are permitted in residence halls and college operated apartments provided an unassigned bed is available or a roommate, suitemate, or friend has agreed in writing to the use of his/her bed by the guest. All guests are to be registered at the hall office. The written approval for the use of a bed is to be presented to the staff member at the time the guest is registered.
- B. The host is responsible for the activities of his/her guest while they are in the hall/apartment.
- C. Residents are urged not to have overnight guests during final examination week.
- D. Guests may not stay overnight for more than two consecutive nights without special permission from the Assistant Director of Residence Halls responsible for the specific residence hall.

11. PROPER CHECK-IN/CHECK OUT

- A. Students must check in at the Hall Office or with their apartment supervisor when moving in to their hall/apartment.
- B. Students must turn in their keys and have the condition of their room approved as part of their check-out from all college operated housing. This does not apply for students who are leaving their hall/apartment for vacation periods but does include those students who are

leaving their hall/apartment for their student teaching experience.

- C. Students who move into or out of college operated housing without properly checking in or out will be charged a fee of \$25.
- D. Students will also be held responsible for the additional expense incurred as a result of returning a room to usable condition.

12. QUIET HOURS

The College is committed to providing students with housing in which they may grow and develop both personally and academically. In order to achieve the type of environment which will make such growth and development possible, quiet hours must be established and maintained. The establishment and maintenance of quiet hours is the mutual responsibility of all residents of a specific hall/apartment. Therefore, the following are established:

- A. The residents of each hall are to determine their quiet hours by a 2/3 majority vote of the residents. This matter will be one of the first orders of business for new hall councils in the fall.
- B. Every residence hall will have quiet hours and these hours will be posted throughout the hall.
- C. Prior to the adoption of quiet hours for a new academic year, the quiet hours which were in force for the previous academic year will be in force.
- D. The approved quiet hours for each hall will be kept on file with the appropriate Assistant Director of Residence Halls.
- E. Students are asked to be considerate of the needs of others during times when quiet hours are not in force and govern the noise level of their stereos and gatherings accordingly.

13. RADIO, STEREOS, AND SOUND AMPLIFICATION EQUIPMENT

Radios, stereos, and sound amplification equipment may be used by residence hall students for their personal enjoyment so long as such equipment does not disturb or cause complaints from other students.

14. ROOM INSPECTION

- A. The College reserves the right to periodically enter col-

lege owned rooms to insure that safety precautions are being observed and that sanitary conditions exist.

- B. College owned rooms may also be entered for cleaning, painting, repairs, and maintenance.
- C. In the case of a routine inspection, residents will be given 24 hours advance notice.
- D. In the case of requested service or a maintenance emergency, a room may be entered without notice.
- E. Students who persist in living in unsanitary rooms will be assessed a fee for the cleaning of the room and may have their housing contract cancelled.

15. ROOFS AND ELEVATED PORCHES

Students are not allowed on roofs or elevated porches of residence halls due to the unsafe nature of their structure.

16. TWENTY-FOUR HOUR STUDY LOUNGES

Each residence hall may, through its student government, recommend that an area serve as a 24-hour study lounge. The Head Resident of each hall will approve or disapprove the recommendation. The designated area and the policies which apply shall be conspicuously posted throughout the hall. The following policies shall apply:

- A. Students planning to use a 24-hour study lounge must be in the hall when the hall is closed.
- B. Non-resident students who use the 24-hour study lounge must take the most direct route to and from the designated area and are not to enter the other areas of the hall.
- C. Non-residents must be escorted by a resident of the hall at all times while using the 24-hour study lounge.
- D. Non-students are not permitted to use the 24-hour study lounge except when permission has been granted by the Head Resident.
- E. Hosts are responsible for the action of their guests.

17. WATER BEDS.

Water beds are prohibited in college residence hall rooms and apartments because of their excessive weight and the danger to personal and college property from water.

VII. FOOD SERVICE REGULATIONS

The boarding contract obligates the college to feed the contract holder in the Dining Hall during established meal hours while the college is officially in session. The boarding student has the obligation to properly identify himself to gain admission to the dining area. Boarding contracts are not transferable, and non-boarding students and guests must pay established meal prices to gain admission to the dining area. Boarding contracts are guaranteed only to residence hall students, but may be made available to commuters with authorization of the Vice President for Business Affairs. Unlimited seconds are provided on all beverages and most food items; however, no food or beverage may be removed from the premises of the Dining Hall. Special medical diets are available at extra cost upon written recommendation of the Director of Health Services.

Posters, bulletins, table tents or any other form of advertising are not permitted in the Dining Hall. Announcements may be submitted to the office of the Food Service Director for publication in the Gibbons Hall Digest.

Solicitation and sales are not permitted in areas controlled by Food Service Department.

Coats, books and other bulky items may be left in the coat-rooms, but it is not advisable to leave valuable items there.

All arrangements for special food service must be made with the Catering Manager. Included are the following: field trips, receptions, dinners, coffee hours, picnics, cakes, etc. One week advance notice is preferred. Tentative arrangements for large banquets must be made one month in advance.

VIII. JUDICIAL PROCEDURES

I. INTRODUCTION

Whatever else a college may be, it is primarily a community of individuals who come together for the purpose of education. As with any community, it must establish behavioral boundaries which produce the type of environment and atmosphere necessary to best achieve its stated purposes and protect its academic integrity. The basic purpose of rules, regulations, and judicial systems must, of necessity, be to support and maintain an environment in which learning, growth, and maturity can take place. The disciplinary powers of the college and its judicial procedures should safeguard the educational process, protect the rights and freedoms of members of the community and insure the safety and security of people and property. The college has both a right and obligation to set reasonable standards of conduct consistent with the goals of the institution for students who voluntarily and willingly choose to become members of that college community. Students, in turn, have the right to fair and equitable procedures in the event they are ever charged with a violation of college policies.

Madison College views discipline and judicial proceedings as a part of the teaching process. As the United States District Court for Western Missouri has stated:

The discipline of students in the educational community is, in all but the case of irrevocable expulsion, a part of the teaching process. In the case of irrevocable expulsion for misconduct, the process is not punitive or deterrent in the criminal law sense, but the process is rather the determination that the student is unqualified to continue as a member of the educational community . . . In lesser disciplinary procedures, including but not limited to guidance counseling, reprimand, suspension of social or academic privileges, probation, restricting to campus and dismissal with leave to apply for re-admission, the lawful aim of discipline may be teaching in performance of a lawful mission of the institution.

(General Order on Judicial Standards of
Procedures and Substances in Review of
Student Discipline in Tax Supported
Institutions of Higher Education, 45 F.R.D.
133, 142 (W.D. Mo. 1968)

Judicial proceedings in the college community are administrative in nature rather than criminal and are not required to conform to the full extent of sophisticated procedures and rules demanded in a criminal law trial. The authority of the college to discipline stu-

dents for violations of its regulations and the power of the civil authorities to deal with violations of general law are clearly separate proceedings, each with a somewhat different nature and purpose. The aim of these proceedings is to arrive at fair and impartial decisions which insure that individuals assume full responsibility for their actions and insure the rights, freedoms, and safety of all members of this educational community.

II. STUDENT RIGHTS

1. The right to a fair and impartial hearing before a duly constituted judicial body or Hearing Officer.
2. The right to a presumption of innocence until proven guilty.
3. The right to be notified of the charges against him, the specific rule or policy violated, and the time and place of the judicial hearing at least forty-eight (48) hours prior to the hearing, provided the student has informed the College of his current address. If the student has not informed the College of his current address, the College has only to make a reasonable attempt to notify him at the last address the student provided. (This right may be waived in writing by the student if he so desires.)
4. The student shall have the right to an advisor of his choice, provided that person is willing to serve as an advisor, to assist and advise the student during the investigation. Such advisors shall be selected from the College Community, i.e. any full-time student who is a member in good standing. This right shall extend to all judicial proceedings and pre-trial investigation.
5. The right to confront his accuser and cross-examine all witnesses testifying against him.
6. The right to present witnesses to testify in his defense. The judicial body shall have the authority to limit the number of witnesses by a two-third (2/3) vote of those members present, in order to avoid unreasonable delays where the testimony would be repetitious or unnecessary.
7. The right to be present during the entire hearing (except for closed judicial deliberation) and know all evidence used in the proceeding. He may, however, elect not to appear and his failure to appear shall not be construed as an admission of guilt.
8. The student has the right to remain silent and such silence shall not be construed as an admission of guilt.

9. The right to be notified in writing of the decision or recommendation of the judicial body or Hearing Officer within ten (10) days of the date of his hearing.
10. The right to one appeal to a higher judicial body or College administrative official within five (5) working days of receiving the judicial decision for any of the following causes:
 - a. violation of due process and student rights
 - b. new evidence
 - c. inappropriate penalty

The Chairman of the appeals body or the Appellate Hearing Officer has the right to accept or reject all appeals.

