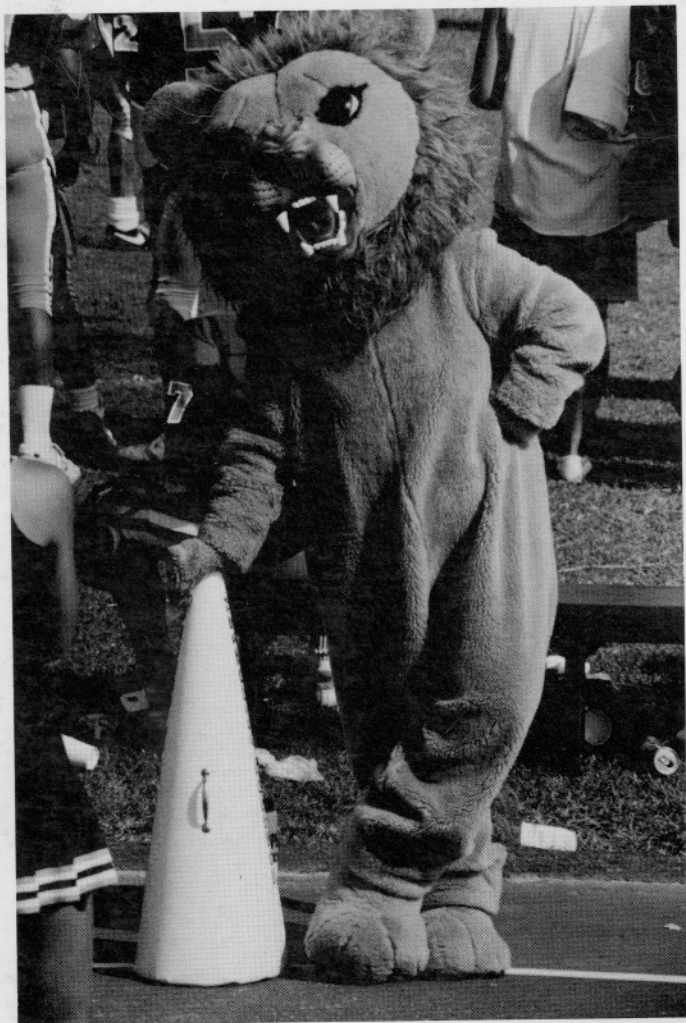


# Methodist College



Student Handbook  
1990-1991

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## PURPOSE OF THE COLLEGE

Methodist College is a church-related institution, owing its origin and values to the life and teachings of Jesus Christ. The purpose of Methodist College is to develop responsible members of society by providing **a liberal arts education for students regardless of their religious, regional, national, racial, or ethnic origins.** The college's program is based on the conviction that a liberally educated person can contribute substantially and creatively to the professions and to civic life. Methodist College adheres to the following premises:

**1—A liberally educated person should be flexible, should have a general understanding of the world, should sample the major paths of human thought, should be acquainted with various ways of knowing and viewing, should be able to integrate knowledge,**

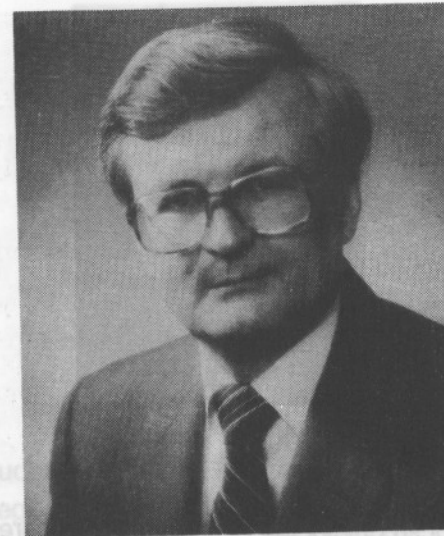
**should be adept in basic skills, and should have in-depth training in a particular discipline.**

**2—A liberally educated person is ethical.** Methodist College seeks to inculcate high ethical standards in its students, especially through an emphasis on recognizing the needs and rights of others.