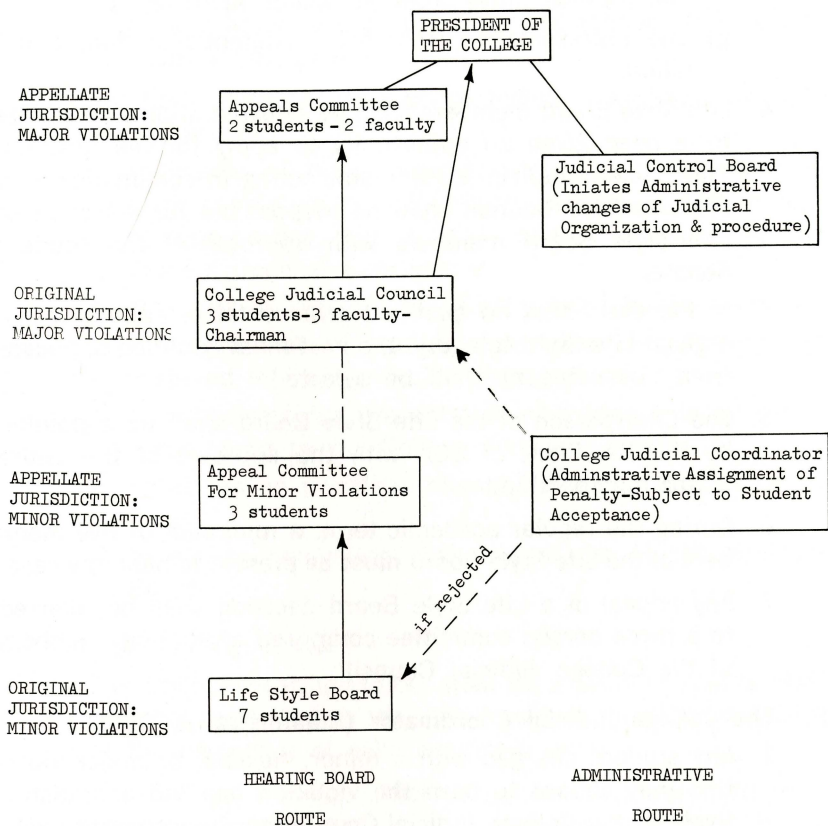
11. The right to have access to an official record of his hearing involving any major violation (cases heard by the College Judicial Council) for the purposes of preparing an appeal. This record shall be prepared at the student's expense and shall consist of either a written transcript of the hearing or a copy of the tape recording made at the hearing at the discretion of the College.

III. COLLEGE JUDICIAL SYSTEM

A. Life Style Board (Judicial Option)

1. The purpose of the Life Style Judicial Board shall be to act as the original hearing body for cases in which a student is charged with violation of a College or Residence Hall policy classified as "minor" under the College Judicial procedures. The Board shall also act as the original hearing body for "flexible" violations when assigned.
2. Each student charged with a minor violation may choose to have his case heard judicially by the Life Style Board or handled administratively by the College Judicial Coordinator.
3. The Life Style Judicial Board shall consist of eight (8) members selected as follows:
 - a) one representative from Life Style Options I, II, or III (no visitation and no alcohol, visitation on special occasion with no alcohol, and visitation on weekends with no alcohol).
 - b) one representative from Life Style Option IV (Visitation on weekends with alcohol).
 - c) one representative from Life Style Option V (visitation five days a week with alcohol).

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- d) one representative from Life Style Option VI. (Visitation seven days a week with alcohol).
 - e) one representative from Life Style Option VII (Coeducation Living).
 - f) one representative from Showalter Apartments
 - g) one representative from the off-campus student population.
4. Life Style Board members shall be selected after all students have been given an opportunity to apply for the position. The Student Judicial Coordinator acting in conjunction with the Executive Council shall be responsible for selection of Life Style Board members with approval of the Student Senate.
- In the event that no qualified representative applies within a given Life Style category, the next most qualified applicant from any category shall be selected.
5. The Chairperson of the Life Style Board shall be appointed by the President of SGA with the approval of the entire Board membership.
6. During the regular academic term, a minimum of five members of the Life Style Board must be present to hear any case.
7. Any appeal of a Life Style Board decision shall be referred to a three person committee composed of student members of the College Judicial Council.

B. The College Judicial Coordinator (Administrative Option)

1. Any student charged with a minor, flexible, or major violation may choose to have the violation handled administratively by the College Judicial Coordinator in accordance with the following:
- a) The student must be informed in writing by the College Judicial Coordinator of the charge(s) against him and sign a statement indicating that he wishes to plead guilty to the charge and waive his right to a formal hearing.
 - b) The College Judicial Coordinator informs the student verbally of the penalty which he will assign.
 - c) The accused student may either accept the penalty and sign a statement indicating his acceptance **or** may reject the penalty and request a hearing before the appropriate judicial body.

- d) If a student rejects the penalty assigned by the College Judicial Coordinator, the case shall be referred to the appropriate judicial body having original jurisdiction. **Under no circumstances** may the judicial body be informed of the accused student's original plea or the penalty which would have been assigned by the College Judicial Coordinator.
- 2. Additional duties of the College Judicial Coordinator include the following:
 - a) to handle all major correspondence and administrative matters related to the College Judicial system except correspondence and judicial matters assigned to the Student Judicial Coordinator.
 - b) to assist in the training of all judicial board members.
 - c) to insure that all student rights and due process are observed in College judicial proceedings.
 - d) to coordinate the presentation of evidence in all major cases heard by the College Judicial Council.
 - e) to act as an ex-officio member of the Judicial Control Board.
 - f) to act as non-voting chairman of the Honor Advisory Board.

C. College Hearing Officer

- 1. The College Hearing Officer shall be a Student Affairs staff member appointed by the Vice-President for Student Affairs at the beginning of each academic year.
- 2. The College Hearing Officer shall be empowered to hear cases involving major or minor violations under the following circumstances:
 - a) during the last two weeks of any regular semester or during the May term or during the Summer School session if the appropriate judicial body cannot hear the case.
 - b) in emergency situations involving interim suspension.
 - c) if the circumstances of a case are of such a personal nature that it would cause severe embarrassment or discomfort to either the accused student or any witnesses if the case were heard by the Judicial body having original jurisdiction.

3. Judicial decisions made by the College Hearing Officer are subject to the same appeal process as all other judicial actions.

D. College Judicial Council

1. Membership

The Council shall have a total of twenty-two members, two of whom (the Chairman and the Student Judicial Coordinator) will be non-voting members. Five of the members shall be faculty members, selected by the President, none of whom shall hold an administrative position higher than Head of a Department. Five of the members shall be students who are selected by the President of the College from the student body, exclusive of Student Government officers. The Student Judicial Coordinator shall be an ex-officio member, eligible to attend either the original hearing or the appeal hearing for each case, but he may not attend both.

2. Term

Appointment to the Council shall be on an annual basis. Reappointment shall be made with consideration to the need for continuity while maintaining a system of orderly rotation.

3. Chairman

The Vice-President of Student Affairs or his designate serves as Chairman of the Council with no vote. In case of a tie vote the ruling goes in favor of the accused to withdraw charges or lower the penalty.

4. Vice Chairman

The Chairman shall appoint a Vice Chairman to assume Chairmanship in the absence of the Chairman. The Vice Chairman shall have the same privileges and limitations as the Chairman when he presides as Chairman, and an alternate must substitute for him as a voting member on the Council.

5. For Cases of Original Jurisdiction

The above Council will be divided into two committees, one of four for the Appeals Committee, and one of seven for the Hearing Committee. The Vice-Chairman shall be Chairman of the Appeals Committee which shall be appointed by the President of the College from the members of the Council. In cases of Original Jurisdiction, in which the Chairman must

remove himself from presiding, the Chairman will appoint a Chairman Pro-Tem for the Hearing Committee from the regular membership to the Council. The Chairman Pro-Tem shall have the same privileges and limitations as the Chairman when he presides as Chairman, and an alternate must substitute for him as a voting member on the Council.

6. Decision

The decision of the Council is given to the President of the College and the accused student by the Chairman of the Council, in the form of a recommendation. If the student does not appeal the recommendation within five (5) working days, the President of the College reviews the case and informs the student of his decision. This decision is considered the final action of the College in this case.

7. Record of the Case

A complete tape recording is maintained for each case. This record is submitted to the President of the College.

The final recommendation to the President of the College is submitted in writing within twenty-four (24) hours of the conclusion of the hearing. The final decision is made by the President and he informs the student in writing. Copies of the decision are set to the parents (for students under 18 years of age), the Vice President for Student Affairs, and the members of the College Judicial Council. Notification of withdrawal will be sent to the Dean of Admissions and Records, the Vice President for Academic Affairs and the Vice President for Business Affairs. This notification will include only that information necessary for the office involved and not be a report of the disciplinary action itself. If the decision is to terminate or interrupt the academic progress of the student at Madison College, an entry is made on the Student's permanent record in the Records Office. If the student's progress is interrupted, this entry is purged upon completion of this interrupted period (suspension).

8. Grades

If the decision of the President of the College is to terminate or interrupt the progress of the student, the student will be withdrawn from the College effective the date of the decision. Grades will be based upon the principle applied for college withdrawals with no consideration for dates and no incom-

pletes ("WP" for courses which the Student is passing and "WF" for those which the student is failing).

9. Use of Advisors

The accused student may use as an advisor any student of his choice who is a full-time member of the Madison College community.

Students may request that a lawyer act as their advisor during their hearing by contacting the College Judicial Coordinator at least thirty-six (36) hours prior to the hearing. Permission to have a legal advisor may be granted to insure the accused student's rights under constitutional law. If permission to use professional legal advice is granted, the status of the advisor as a participant in the hearing does not change, and the College Judicial Coordinator may ask the legal advisor of the College to advise or speak for him.

10. Training of Council Members

The Chairman of the Council and the College Judicial Coordinator are responsible for the preparation of the members of the Campus Judicial Council for their responsibilities. Introductory meetings are to be conducted with those members selected for the following year, utilizing the assistance of the College Attorney and other appropriate assistance.

11. Excused Members

If any member of the Councils feels that he has such previous contact with the case of the students involved that he cannot render fair judgment, he must request that the Chairman excuse him from serving for that hearing. A voting alternate will be appointed in his place.

Should the Chairman, because of acquaintance with the case or student involved, feel that he cannot serve in his capacity, he will be replaced by the Chairman Pro-Tem.

The accused student may request that any member of the Council excuse himself whenever he can justify a plea of bias on the part of the member. The Chairman of the Council will decide on such challenges and, if appropriate, ask the member to excuse himself. If the Chairman is challenged, the Council will by a majority vote decide whether or not he should be requested to excuse himself.

12. Appeal Procedure

- a. in cases of original jurisdiction the student will be informed by the Hearing Chairman of the decision to be recommended to the President.

The student considering an appeal should notify the College Judicial Coordinator within twenty-four (24) hours that he wishes to secure a record of his hearing. The student will bear the expense of this process. If such a request is not made within twenty-four (24) hours, the original tape will be forwarded to the President of the College along with the Hearing Committee's recommendation.

Written request for an appeal must be received by the College Judicial Coordinator within 5 working days after the student has been notified of the recommendation. This request must specify the point(s) which the accused student challenges as defective.

- b. After receiving a request for appeal the Chairman of the Appeals Committee will decide whether to dismiss the appeal or hear the appeal. If the appeal is denied, the student will be notified in writing. The President of the College and the Chairman of the College Judicial Council will also be notified.

If the Appeals Chairman elects to hear the appeal, the student and the accuser will be notified in writing of the time, place, and the date of the appeal hearing.

The hearing is to be restricted to a consideration of the points raised in the appeal request.

- c. After examining records and hearing pertinent statements, the Committee will meet in executive session to consider its recommendation. If the appeal has included new evidence or contention of error, the Committee will vote first on innocence or guilt and then on the penalty. If only the penalty is in question, the Committee will first vote on whether or not to affirm the previous penalty. If the majority votes not to affirm, the Committee will then consider a new penalty which may in no case be more severe than that proposed by the original Hearing Committee.

The Chairman of the Appeals Committee will notify the

Chairman of the Judicial Council of the Committee's action. The Judicial Council Chairman will then submit a full report including documents and tapes of both original and appeal hearings to the President of the College.

E. Honor Council

See Section VII of this document.

F. Student Judicial Coordinator

1. The Student Judicial Coordinator shall be selected by the Executive Council and approved by the Student Senate.
2. The duties of the Student Judicial Coordinator shall be as follows:
 - a) to work with the College Judicial Coordinator in investigation of alleged violations of College policies
 - b) to assist in selection and training of Life Style Board members
 - c) to coordinate the presentation of evidence in minor cases before the Life Style Board
 - d) to participate as an ex-officio member of the College Judicial Council and the Judicial Advisory Board.
3. The term of office for the Student Judicial Coordinator shall run from April 15 of each year to April 14 of the following year.

G. Judicial Control Board

1. A Judicial Control Board shall consist of one faculty member, one administrator, and two students, with the Student Judicial Coordinator and the College Judicial Coordinator as ex-officio members.
2. One of the students will be appointed by the President of S. G. A. with the approval of Senate or can be the President of S. G. A. with Senate approval. The other student member shall be the Honor Council President.
3. The Judicial Control Board reports to the College Council and its duties consist of monitoring the actions of the Judicial System, insuring due process, and implementing all changes in the Judicial System.
4. The Judicial Control Board is also the policy making board of this Judicial System.

IV. JURISDICTION: MAJOR AND MINOR VIOLATIONS

The original jurisdiction for all judicial cases shall be assigned by the joint agreement of the College Judicial Coordinator and the Student Judicial Coordinator. The Vice President for Student Affairs has final authority in deciding which judicial body shall hear each case in the event of a conflict.

A. "Major Violations" are those in which the student may be in jeopardy of separation from the college and are usually assigned for hearing to the College Judicial Council except during the last two weeks of any college term. The following policies (in abbreviated form) are generally considered major violations (See pages 33-46, for the complete description of any policy):

1. Improper demonstrations
2. Disorderly conduct
3. Use of possession of illegal drugs
4. Failure to comply with a disciplinary decision
5. Falsification of official information
6. Personal abuse
7. Trespass
8. Violence to persons
9. Unauthorized use or possession of weapons
10. Theft
11. Interference with Judicial Process
12. Campus Election Rules

Additionally cases will be considered major violations which involve any of the following:

1. Repeated violations of any college regulations and policies.
2. Cases involving the use of campus Security Officers or civil police
3. Cases involving prosecution in criminal courts which affect the College's pursuit of its educational mission.
4. Cases involving multiple violations of college or Residence Hall policies in one incident.

B. "Flexible Violations" are those which may be considered to be either major or minor depending on the circumstances involved in each case. Determination as to jurisdiction will be assigned as outlined earlier for violation of the following policies:

1. Obscene Conduct
2. Compliance with an official request
3. Destruction of Property
4. Fire Drill and False Alarm
5. Unauthorized Entry
6. Projectiles
7. Residence Hall Visitation
8. Dangerous Practices (including use of possession of fireworks)

C. **"Minor Violations"** are generally assigned to Life Style Boards for hearing if the student involved has not been convicted of any previous violations. Infractions of the following policies are usually considered violations:

1. Alcoholic Beverages
2. Bicycles
3. Fire Fighting Equipment
4. Littering
5. Smoking
6. Soliciting, Selling, and Publicizing
7. Sound Amplification Equipment
8. Candles
9. Pets
10. Quiet Hours
11. Residence Hall Security and all Residence Hall policies (pages 41-46)

The College reserves the right to develop and implement new policies or regulations not presently included in this document. It is the responsibility of the College to make a reasonable attempt to inform the student body of any change in or addition to the current policies and regulations and to indicate whether an infraction of the policy is to be considered a major or minor violation.

V. PENALTIES

Any student found guilty of violating any of the regulations or policies of Madison College may be subject to one or more of the following penalties:

A. Fines

Fines may be imposed by any judicial body or hearing officer and shall be no less than \$3.00 and not greater than \$50.00 depending upon the degree of the infraction. All payments are in cash only and are to be made to the College Cashier in Wilson Hall within two weeks of notification of judicial decision. Failure to pay the fine will result in further judicial action and the imposition of more severe penalties.

The money collected from fines will be used for emergency loans for students in need. The use of this money will be authorized by the President of the Student Government Association and the Dean of Students. No other use of these monies will be authorized.

B. Special Assignments

In certain cases a judicial board may assign a work penalty or other special assignment as an alternative to a monetary fine or in conjunction with other penalties assigned by the judicial body. Work penalties are to be completed by a specified date (set by the judicial board), and failure to complete a special assignment may result in the imposition of more severe sanctions.

C. Disciplinary Probation

The accused student is notified in writing that he has been found guilty of a serious violation of College policies or regulations and that conviction of any further violations of any nature will be justification for consideration of suspension within the range of appropriate penalties. Probation shall be for a specified period of time and may include loss of privileges or eligibility to participate in extra curricular college activities at the discretion of the judicial body or Hearing Officer.

D. Suspension from the Residence Hall

The student loses the privilege of living in the college residence halls for a specified length of time after which time he is allowed to reapply for residence hall living, through the Director of Student Life, and will be admitted provided there is space available.

E. Expulsion from the Residence Halls

The student loses the privilege of living in college residence halls at any time.

F. Restitution

Reimbursement by the student to the College or a member of the College community to cover the cost of damage to or misappropriation of community or personal property.

G. Suspension

Suspension means that a student is suspended from Madison College for a specified length of time after which he is allowed to return to the College. Judicial bodies may only recommend suspension to the President of the College who is the only official empowered to actually suspend any student.

H. Expulsion

The student loses the privilege of attending Madison College as a student and is permanently separated from the College. Judicial bodies may only recommend expulsion. The President of the College must review and make the final decision on any expulsion penalty.

I. Range of Penalties Assigned to Each Judicial Body and Hearing Officer

1. **Life Style Boards** may assign any of the following penalties:

- a. Fines
- b. Disciplinary Probation
- c. Suspension from the Residence Halls
- d. Expulsion from the Residence Halls
- e. Restitution
- f. Special Assignments

Additionally they may recommend a more severe penalty to the College Judicial Council if they feel that the violation warrants such a recommendation.

2. **College Judicial Coordinator** may assign any penalties listed in sub-section A through H.

3. **Hearing Officer** may assign the same penalties as The College Judicial Council.

4. **College Judicial Council** may assign any of the entire range of penalties listed in sub-section A through H.

J. Guidelines for Assignment of Penalties

In order to maintain fairness and uniformity in the assignment of penalties for certain offenses the following guidelines should be observed:

1. Any person found guilty before Life Style Boards for a first violation of Open House Regulations will be fined not less than \$5.00 and not more than \$25.00.
2. Any person found guilty of a first infraction of the Alcoholic Beverage Regulation will be fined not less than \$5.00 and not more than \$25.00.
3. A second conviction for any College policy violation will be looked upon as a serious matter and may result in a recommendation for suspension from the College.

VI. JUDICIAL PROCEDURES

A. Charges

1. A charge may be made at the Dean of Student's Office (Alumnae Hall) to the College Judicial Coordinator or Student Judicial Coordinator by any person alleging that a student has violated a college policy or regulation and giving the relevant details of the violation.
2. The Student Judicial Coordinator and the College Judicial Coordinator will conduct an investigation of all minor charges to determine:
 - a. the validity of the charge, and
 - b. whether there are grounds for a formal charge and the initiation of judicial proceedings.

The College Judicial Coordinator will supervise investigations of major violations.

3. If the investigation produces sufficient cause to believe that a violation of College policies has taken place, the student will be contacted by mail, informed of the charge, and asked to make an appointment with the College Judicial Coordinator at the Office of the Dean of Students (phone 6167). The student may bring his advisor to this meeting if he so desires. At this meeting, the College Judicial Coordinator will explain the charges against the student, inform him of his rights and judicial procedures, and in the case of a minor violation, allow him to choose between having his case heard by a judicial board or by a handled administratively. If a student fails to make an appointment with the College Judicial Coordinator within three days after being properly notified, the case will automatically be referred to the appropriate judicial body for hearing.

4. Proper notification shall consist of written notice mailed to the student's last address on file with the college or placed in his assigned student mailbox. The notice will be considered received one day following the date the notice is posted at a U. S. Post Office facility or placed in the student's mailbox. This shall apply to notification of both judicial conferences, official judicial hearings, and judicial decisions.