**3—A liberal arts education should promote self-understanding.** Methodist College attempts to foster self-understanding by encouraging all students to engage in a variety of academic, social, athletic, cultural, religious, and civic activities.

**4—A liberal arts education ministers to the whole person.** Methodist College seeks to provide a program by which students acquire enlightened minds and responsible spirits, as well as a continuing thirst for knowledge.

Methodist College does not discriminate on the basis of race, color, sex, national or ethnic origin, handicap, or religious denomination in the administration of its educational policies, scholarships, loan programs, athletics, or any other college-administered program.



Dear Students:

It is always a pleasure to greet students entering or returning to Methodist College. This is a community of many people—students, faculty, staff, administrators—who live, study, and work together. This process of sharing our lives together offers the opportunity for each of us to be better, wiser, stronger, and more productive than we would be alone.

In order for the maximum benefit of our life together to be realized and for the truest sense of community to be achieved, there must be a commitment from all members to "make it work." We are committed to making Methodist College a good community for you. We need your help to make it a good place for everyone.

I look forward with pleasure to working, studying, and growing with you.

Sincerely,

M. Elton Hendricks  
President

## PURPO



## EGE

Dear Students:

It is with great enthusiasm that I offer you my sincerest welcome to the Methodist College Community, whether you are a new student or a student returning for another year.

I look forward to having the opportunity of meeting each of you. I'm confident that we will work together to create the best environment possible. I have found Methodist College to be a special and unique place in terms of its people and programs. It is my hope that, through the efforts of the staff and programs of the Student Affairs Office, you will find the same warmth and friendliness that I have found, as well as the challenges to grow and broaden your horizons. My greatest hope is that you will feel comfortable and a part of the community quickly and easily.

The purpose of the Student Affairs Office is to provide opportunities for you to develop as a whole person. This means that we work to complement the efforts of the faculty, staff, and administration to help you grow intellectually, socially, emotionally, and spiritually.

In order to accomplish this goal, the Student Affairs Office provides numerous programs. We also offer you opportunities to become prepared for the many situations that you will face in life.

Please do not hesitate to stop by my office for a visit or with any concern you may wish to share. You will always be welcome.

Joy and peace,

Michael W. Safley  
Vice-President for Student Affairs/  
Dean of Students



Dear Fellow Students:

Methodist College has an exciting year ahead, and I am especially happy to welcome those students who are joining us for the first time this fall. I anticipate a fun and productive year.

We have a beautiful emerging campus and a uniquely diversified student body and faculty. We are all dedicated to the educational mission of Methodist College and to helping each other meet our goals. Methodist is an internationally oriented institution and we look forward to increasing our international student enrollment. We are honored to have people from all over the world be a part of our community.

Also, as a representative of the Student Activities Committee, I would like to extend an invitation to everyone to take part in the activities available on our campus. This year we have planned a variety of outstanding activities and entertainment.

I want to personally encourage each and everyone of you to participate in all aspects of the Methodist college Community. It can be challenging, but it can also be fun and rewarding.

I look forward to meeting each of you. The Student Government Association and the Student Activities Committee will welcome your involvement and suggestions throughout the year.

Please come by my office in the Student Union if you have any questions or concerns, or even if you would just like to talk.

Have a terrific year! Study hard and have fun too, but most importantly, **GET INVOLVED!**

Sincerely,

Dawn R. Thompson  
President  
Student Government Association

## EDUCATIONAL RECORDS PRIVACY POLICY

Methodist College notifies both current students and their parents of their rights under Section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974, as set forth in this policy, by the publication of the annual *Student Handbook* and catalogue.