B. Hearing Procedures

1. All hearings are open unless the accused student requests a closed hearing. If the number of spectators or disorderly behavior disrupts the judicial hearing in any manner, the judicial chairman may order any or all spectators to leave the hearing room. The chairman may also prohibit the use of cameras or unauthorized tape recording equipment.
2. The accused student shall receive all the rights guaranteed in the student rights section of this document, including the right to present his defense and cross-examine all adverse witnesses. The student's advisor is prohibited from addressing the judicial body or cross-examining any witnesses except in major cases heard by the College Judicial Council or the College Hearing Officer.
3. The appropriate college staff member or accuser has the right to question all defense witnesses and the accused student.
4. The order of a judicial hearing will generally proceed in the following manner:
 - a. Introduction of the board
 - b. Answer any questions concerning rights or procedures
 - c. The statement of charges is presented
 - d. The accused student enters a plea:
 1. not guilty
 2. guilty
 3. withhold plea pending presentation of the evidence
 - e. Presentation of evidence against the accused student:
 1. each witness is called individually
 2. the accused student or his advisor (in major cases) is given opportunity to question each witness
 - f. Presentation of evidence in favor of the accused student:
 1. each witness is called individually

2. The accuser or college representative is given opportunity to question each witness
 - g. The board members may question the witnesses as they are called.
 - h. The Judicial Coordinator or person bringing charges presents his concluding remarks.
 - i. The accused student or his advisor (in major cases) may present concluding remarks and enter a plea if one was not entered previously.
 - j. All are excused from the hearing room except judicial board members.
 - k. The board will consider only information introduced in the hearing and deliberate until a decision is made as to guilt or innocence. The decision is based on the preponderance of the evidence and is decided by a simple majority vote.
 - l. If the decision is guilty, then the board decides on an appropriate penalty, using a simple majority vote.
 - m. The decision is announced in the presence of only the person(s) bringing charges and the person charged and the advisor.
 - n. The student is informed of his/her right of appeal and the appropriate procedure for initiating an appeal.
5. The chairman of the judicial body shall have the right to limit the length of testimony of any witness or participant in the hearing if it appears to be repetitious or does not contribute positively to the fair and efficient adjudication of the case currently being considered.
6. Hearing Officers will follow the same procedural guidelines as regular judicial boards except that a student may enter a written plea of guilty and waive his right to an extensive judicial hearing. If the student wishes to do this, the Hearing Officer will accept the guilty plea and decide only on an appropriate penalty after a statement by the accused student concerning any extenuating circumstances which may have affected his/her involvement in a violation. Decisions made in this manner may only be appealed on the basis of harshness of penalty.
7. If an accused student refuses or fails to appear at a hearing after being properly notified, the judicial body shall hear

the case on the basis of the evidence accumulated as a result of the investigation and the testimony of witnesses and notify the accused student of the decision.

8. An accused student may request one postponement of a judicial hearing by contacting the College Judicial Coordinator (phone 6167) **at least 24 hours prior to the scheduled hearing.** Adequate cause for postponement must be demonstrated.
9. A minimum of five (5) members must be present in all Life Style Board meetings in order to hear a case.
10. Any alleged minor violation which takes place during the last two weeks of any semester or school term will be heard by a Hearing Officer if the case cannot be scheduled before the appropriate judicial board.
11. When a student commits a major violation during the last two weeks of any semester or school term, if the case cannot be scheduled before the College Judicial Council, the student may choose, providing he is not a graduating senior, one of the following options in the adjudication of his case:
 - a. The case may be heard immediately by the College Hearing Officer provided witnesses are available. (This is the only option available to graduating seniors.)
 - b. The case may be heard at a regular meeting of the College Judicial Council when the next school term begins provided witnesses are available. (Not applicable to graduating seniors.)
 - c. For cases occurring at the end of Spring semester, the accused student may request that the case be postponed during the summer and heard as soon as possible after the beginning of the Fall semester provided the witnesses are available. (Not applicable to graduating seniors or Summer School students.)

If the student wishes to have his case heard when witnesses are not available, he may waive in writing his right to cross-examine the witnesses and the written statements of all witnesses will then be accepted as legal evidence and testimony by the judicial body or hearing officer. The accused student may, however, challenge the testimony given in these statements by presenting witnesses in his own behalf.

12. The Judicial Board Chairman or Hearing Officer rules on the admissability of all evidence introduced during the hearing. Because the hearing is administrative, rules of criminal evidence do not apply.

C. Emergency Procedures

1. If the College President or his designee determines that the presence of an accused student presents a clear and present danger to the orderly operation of the College or to the safety and welfare of members of the College community, the President or his designee may immediately suspend that student.
 - a. The suspended student may within 48 hours of being notified of such suspension, request an informal hearing before the College Hearing Officer to determine only the validity of the suspension and to determine if the interim suspension should continue.
 - b. A formal judicial hearing shall take place within seven (7) working days of the date of the interim suspension hearing to fully adjudicate the case.
2. If the President of the College determines that additional judicial bodies are required during an emergency situation to hear cases involving major violations, he shall be empowered to appoint Emergency Judicial Councils.
 - a. These Emergency Judicial Councils shall be composed of four (4) student members and four (4) faculty members with a non-voting faculty chairman. All members shall be appointed by the President.
 - b. These Councils shall operate under the same procedures and have the same powers as the College Judicial Council.
 - c. Decisions of these bodies may be appealed to the Appeals Committee of the College Judicial Council.
 - d. These Councils shall be dissolved when all cases arising from the particular emergency situation which necessitated their creation have been fully adjudicated.

D. Appeals

1. Any student found guilty by a Judicial body or Hearing Officer shall have the right to appeal for cause within five (5) working days of receiving notice of decision by filing a written

petition for appeal with the College Judicial Coordinator at the Office of the Dean of Students. Any other party, including the College, significantly affected or injured by the decision may also petition for appeal.

2. Decisions as to whether to hear or reject the appeal should be made by the appropriate judicial board chairman or Hearing Officer within 48 hours of the filing of the request for appeal. If there is inadequate time for a judicial body to hear an appeal, it must then be heard by a Hearing Officer.
3. Appeal hearings will be concerned only with the points raised in the written appeal form.
4. Appeal bodies and Hearing Officers with appellate jurisdiction may take the following actions:
 - a. affirm the findings and penalty of the lower judicial body or Hearing Officer
 - b. determine new findings and/or increase the penalty (only in appeals brought by an affected party other than the accused student)
 - c. reduce the penalty
 - d. dismiss the charge(s) against the student
5. A student found guilty of a violation may not be given a more severe penalty as the result of his or her decision to appeal to a higher judicial body. If the appeal is brought by another affected party, including the College, the decision may be changed and a more severe penalty assigned.
6. The College in adopting an adjudicatory system with extensive participation by students and faculty recognizes that imperfections in procedures and errors in rulings of judicial bodies are inevitable. Appellate bodies reviewing appeals based on technical, procedural, or interpretative errors will act upon two principles: first, that the disciplinary format adopted by the College is administrative and not judicial in spirit and that considerable latitude of discretion must be permitted if excessive judicialization and legalisms are to be avoided; second, that only errors that significantly prejudice or may reasonably have prejudiced in a significant way the interests of an accused student are to be grounds for reversal. Further, only the party so prejudiced may appeal such errors. Further, the provisions of this Resolu-

tion as to scope of review are to be applied in manner calculated to achieve substantial justice and not to be results forced by technicalities.

E. Changes and Amendments

The procedures, definitions, and powers described in this document are subject to change by the President or Judicial Control Board at any time. If any change is deemed necessary, such changes shall continue to guarantee a fair hearing with the full protection of due process as defined by the Courts. Students shall be informed in writing of any changes in this document.

VII. SUMMER SCHOOL

Section 1. There shall be a summer session Life Style Board who, in conjunction with the regular Hearing Officer, shall hear cases, involving minor violations during the summer school.

Section 2. A Committee composed of the Student Judicial Coordinator and Life Style Board Chairperson shall nominate seven (7) students to this Board who plan to attend the summer session. Individuals nominated must be approved by the Executive Council of Student Government. Students with previous Board membership will be given preference over students who do not. Should vacancies exist when the summer session convenes or otherwise occur, the summer Student Government President shall appoint members from the summer student body with approval of the Student Judicial Coordinator.

Section 3. Should the Student Judicial Coordinator not attend any of the summer sessions, the Vice-President of the summer Student Government shall act as Student Judicial Coordinator.

Section 4. The Student Judicial Coordinator shall nominate a secretary from the summer Social Conduct Board with approval of that Board.

Section 5. The appeal body of the summer Life Style Board shall be the summer Judicial Council or the College Hearing Officer, at the discretion of the defendant.

Section 6. All trial rights, procedures, and processes included in this Handbook not inconsistent with this summer session article shall apply to the summer sessions.

IX. THE CONSTITUTION OF THE HONOR SYSTEM OF MADISON COLLEGE

PREAMBLE

We, the students of Madison College, recognize that every community has privileges and ideals. In the interest of the student body, the individual must respect these ideals, believing that through personal actions and attitudes the members of such a community will strive to uphold the high standards of honor. Desiring to assume the responsibility of upholding individual and community integrity we have organized this honor system, under which each student is expected to observe complete honesty in all academic matters and to assume responsibility in cases in which honesty is violated.

Article I. NAME

This Honor System shall be administered by the Honor Council of Madison College, Harrisonburg, Virginia.

Article II. GENERAL ASSOCIATION

Section 1. Every student who matriculates at Madison College, whether graduate or undergraduate, becomes a member of the Honor System. As such, the student is responsible for gaining an understanding of the Honor System and for upholding its principles. Each student must sign an Honor Pledge card prior to admission to Madison College.