For the purposes of this policy, Methodist College has used these definitions of terms:

**Student** — any person who attends or has attended classes at Methodist College

**Educational records** — any records (in handwriting, print, tapes, film, or other medium) maintained by Methodist College or its agent that are directly related to a student except

1—A personal record kept by a staff member if it is kept in the personal possession of the individual who made the record and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute

2—An employment record of an individual whose employment is not contingent on the fact that he/she is a student, provided the record is used only in relation to the individual's employment

3—Records maintained by the Health Clinic if they are used only for treatment of a student and made available only to those persons providing the treatment

4—Alumni records that contain information about a student after he/she is no longer in attendance at the college and the records do

not relate to the person as a student

### Directory Information —

Student name, address, telephone number, date, and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous college attended, and photograph

**College Official** — A person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person employed by or under contract to the college to perform a special task, such as an attorney or auditor

All educational records maintained at Methodist College are subject to inspection and review by the person to whom the records pertain and his/her parents, provided that the student was, at the time the records were generated, a dependent of those parents according to the definition at Section 152 of the Internal Revenue Code of 1954. Under no circumstances will educational records be released without written authorization from the person or qualifying parents, except in the following cases:

1—Individual records will be released internally to the faculty and administrators of Methodist College when the Registrar determines that legitimate educa-

tional interests will be served by said release. Legitimate educational interests are considered served when staff members are, as part of their contractual duties with the college, provided with primary or secondary student data in order to engage in research for the purpose of enhancing or improving the general educational process.

2—Individual records will be released to comply with a judicial order or a lawfully issued subpoena.

3—Individual records will be released to certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

4—Individual records will be released in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid.

5—Individual records will be released if required by the state disclosure law adopted before November 19, 1974.

6—Individual records will be released to organizations conducting certain studies for or on behalf of the college.

7—Individual Directory Information will be released without prior written consent unless Methodist College is notified in writing and in a timely manner by the party involved. This notification must be renewed annually.

8—Individual records will be released to accrediting organizations.

When written consent is given by the student or qualifying parents for the release of records, the consent must specify the exact nature of the records to be released and the party(ies) to whom they are to be released.

At such time as a request is made for disclosure of information from the appropriate college official, that official will make the needed arrangements for access to the records on the college premises during normal working hours as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or fewer from the receipt of the request.

Educational records of individual students are reviewed on an annual basis, and all non-essential information is discarded. Essential information that is retained as essential in perpetuity consists of the following:

1—A grade transcript

2—All transfer credit evaluations and the accompanying original foreign transcript (including CEEB, CLEP, and other academic credit scores)

3—All secondary school transcripts

4—Entrance and placement examination scores

5—Application for admission

6—Copies of all correspondence between the student and the college.

Records of all requests for and/or disclosure of information from a student's educational records will also be maintained. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate

interest the party has in requesting or obtaining the information.

Original grade rosters are also maintained in perpetuity by the Registrar.

All procedures involving changes of or to the records maintained by the Registrar must be performed by either designated individuals assigned to the Office of the Registrar or staff employees of the college. These actions include, but are not limited to, additions to and deletions from the contents of the permanent folder, annotation of transcripts or other records, and any other actions necessary to the proper development and maintenance of a student's permanent academic record.

Methodist College reserves the right to refuse to permit a student to inspect the following records:

- 1—The financial statement of the student's parents
- 2—Letters and statements of recommendation for which the student has waived his/her right of access or which were placed in the file before January 1, 1975
- 3—Records connected with an application to attend Methodist College if that application was denied
- 4—Those records excluded from the FERPA definition of educational records.

When a record contains information about more than one student, the student may inspect and review only the records related to himself/herself.

Upon the written request of a student or qualifying parent, copies will be made of any writing extant in the educational records of that student that are reviewed pursuant to the above, except

when the student has an unpaid financial obligation to the college or there is an unresolved disciplinary action against the student.

Fees will be charged for the service of copying records as follows:

1—Any record containing grades, either having as its place of origin Methodist College or any other post-secondary institution—\$5.00

2—Any other document—\$1.00 per page

Educational records are maintained at Methodist College in the following locations and are subject to the responsibility of the following persons:

Cumulative Academic Records (including admissions records on accepted students)—Office of the Registrar—Registrar

Financial Records (no more than five years old)—Business Office—Comptroller

Financial Aid Records (no more than five years old)—Financial Aid Office—Director of Financial Aid

Placement Records—Office of the Registrar—Registrar

Disciplinary Records—Office of Student Affairs—Vice-President for Student Affairs

Medical Records—Health Clinic—Clinic Nurse

Occasional Records—The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review—the college staff person who maintains such occasional records

Athletic and directory information—the Athletics Office—Director of Athletics.

Students or qualifying parents have the right to ask to have

records corrected that they believe to be inaccurate, misleading, or in violation of their rights of privacy.

Following are the procedures for the correction of records:

1—A student must ask the appropriate official of Methodist College to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why it is believed inaccurate, misleading or in violation of his/her privacy or other rights.

2—If it chooses not to comply with the request, Methodist College will notify the student of the decision and advise him/her of the right of a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

3—Upon request, Methodist College will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing.

4—The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational records. The student may be assisted by one or more individuals, including an attorney.

5—Methodist College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6—If Methodist College decides that the challenged information is

not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7—The statement will be maintained as part of the student's educational records so long as the contested portion is maintained. If Methodist College discloses the contested portion of the record, it must also disclose the statement.

8—If Methodist College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

None of the provisions of either FERPA or MCSERPP should be construed in any way to affect the private relationship that exists between faculty member and student. Individual faculty members may inform individual students of grades awarded for coursework taken, so long as the information is shared in a private manner. Public posting of grades, even by student number, is forbidden. The United States Mail is considered to be a private means of communication for purposes of this statement.

Any person having reason to believe that his/her rights of privacy or due process have been violated by Methodist College has the right to file formal protest with the United States Department of Education

This policy statement supersedes the statement of July 1, 1988.

## ACADEMIC CALENDAR, 1990-91

### 1990

|           |       |                  |  |
|-----------|-------|------------------|--|
| August    | 15    | Wednesday        | Orientation for New Faculty at 8:30 A.M.                                   |
| August    | 16    | Thursday         | General Faculty Meeting at 9:00 A.M.                                       |
| August    | 18    | Saturday         | New resident students arrive   |
| August    | 19-20 | Sunday-Monday    | Orientation and faculty advising for new students                          |
| August    | 21    | Tuesday          | REGISTRATION   |
| August    | 22    | Wednesday        | CLASSES BEGIN at 8:00 A.M.   |
| August    | 28    | Tuesday          | Last day to add classes  |
| August    | 29    | Wednesday        | Graduation at 3:00 P.M.  |
| September | 4     | Tuesday          | Opening convocation at 11:00 A.M.  |
| September | 28    | Friday           | <b>Last day to submit intent-to-graduate forms for December graduation</b> |
| October   | 10    | Wednesday        | <b>Last day to drop classes with a WP or WF</b>                            |
| October   | 18    | Thursday         | Speech Competency Examination, (6:30-8:30 P.M.)                            |
| October   | 18    | Thursday         | Writing Proficiency Examination (6:30-8:30 P.M.)                           |
| October   | 19    | Friday           | Midterm grades due Registrar by 3:00 P.M.                                  |
| October   | 19-21 | Friday-Sunday    | Homecoming   |
| October   | 30    | Tuesday          | Advisee group meetings at 11:00 A.M.                                       |
| October   | 30-   |                  |  |
| November  | 9     | Monday-Friday    | Individual advisee conferences   |
| November  | 12    | Monday           | Pre-registration materials due Registrar by noon                           |
| November  | 20    | Tuesday          | Residence halls close at 5:00 P.M.   |
| November  | 21-25 | Wednesday-Sunday | Thanksgiving Holiday   |
| November  | 25    | Sunday           | Residence halls open at 2:00 P.M.  |
| November  | 26    | Monday           | Classes resume at 8:00 A.M.  |
| December  | 3     | Monday           | Last day of class  |
| December  | 4     | Tuesday          | Reading Day  |
| December  | 5-13  | Wednesday-Thurs. | <b>FINAL EXAMINATIONS</b>  |
| December  | 11    | Tuesday          | Day senior grades due Registrar by 10:00 A.M.                              |
| December  | 13    | Thursday         | Writing Proficiency Examination (6:30-8:30 P.M.)                           |
| December  | 13    | Thursday         | Evening senior grades due Registrar by 9:00 A.M.                           |
| December  | 14    | Friday           | Graduation at 2:00 P.M.  |
| December  | 14    | Friday           | Residence halls close at 5:00 P.M.   |
| December  | 17    | Monday           | All grades due Registrar by 10:00 A.M.                                     |