Section 2. It shall be the duty of the Honor Council:

- A. To hear all referred cases concerning violations of the Honor System and to impose any penalties for the violations thereof.
- B. To see that the Honor System is explained to all students, particularly to the incoming freshmen, transfer students, and new faculty members.

Section 3. The Honor Council shall be financed by the Campus Fees Committee.

Article III. ORGANIZATION

Section 1. There shall be an Honor Council composed of a President, Vice-President, and two representatives from each undergraduate academic school and one representative from the graduate school.

A. Selection Procedures

1. The President and Vice-President shall be elected by majority of the members of the student body voting in a general election held in the third eight weeks of the academic year and shall take office the fourth eight weeks to serve one full year. Any full-time student in good standing shall be eligible to run for President or Vice-President of the Honor Council. In the event that no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the greatest number of votes in the first election.
2. Each undergraduate academic school (i.e. arts and sciences, education and business) shall nominate two full-time students to act as representatives on the Honor Council. These students shall be nominated during March of each academic year and, if approved by the Honor Advisory Board, shall serve a complete one year term, provided they remain as full-time students in good standing with the College.
3. The graduate school shall nominate in September of each academic year one student to act as a representative on the Honor Council. This representative, after approval by the Honor Advisory Board, shall serve a complete one year term provided he/she remains as full-time student in good standing with the College.
4. The Dean of each School in consultation with the School or Departmental student advisory committees shall be responsible for nominating representatives to serve on the Honor Council. Each school shall provide an opportunity for interested students to apply for the position.
5. When a vacancy occurs, the Honor Advisory Board shall request a new nomination from the Dean of the School involved. After approval, the new representative shall serve for the portion of the one year term remaining at the time of selection.

B. Duties of the Officers

1. President—The President of the Honor Council shall serve as the chief executive officer for the Honor System at Madison College. The specific duties include the following:
 - a) The President or his designee shall act as Chairman

- of all Honor Council hearings. The Chairman shall control the general order of the hearing, insure that information on both sides is adequately presented, rule on any questions of evidence, procedure or due process, and announce and prepare in writing the findings and decision of the Honor Council in each case.
- b) The President shall be responsible for developing and coordinating on-going orientation programs for new students and faculty members at Madison College.
 - c) The President shall be responsible for working with the Honor Council Coordinator (See Article III, Section 2) to insure that each alleged violation is fully investigated, and when necessary, that a fair hearing is held to determine the validity of all charges.
 - d) The President shall be responsible for maintaining adequate communication on Honor System matters with the President of SGA, the Academic Vice President and all School Deans, the College Judicial Coordinator, and the student body in general.
2. Vice President—The Vice President shall assume all specific Presidential duties in the absence of the President. Additional duties include the following:
- a) The Vice President shall act as Chairman of Honor Council Hearings whenever designated by the President to do so.
 - b) The Vice President shall be responsible for the preparing of Honor Council budget, overseeing the expenditure of all funds, and for keeping financial records in good order.
 - c) The Vice President will serve as chairman for any special Honor Council committees when designated by the President and shall assist the President in any way necessary.
3. Secretary—The Secretary shall be elected by the members of the Honor Council and shall have the following duties:
- a) The Secretary shall be responsible for insuring that a complete tape-recorded record is made of all hearings.
 - b) The Secretary shall be responsible for transcribing an accurate record of any Honor Council hearing which is later appealed to the College Judicial Council.

- c) The Secretary shall be responsible for distributing to the accused student, the Dean of Students, the President, written copies of the findings and decision of the Honor Council in each case.
- d) The Secretary shall be responsible for keeping all Honor Council files and records up to date and in order.
- e) At the discretion of the President, the Secretary shall be responsible for notifying all Honor Council representatives in the event of a hearing or business meeting.

C. Duties of the Honor Council Representatives

- 1. Honor Council representatives shall collectively act as the hearing body for all alleged Honor System violations and, as such, shall be responsible for attending all hearings to which they are assigned.
- 2. Honor Council representatives shall be responsible for representing their individual schools and communicating with both the students and faculty on all matters concerning the Honor System.
- 3. Honor Council representatives shall be responsible for actively participating in the development and implementation of an Honor System orientation for new students and faculty.
- 4. Honor Council representatives shall be responsible for actively participating in the development and implementation of special projects and communication methods which increase both awareness of/and support for the Honor System within the Madison College Community.
- 5. Because of the nature of the position, each Honor Council representative and officer shall be responsible for personally upholding the principles embodied in the Honor System at Madison College. A member of the Honor Council shall be expected to demonstrate behavior and integrity which is above reproach.

D. Removal from the Honor Council

- 1. Any member of the Honor Council, including both elected officers and representatives, may be removed from membership on the Honor Council for violations of the Honor Code, major violations as described by the College Judicial Council, academic ineligibility, and failure to fulfill any of the duties described in this Constitution. A full written

statement describing the reasons for removal and the procedures to be followed must be given to an accused member at least one week prior to the final vote of the Council.

2. The entire Honor Council must vote on the removal of any member. A two-thirds majority vote is needed for removal, but the member being considered for removal shall not vote or participate in closed deliberation.
3. In the event that the President is removed from the Honor Council the Vice President shall become the President. A new Vice President shall then be elected by the entire Honor Council from the current membership of the Council and a new representative shall be appointed from the School which the newly elected Vice President formerly represented. This procedure shall also be followed in the event that the Vice President is removed from office.

Section 2. There shall be a Student Honor Council Coordinator appointed during the first half of the fourth eight weeks by the Honor Council Advisory Board. His duties shall be to work with the College Judicial Coordinator in investigating alleged violations of the Honor Code. If, after investigation, there is sufficient evidence to justify a hearing, the Honor Council Coordinator shall notify the student involved of the Hearing date, insure that all witnesses are present, and full report during the hearing all evidence which has a bearing on the case in question.

Section 3. There shall be an Honor Advisory Board consisting of the President and Vice President of the Honor Council, the Vice President for Academic Affairs, the Honor Council Coordinator, Student Government Vice President, and two faculty members chosen by the Honor Council. The College Judicial Coordinator shall act as non-voting Chairman of the Honor Advisory Board. It shall be the duty of the Honor Advisory Board:

- A. To approve the nominations submitted by the individual schools for Honor Council positions.
- B. To appoint replacements to the Honor Council in case of vacancy.
- C. To appoint the Student Honor Council Coordinator.
- D. To act individually and collectively in an advisory capacity to the Honor Council.

- E. To make minor procedural and policy changes in the implementation of the Honor System and the conduct of investigations and hearings.

Section 4. There shall be a Summer Honor Council composed of a chairman, and at least three representatives selected from the summer study body.

- A. The chairman of the Summer Honor Council shall be the President or Vice President of Honor Council if either shall be available. If neither officer shall attend the summer session then a chairman shall be selected by the entire Honor Council during the fourth eight weeks and appointed to serve throughout the summer.
- B. Any bona fide representative on the Honor Council shall continue to serve on the Summer Honor Council if the representative shall be available.
- C. In the event that less than three regular representatives shall attend summer school, the entire Honor Council shall select additional representatives, as necessary, during the fourth eight weeks so that a minimum of three representatives shall be available for Honor Council hearings during the summer term. More than three representatives may be appointed but in no case may the number exceed the size of the regular Honor Council. All members must be approved by the Honor Advisory Board.
- D. All provisions of the Constitution regarding duties and responsibilities of Honor Council members shall fully apply to the Summer Honor Council.
- E. The Honor Council Coordinator shall continue to serve during the summer session when available. If the Coordinator is not available, he shall nominate a summer substitute who must be approved by a two-thirds vote of the Honor Advisory Board.

Article IV. MEETINGS

The Honor Council shall meet at such times designated by the President, or in his absence the Vice President, for any purpose deemed necessary, including hearings, business meetings, or orientation.

Article V. JURISDICTION

The Honor Council shall have original jurisdiction over all cases involving academic dishonesty in any form. This includes, but is not limited to, activities such as:

- A. Cheating or obtaining unauthorized aid in any manner during any examination.
- B. plagiarism—deliberately copying or using another person's ideas or writings without acknowledgement of their true source.
- C. illegally obtaining or attempting to obtain unauthorized prior knowledge of examination or test materials.
- D. selling or giving to another student copies of tests or examinations.
- E. the use of a commercially prepared term paper or research project.
- F. giving illegal aid during an examination or taking an examination in the place of another student.
- G. violation of any specific provisions given in advance by a professor concerning assistance on tests, term papers, and reports prepared outside the classroom.
- H. falsifying class attendance or course registration
- I. making unauthorized changes in any reported grade or on any official report form

At the discretion of the Honor Council, a case involving a violation of the Honor System may be referred to the College Judicial Council for original hearing.

Article VI. PENALTIES

Section 1. In determining penalties the Honor Council shall take into consideration the following:

- a. whether the student reported himself or was reported by another student or faculty member
- b. the degree of seriousness of the violation
- c. the student's record of previous judicial or Honor Council convictions, and
- d. the age and class level of the student involved.

Section 2. The Honor Council shall have the power to assign the following penalties:

- A. **Written Warning**—A formal letter written to the student stating the specific violation and the finding of the Honor Council. A copy of the letter shall be placed in the student's personnel record kept in the Dean of Student's Office. The record of a written warning may affect the penalty assigned if the student is found guilty of any further honor code violations during the remainder of his enrollment at Madison College.
- B. **Probation**—An action placing the student convicted of an Honor violation in the position of being subject to immediate suspension if he/she is convicted of any additional violations of either the Honor Code or the College policies. Probation shall be set for a definite period of time, not less than one semester, and may be accompanied by specific conditions or restrictions determined by the Honor Council at the time the penalty is assigned.
- C. **Suspension**—The Honor Council may recommend suspension from the College for a student found guilty of an Honor Code violation. Suspension shall be recommended for a definite period of time. All recommendations for suspension shall be reviewed by the College Judicial Council and forwarded to the President with a recommendation for final decision.