### 1991

|          |      |                 |   |
|----------|------|-----------------|---|
| January  | 7-8  | Monday-Tuesday  | Orientation and faculty advising for new students                     |
| January  | 7    | Monday          | Placement tests for new students                                      |
| January  | 8    | Tuesday         | Continuing students arrive.   |
| January  | 9    | Wednesday       | REGISTRATION  |
| January  | 10   | Thursday        | CLASSES BEGIN at 8:00 A.M.  |
| January  | 16   | Wednesday       | Last day to add classes   |
| January  | 22   | Tuesday         | Opening Convocation at 11:00 A.M.                                     |
| January  | 23   | Wednesday       | Last day to drop classes with a <b>WD</b>                             |
| February | 15   | Friday          | <b>Last day to submit intent-to-graduate forms for May graduation</b> |
| February | 28   | Thursday        | <b>Last day to drop classes with a WP or WF</b>                       |
| March    | 1    | Friday          | Residence halls close at 5:00 P.M.                                    |
| March    | 2-10 | Saturday-Sunday | Spring vacation (NO CLASSES)  |
| March    | 10   | Sunday          | Residence halls open at 2:00 P.M.                                     |
| March    | 11   | Monday          | Classes resume at 8:00 A.M.   |
| March    | 12   | Tuesday         | Speech Competency Examination (6:30-8:30 P.M.)                        |
| March    | 13   | Wednesday       | Midterm grades due Registrar by 3:00 P.M.                             |
| March    | 14   | Thursday        | Writing Proficiency Examination (6:30-8:30 P.M.)                      |
| March    | 26   | Tuesday         | Advisee group meetings at 11:00 A.M.                                  |
| March    | 26-  |                 |   |
| April    | 12   | Tuesday-Friday  | Individual advisee conferences  |
| March    | 29   | Friday          | Good Friday (NO CLASSES)  |
| April    | 1    | Monday          | Classes resume at 8:00 A.M.   |
| April    | 10   | Wednesday       | Awards Day  |
| April    | 15   | Monday          | Pre-registration materials due Registrar by noon                      |
| April    | 25   | Thursday        | Writing Proficiency Examination (6:30-8:30 P.M.)                      |
| April    | 26   | Friday          | Last day of class   |
| April    | 29-  |                 |   |
| May      | 4    | Monday-Saturday | <b>FINAL EXAMINATIONS</b>   |
| May      | 2    | Thursday        | Senior grades due Registrar by 9:00 A.M.                              |
| May      | 5    | Sunday          | Baccalaureate Service at 10:30 A.M.                                   |
| May      | 5    | Sunday          | Graduation at 2:00 p.m.   |
| May      | 5    | Sunday          | Residence halls close at 5:00 P.M.                                    |
| May      | 6    | Monday          | All grades due Registrar by 5:00 P.M.                                 |
| June     | 12   | Wednesday       | Last day to submit intent-to-graduate forms for August graduation     |
| June     | 20   | Thursday        | Writing Proficiency Examination (6:30-8:30 P.M.)                      |
| June     | 20   | Thursday        | Speech Competency Examination (6:30-8:30 P.M.)                        |

### Summer School

|          |                         |
|----------|-------------------------|
| Term I   | May 6-June 11, 1991     |
| Term II  | June 18-July 17, 1991   |
| Term III | July 18-August 15, 1991 |