Section 3. A record of all convictions of honor code violations shall be entered into the student's file in the Dean of Student's Office. Additionally, suspension shall be noted on the student's transcript in accordance with College policy.

Article VII. PROCEDURES

Section 1. Any individual (faculty, student, administrator) who becomes aware of or witnesses a possible violation of the Honor System shall report the violation as soon as possible to either the Honor Council Coordinator in the Honor Council Office in the Warren Campus Center (6383) or to the Associate Dean of Students (College Judicial Coordinator) in Alumnae Hall (6167). A student who commits an Honor System violation shall be responsible for reporting himself.

Section 2. All reports of possible violations of the Honor System shall be investigated by the Honor Council Coordinator. The Co-

ordinator shall interview and obtain written statements from all individuals involved, including the accused student and all relevant witnesses. The Coordinator and the President of the Honor Council shall jointly decide if there is sufficient evidence of an Honor System violation to justify an Honor Council hearing. In the event of a divided opinion on the question of referral of a case for hearing, the decision shall be referred to one of the faculty members of the Honor Advisory Council for final disposition. In event of agreement that there is insufficient evidence, all charges will be dropped unless the student desires a hearing and formal exoneration by the Honor Council.

Section 3. At least one elected officer and one representative from each of the undergraduate schools shall constitute a quorum for an Honor Council hearing. Additional representatives may participate in a hearing if they are available. In the event that charges are filed against a graduate student, the Honor Council representative from the Graduate School must also be included as a member of the hearing body.

Section 4. A student accused of an Honor System violation shall receive all rights guaranteed under the judicial procedures of the College as described in "The Living and Learning Environment—A Statement of Student Policies."

Section 5. After all evidence is presented, the Honor Council shall meet in private deliberation for discussion of the case. The decision concerning the guilt or innocence of the accused student shall be based on a preponderance of the evidence and shall require a two-thirds vote of the voting members present. Determination of penalty to be assigned shall also require a two-thirds vote of the voting members present.

Section 6. All Honor Council Hearings are considered closed hearings and, as such, only the accused student, his advisor, the Honor Council Coordinator or his designee, and all significant witnesses shall be admitted to the hearing room.

Section 7. All provisions of College Policy #13 concerning "Interference with Judicial Process" shall apply to Honor Council procedures.

Section 8. The Chairman of each Honor Council hearing shall have the power to limit the testimony of any witness when such testimony appears to be repetitious or irrelevant.

Section 9. Scheduling of all cases shall be determined jointly by the President of the Honor Council and the Honor Council Coordinator. Every effort will be made to coordinate the scheduling of hearings with the accused student, but the final decision shall rest with the Honor Council who shall reserve the right to postpone cases during vacation periods or breaks between semesters and summer schools terms.

Section 10. The College Judicial Council shall have appellate jurisdiction over all Honor Council decisions.

Article VIII. CHANGES AND AMENDMENTS

Section 1. Minor changes in policy or procedures concerning the Honor System and the Honor Council shall be discussed and decided upon by the Honor Advisory Board. A simple majority vote shall be required to approve any suggested changes.

Section 2. Major changes in the provisions of this Constitution shall require approval of a majority of the students voting in a general referendum held for that purpose. Proposed changes must be placed in writing and posted in public places and/or published in the campus newspaper at least two weeks prior to the scheduled referendum.

X. ADMINISTRATIVE POLICIES

COLLEGE GOVERNANCE

THE PRESIDENT OF THE COLLEGE

In the implementation of his over-all administrative responsibility for the College, the President utilizes the advice and assistance of faculty, students and administrative personnel. This is accomplished primarily through elected faculty representatives, elected student representative and appointed administrative persons. It is in this way that the faculty member and the student share in the decision-making process of the College.

THE COLLEGE COUNCIL

The functions of the College Council are to advise the President of the College on matters of college governance; to implement the functions and exercise the authority delegated to it by the President of the College; to review and make recommendations on matters proposed by the faculty, staff and students, or through Faculty Senate, Student Senate, Commissions or Committees; to refer appropriate matters to the Faculty Senate, Student Senate, Commissions, Committees, groups or individuals for consideration and recommendation.

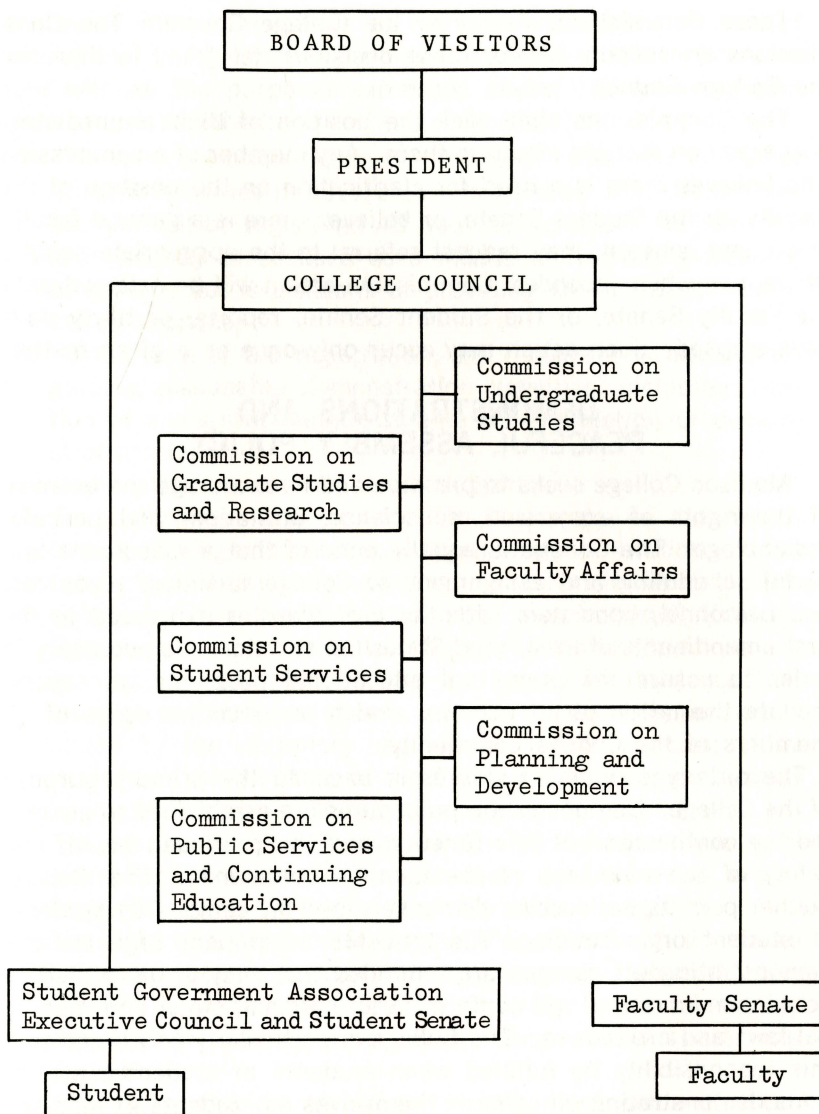
The members of the College Council are:

- A. The President of the College (Chairman)
- B. The Confidential Secretary to the President (Secretary)
- C. All Vice Presidents, and Commission Chairmen
- D. All Deans of Schools
- E. The Speaker of the Faculty Senate
- F. The President of the Student Government Association
- G. The President of the Graduate Students Association
- H. Five Senators nominated by the Faculty Senate
- I. Five Senators nominated by the Student Senate

COLLEGE COMMISSIONS

The College Commissions are:

- Commission on Undergraduate Studies
- Commission on Graduate Studies and Research
- Commission on Faculty Affairs
- Commission on Student Services
- Commission on Planning and Development
- Commission on Public Services and Continuing Education



These Commissions report to the College Council. The Commissions are responsible for those decisions delegated to them by the College Council.

The Commissions shall seek the position of those immediately concerned on matters affecting them. Any member of a commission who believes there is a need for clarification on the position of the Faculty, or the Student Senate, or believes there is a general faculty or student concern, may request referral to the appropriate senate, whereupon when seconded, Commission action will be deferred until the Faculty Senate, or the Student Senate, reports, or thirty days have elapsed. Such action may occur only once on a given matter.

DEMONSTRATIONS AND PEACEFUL ASSEMBLY POLICY

Madison College seeks to preserve and to encourage the exercise of the rights of expression, conscience, affiliation, and peaceful assemblage. The College is equally mindful that a reasonable and lawful scheduling and assignment of College facilities, resources, and personnel, consistent with the civil liberties expressed in the first amendments of the United States Constitution, are necessary in order to assure the pursuit of educational programs, to accommodate the needs of all persons, and to respect the rights of all members of the College community.

The orderly conduct of classes is basic to the primary purpose of the College. Demonstration procedures are established to guarantee the continuation of this function and the continued health and safety of the members of the campus community. The College neither permits nor forbids demonstrations off campus by students or student organizations. The students or student organizations demonstrating off campus are reminded that they are expected to act in a manner that will conform to all national, state, and municipal laws and ordinances. The College is particularly concerned that this responsibility be fulfilled when students or student organizations demonstrating off-campus themselves as students of Madison College.

A demonstration is considered to be a public manifestation of welcome, approval, protest or condemnation through a mass meeting, procession, picketing, or occupation of a building, as by a "sit-in," "lie-in," or other unauthorized gathering. (Exhibitions commonly associated with social or athletic activities are not within the purview of this definition and the supporting regulations.)

In order to achieve all purposes above, to provide regulations

in the event of demonstrations on campus by students or student organizations, and to assure the administration of this policy consistent with all the purposes expressed above, the following procedures are established:

- A. The demonstration is to be registered with the Office of Student Activities in advance. It is expected that the demonstration will be registered 48 hours in advance. Registration is in no way to be used as a means of restricting freedom of speech, but is a means of providing for appropriate utilization of space.
- B. At the time of the registration, the registrant is advised regarding reasonable demonstration activities, including location of areas, and length of time for completion of demonstration activity.
- C. Demonstrations are not to block traffic.
- D. Demonstrations are forbidden in the areas of the Health Center (College Infirmary), congregating in location of fire hydrants, and inside any buildings. (The restriction forbidding demonstrations "inside any building" does not apply to meetings or gatherings inside buildings for which requisitions are granted in advance, or those authorized in residence hall lounges or recreation rooms, or other spaces therein authorized by the dormitory regulations and/or policies; or in lounges or other spaces of the Campus Center, as authorized by regulations or policies governing use of that facility.)
- E. The number of pickets may be limited by reasonable consideration of space in the proposed demonstration areas. Students are to be informed at the time of registration.
- F. The right of expression is not to be confused with license to incite violence or to use indecent language, which is prohibited, because these are beyond legal and reasonable espousal of any cause for which demonstrations are conducted.
- G. Students participating in an unauthorized demonstration, such as an assembly of students by a "sit-in" or "lie-in" in a restricted building, or any unauthorized gathering, shall disband within the time stipulated when directed to do so by the Vice President for Student Affairs, Dean of Students, or any other administrative official of the College.
- H. If disturbance from observers begins to develop, the demonstrators are expected to refrain from altercations with observers.

- I. Observers are expected to maintain a reasonable distance between themselves and the demonstrators at all times.
- J. Observers may not obstruct legitimate demonstrations by physically blocking the path, by blocking other observers, throwing objects, or in any way acting to limit the right of free expression.
- K. Both demonstrators and observers are expected to follow the directions of the campus police.

The Director of Student Activities shall submit to the Vice President for Student Affairs a summary of the advice given the applicants for demonstrations, and inform the Chief of the Campus Security Force of the proposed demonstration.

The Vice President for Student Affairs assigns one or more of the members of his staff to observe the demonstration. A complete report is made by the observing representative on the following day. This report is kept on file.

In the event that an assembly appears to be a demonstration related to grievances, those present should be advised that orderly procedures for the hearing of grievances are available and must be adhered to.

Penalties:

Any student found guilty of conduct contrary to the foregoing policy may be subject to suspension.

Appeals:

Any student or student organization convinced in good faith that arbitrary, unlawful, or unreasonable limitations have been imposed upon any demonstration or proposed demonstration may appeal to the College Judicial Council whose recommendation is submitted to the President of the College.

Any student or student organization subjected to disciplinary action under the provisions of the policies and requirements governing demonstrations may request a hearing before the College Judicial Council Hearing Committee. Appeals of the Decision of the Hearing Committee are submitted within 48 hours to the Chairman of the Appeals Committee. The recommendation of the College Judicial Council is submitted to the President of the College.

RELEASE OF STUDENT INFORMATION POLICY

Information contained in student records is considered confidential and will not be released without the express written consent of the student. The student must indicate on a signed request form exactly what type of information is to be released and the

specific individuals or agencies to whom the information is to be delivered.

All requests concerning information involving psychological or medical matters should be addressed to the Director of the Counseling Center or the Director of the Health Center. All academic information will be maintained and distributed by the Records Office. Requests for disciplinary records or any other information should be directed to the Dean of Students Office.

POLICY ON STUDENT PERSONNEL RECORDS

The Dean of Students Office maintains a separate file for each full-time undergraduate student. Certain items of information included in the Dean of Students file may be disclosed to those members of the college community who have a reasonable and legitimate educational interest in a student. These items include campus mailing address, residence hall assignment, listed telephone number, home address, current enrollment status, dates of attendance, date of graduation, major physical description and date of birth. Other information is considered confidential but is available to (1) the student personnel staff (2) the Faculty Advisor (3) the President of the College and (4) the Vice-President for Academic Affairs. No other person-faculty, staff or students may have access to the student's file.

Each student is required to submit a physical examination record to the College Health Service prior to enrollment and at the beginning of this third year of attendance. Those forms along with other pertinent medical information are filed in the Health Center Office. Responsibility for their maintenance rests with the Health Center's secretary. Health Center records are considered confidential and are handled as are all professional medical records. No person-faculty, staff or student is permitted access to these records. Health records are kept on file for a period of ten (10) years.

Counseling Center records consist of the counseling psychologist's personal notes of contacts with clients. These confidential records are maintained according to ethical standards of the American Psychological Association. No information will be released to individuals or college officers unless required by law or court order. Confidential material will be released to competent professional persons, who are engaged in the continuing treatment of the client, only if the professional so requests and the client has signed a statement authorizing this release.

PRIVACY RIGHTS OF PARENTS AND STUDENTS
(Section 438 of Public Law 93-380)

Name of record file or form.	Placement File Career Planning and Placement Office	Graduate Student Records	Academic Record (Records Office)	Student Personnel Record
Information contained therein.	Personal information prepared by registrant, courses and hours of credit, evaluation forms or letters of recommendation prepared by those requested by registrant, student teaching evaluation for prospective teachers, Placement Office record prepared by staff members showing when and where files have been mailed and notes on conferences between staff and registrant.	Entire file pertains to the student and includes transcripts of baccalaureate work, post baccalaureate transcripts, current graduate grades, letters of recommendation, medical information, routine correspondence regarding policies and procedures of Graduate School, a copy of the Collegiate Professional Certificate (if applicable), and an official program of study. Letters of recommendation for students in Counselor Education and School Psychology are not in these official files but are maintained in the Psychology Department.	Grades and course information completed at Madison College and other institutions of higher learning and general correspondence.	Campus or local mailing address, college housing assignment, listed telephone number, home address, current enrollment status, dates of attendance, date of graduation, physical description, major, date of birth, portion of application for admission, references submitted in support of application, high school transcript, high school test record, student affairs information sheet, disciplinary record, correspondence with student, incident reports, copy of information sent at student's request.
Name and position of person responsible.	Mr. Thomas Nardi, Assistant Director of Career Planning and Placement (non-teaching). Mr. Edgar F. Wilkerson, Assistant Director Career Planning and Placement (Teaching).	Dr. Charles C. Caldwell, Dean of the Graduate School.	Mrs. Pauline Long, Director of Records.	Dr. Fay J. Reubush, Dean of Students.
Policy for reviewing and expunging.	(a) Registrants have access to the information in their placement files, except notes on conferences between registrant and member of the staff. (b) Registrants may have withdrawn, upon request, evaluations or recommendations; or may add a reasonable number of evaluations or recommendations. (c) Writers of evaluations or recommendations, may, upon request, withdraw statements they have submitted on behalf of registrants for permanent files. (d) A placement file is kept for 5 years from the date of graduation or five years from the last date of use.	A student's complete file is available for review upon request. Request for review should be made to the Dean of the Graduate School. All materials and correspondence are kept for 20 years, then all but correspondence is microfilmed; correspondence is destroyed.	A student may review this entire file. Course and grade information and general correspondence are microfilmed for permanent retention.	The available information listed above may be reviewed by the student. The complete file is destroyed one year following a student's graduation. Records of students who withdraw or fail to re-enter before completing a degree will be maintained in an inactive file for three years after the last session of attendance and will be re-activated should the student be re-admitted within that period. After three years these records will be destroyed.
Procedures for review.	A registrant may present a written request to do so. A response to the request will be made within a period of not more than 45 days. The registrant should be invited to the Placement Office to review his/her file.	A written request should be made to the Dean of the Graduate School.	A student may review this file by filing a written request and presenting his I.D. to one of the Records Office personnel. A student may see his transcript, only, by presenting his student I.D.	A student who wishes to examine specific material in his student personnel folder should complete the <i>Request for Information</i> form available in the Office of the Dean of Students. The student will be notified when his record is available for inspection.
Procedures for challenging the content.	An informal meeting between the registrant and Placement Office staff members would be arranged in an attempt to reach a mutually satisfactory solution. A formal hearing may be requested.	To appeal a grade, the student should consult with the respective instructor. The Dean of the Graduate School should be consulted to challenge other information.	Normally a challenge to information contained in this file would concern a grade. To appeal a grade, the student should consult with the respective instructor. The Director of Records should be consulted to challenge other information.	A student seeking interpretation or clarification of the contents of his folder or wishing to raise a question concerning accuracy should contact the Dean of Students.
Cost of reproduction.	15¢ per page.	15¢ per page.	One free copy to each student, \$2.00 per copy after the first copy. If more than one copy is being sent to the same address, the additional copies are issued for 50¢ per copy.	Original material, not including recommendations written prior to January, 1975, may be photocopied at the cost of 15¢ per page. No reproduction will be made of copied materials such as transcripts.

SEARCH POLICY

Because a college is viewed as an educational community with special behavioral requirements, the courts have upheld the College's right to enter and search student rooms with just cause, so long as they do not do so in an arbitrary and capricious manner which unnecessarily deprives a student of fundamental constitutional protection. The intent of this policy is to provide protection for the rights of each individual student while at the same time providing residence hall staff members and College officials the means to maintain and protect the educational environment necessary for the College to fulfill its primary purpose.

EMERGENCY ENTRY

A residence hall staff member may, without verbal or written authorization from a higher authority, enter a student's room either forcibly or with a building master key in cases of fire, explosion, bomb threat, attempted or suspected suicide, or other situations which call for the immediate entry in the interest of safety and security both for the residents of the room and the physical plant.

Any unauthorized or illegal items observed in student rooms during an emergency entry will not be confiscated and will not be used as a basis for disciplinary action or criminal prosecution. However, in the event of suspected vandalism, arson, assault, or other action which may have occurred in a room, Campus Security will be called in to conduct an investigation. The results of such an investigation may result in disciplinary action or criminal prosecution.

AUTHORIZED ENTRY

In the case of a known violation of a residence hall policy, e.g., Open House, Pets, Fire Drills, Removal of Furniture, Quiet Hours, Guests, Disorderly Conduct, the Head Resident of a hall may request permission to make an Authorized Entry into a student's room. The request would be made to the Duty Student Affairs Staff Member who would determine the merits of the request and either approve or disapprove the entry. In cases where the entry is approved, the Duty Student Services Staff Member would indicate to the Head Resident what information to include on the approval form. The Head Resident, accompanied by a Resident Advisor, would then notify the resident/residents of the room that authorization to

enter the room had been obtained and enter the room using whatever means necessary. An authorization to enter form would be filled out by the Head Resident which would state exactly which areas may be inspected. When a room is entered on an Authorized Entry, the purpose would be to make a visual inspection of the room and bathroom (if appropriate). The staff member may look in the bathroom and also in the closet and under the bed. Cabinets, drawers, luggage, and other small storage areas would not be searched when a room is entered on an Authorized Entry.

An authorized entry would be requested only after a staff member had made an attempt to gain entry into the room through the permission of the occupant. In cases where a violation was believed to have occurred or was occurring within a room and permission to enter the room is not given, the residents would be informed that an Authorized Entry was being requested. If the door remained closed, a staff member should remain by the door while the Head Resident phones the Duty Student Services Staff Member to request permission to make an Authorized Entry. A copy of the approved Authorized Entry must be executed immediately. A complete report of the incident would be submitted to the Assistant Director of Residence Halls by 9:00 a.m. the following morning.

AUTHORIZED ENTRY AND SEARCH

When a residence hall staff member has reasonable cause to believe that a student has a weapon/weapons, dangerous materials, projectiles, firecrackers, dangerous items, or drugs concealed in his/her room, a request should be made for an Authorized Entry and Search. The request should be directed by a Head Resident to the Duty Student Affairs Staff Member who would then inform the Vice President for Student Affairs. The Vice President for Student Affairs will consider the request and may give a written or verbal authorization to conduct an authorized entry and search of a student's room for specific item/items. An Authorized Entry and Search form would be filled out by the Duty Student Affairs Staff Member. A copy of the completed form would be given to the resident/residents of the room if they are present. In the event that the Vice President for Student Affairs were not available, the Duty Student Affairs Staff Member would contact the Director of Residence Halls who would then contact the President of the College.

SEARCH WARRANT ENTRY

In those cases where an individual had personal knowledge or other information of a violation of a criminal nature, such as drugs, theft (not including the removal of large furniture into a room within the same hall), or acts of violence, Campus Security would be contacted. Campus Security would then determine whether or not sufficient evidence existed to request a Search Warrant.

XI. STUDENT ACTIVITIES POLICIES

RECOGNITION OF STUDENT ORGANIZATIONS

All new student organizations must be approved by the Student Clubs & Organizations Sub-committee of the Commission on Student Services, the Commission itself and the President of the College. This process is referred to as "recognition." ("Recognition" does not imply endorsement, by the College or SGA, of the group itself or of the purposes or activities of the group.)

First, a core of interested students with the active support of at least one Madison College Faculty member should begin meeting as an organizing committee. This committee will be responsible for designing the organization, establishing purposes and functions, and drawing up a constitution. The chairman of this organizing committee should obtain from the Director of Student Activities a copy of the "Criteria for Recognition of Student Organizations" as soon as the committee begins work. This material will help to make the organizing committee aware of what will be expected of it and its constitution by the Student Clubs & Organizations Sub-committee, the Commission on Student Services and the President.

An attempt should then be made to gather members. Forming organizations may use campus facilities to meet for the purposes of organizing and attracting new members. These facilities must be requested through the Director of Student Activities. The forming organization may maintain this temporary status for a period of one semester only. If it has not achieved recognition within one semester, use of facilities will be withdrawn until the organization has had its constitution approved by the Student Clubs & Organizations Sub-committee, the Commission on Student Services, and the President of the College.

When the group has completed its constitution and obtained its charter members, the Chairman of the Student Clubs & Organizations Sub-committee (Director of Student Activities) should be contacted, so that a date may be set for review of the constitution by that committee. The forming organization will be expected to prepare twenty (20) copies of its constitution one week prior to the review. They will also be expected to have an advisor and at least one member present at the review.

If the forming organization is approved by the Student Clubs

& Organizations Sub-committee, then the Chairman (Director of Student Activities) will submit the constitution to the Commission on Student Services Chairman (Vice President for Student Affairs). The Commission on Student Services will review the constitution and forward it to the President for final approval.

DISBANDMENT OF STUDENT ORGANIZATIONS

There are two ways an existing organization may be disbanded:

- (1) During the Fourth eight weeks of each school year, the Director of Student Activities will request that each recognized organization submit a list of new officers and an up-to-date version of its constitution with changes marked. Three weeks prior to the end of the second semester if an organization has not provided this information, it will be considered non-functioning and can be disbanded by a vote of the Student Clubs & Organization Sub-committee.
- (2) Each year the Student Clubs & Organizations Sub-committee will review a portion of all recognized organizations in an attempt to ensure that existing organizations meet the same criteria by which newly forming organizations are judged. If these criteria cannot be met by an organization, it may be disbanded.

An organization which has been disbanded by either of these procedures, must go through the recognition process if it is to again be considered recognized.

ALLOCATION AND DISBURSEMENT OF STUDENT FEES

At the beginning of each school year funds from student fees will be allocated by the Board of Visitors to recognized student clubs designated by S. G. A. These funds are designed to support a balanced program of social, cultural, and recreational student activities.

PROCEDURES FOR ALLOCATIONS:

1. In the Spring of the year there will be a meeting of the Comptroller, Director of Student Activities, Vice-President for Student Affairs, Budget Director, President of Student Government, Treasurer of Student Government, and two members of the Campus Fees Committee of S. G. A. to project total

amount of student fees available for the following year and to discuss general philosophy and percentage allocations.

1. The Executive Council of the Student Government Association will hold budget hearings for all recognized student groups seeking funds. The Director of Student Activities will be available for budget hearings if needed.
3. The Executive Council of Student Government will draft budget recommendations when budget hearings are completed. The Advisory Committee, comprised of the College Director of Budget, Executive Council of the Student Government Association, Comptroller of the College, Director of Student Activities, and Vice President for Student Affairs, will develop an understanding of the organizations to be funded and the objectives of funding.
4. The President and Treasurer of Student Government will present the budgets to the Student Government Senate for confirmation.
5. The Comptroller will establish separate accounts for each funded organization. An accounting manual will be developed by the Comptroller, President of Student Government, the Treasurer of Student Government, and the Director of Student Activities for the funded organizations.
6. The fiscal year operating budget printout for each funded organization and the accounting manuals will be distributed by the Director of Student Activities to the appropriate organizations. The Director of Student Activities will be available during regular office hours to consult with funded groups on questions involving the expenditure of funds.

PROCEDURE FOR EXPENDING FUNDS:

Once the allocations are made, groups may begin to draw on their accounts. The following procedure will be observed:

1. Signature cards will be made available by S. G. A. to the appropriate student organizations. These cards should be signed by the person responsible for the clubs' finances. (This same signature must appear on the two pink purchase requisitions.) The cards will then be delivered by S. G. A. to the College business office.
2. In order to draw on the accounts, two pink purchase requisitions must be completed and the appropriate signature must appear on both requisitions. When appropriate the invoice must accompany the two pink purchase requisitions.

3. The Director of Student Activities will sign each requisition, other than those for SGA, and will be available when assistance is necessary.
4. The purchase requisitions must then be taken to the College business office. A check in the amount requested will then be written to the party indicated on the pink requisition.

SPACE REQUISITIONS

Recognized student organizations and members of the faculty and staff desiring to requisition space for activities such as meetings, dances, productions, picnics, bon fires, etc., will submit the request in person, through the Student Activities office. A Madison College Activity Request and Space Contract will then be prepared for the activity. After the form has been initialed by approving authorities and returned to the Student Activities office, the space is then reserved for the organization or individual for the time requested. Special services to be made available to members of the campus community are listed on the form (attached). Copies of the Space Contract form will be available at the Campus Center Director's office. Requests for space assignments should be made at least one week prior to the scheduled event.

The following are available to be requisitioned through the Student Activities office, located in Room 102, Warren Campus Center, telephone 6330.

Chandler Hall Meeting Rooms
Auditoriums (except Anthony-Seeger)
Sinclair Gym
College Farm
Campus Center
Classrooms (for student club meetings or similar meetings)

Classroom requests for student club meetings or similar activities are initiated in the Student Activities office, Room 102, Campus Center. The space is then cleared through the Records office, Wilson Hall, directly.

NOTE: The coordination and control of the activity remains with the reserving agent.

CAMPUS GROUNDS

Newman Lake is not available for recreational purposes at this time. Skating, swimming, and boating are prohibited. A fishing

permit may be secured from the Director of Recreational Facilities.

Constructing shelters, camping and sleeping out on college grounds (except the College Farm) is prohibited at all times.

COLLEGE FARM

The farm consists of 80 acres of land with a farm house located near Port Republic approximately 13 miles from main campus. It is available for use by members of college community by requisition through the Activities Coordinator, Campus Center. The farm is closed from Nov. 15 through March 15th. The College prohibits the use of amplification equipment at the College Farm.

SOUND AMPLIFICATION EQUIPMENT

Sound amplification equipment may be used for such outdoor student activities as concerts, sing-ins or programs of a similar nature at or near the Campus Center, the East Patio of Godwin Hall, and the patio of the M Complex residence halls. All outdoor student activity programs on campus will conclude no later than 11 p.m.

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