### Evening College

|                |   |
|----------------|---|
| Autumn Term I  | August 27-October 17, 1990<br>(no classes September 3, 1990)              |
| Autumn Term II | October 22-December 12, 1990<br>(no classes November 22, 23, or 24, 1990) |
| Spring Term I  | January 7-March 7, 1991<br>(no classes January 21 or February 18, 1991)   |
| Spring Term II | March 18-April 16, 1991   |
| Summer Term IV | May 28-July 25, 1991<br>(no classes July 4, 1991)                         |
| Autumn Term I  | August 5-October 3, 1991<br>(no classes September 2, 1991)                |

## CAMPUS OFFICES

Following is a list of the offices of the major administrative officers of the college. The persons who hold these positions have responsibility for the supervision of the overall operation of the college and can be of great assistance to you as you go about your life here at the college. Please feel free to consult these persons if you have a need for their services.

**OFFICE OF THE PRESIDENT**—Dr. M. Elton Hendricks—101 Administration Building—Extension 224—The President is the chief executive officer of the college. As such, he is responsible for the overall operation of the college and for the coordination and planning of all of the functions with which the college involves itself. The President is responsible to the Board of Trustees and the North Carolina

Annual Conference of the United Methodist Church.

### OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS

—Dr. Erik J. Bitterbaum—Administration Building—Extension 221—The Vice-President for Academic Affairs/Dean of the College is the chief academic officer of the college. He has responsibility for all of its academic operations, including the faculty, the Office of the Registrar, academic and administrative computing, grants, the Office of Institutional Research, and the Evening College. He reports to the President of the college.

**OFFICE OF THE VICE-PRESIDENT FOR STUDENT AFFAIRS AND DEAN OF STUDENTS**—Mr. Michael W.

Safley, Student Affairs Office, Student Union Room 3—Extension 278—The Vice-President for Student Affairs is the chief student affairs officer of the college. He has responsibility for the student-related non-academic operations of the college, including Residence Life, Student Activities, the Student Government Association, the campus judicial system, counseling, health services, guidance and placement, security, and the operation of the Student Union. He reports to the President of the college.

### OFFICE OF THE VICE-PRESIDENT FOR BUSINESS AFFAIRS

—Mr. Gene Clayton—Administration Building—Ext. 235—The Vice-President for Business Affairs is the chief financial officer of the college. He has responsibility for all of the business operations of the college, including the Office of the Comptroller, the Financial Aid Office, food services, mail service, the Snack Bar, the Student Store, maintenance, grounds and physical plant, purchasing, and budget development and management. He reports to the President of the college.

### OFFICE OF THE VICE-PRESIDENT FOR CHURCH AND COMMUNITY RELATIONS

—Dr. William Lowdermilk—Administration Building—Extension 239—The Vice-President for Church and Community Relations is the chief public relations officer of the college. He has responsibility for the dissemination of information about the college to its external constituencies and friends, with particular emphasis on the relationship of the college to the United Methodist Church and the Fayetteville

area. He is responsible for the News Bureau, the Office of the Campus Minister, non-academic conferences, the Mail Center, the day-to-day operation of the cafeteria, the college master calendar, and the continuous development of a relationship of high quality with the North Carolina Annual Conference of the United Methodist Church and the people of the Fayetteville area. He reports to the President of the college.

### OFFICE OF THE VICE-PRESIDENT FOR DEVELOPMENT

—Mr. Tom Williams—South Administrative Complex—Extension 285—The Vice-President for Development is responsible for the provision of financial support to the college. He seeks to gain support from individual friends of the college, corporations, foundations, the Methodist Church, and various governmental agencies in order that the college may remain financially strong and provide programs of high quality to its students. He reports to the President of the college.

The following offices offer services upon which you may need to call during the academic year. The persons in these offices should be contacted to deal with specific matters that impact upon your academic and social progress.

**Office of Admissions**—Mr. Fiore Bergamasco—Administration Building—Extension 236

**Office of the Athletic Director**—Mr. Tom Austin—March F. Riddle Physical Activities Center—Extension 263



**Office of the Campus Minister**—The Rev. Claire Clyburn—Campus Minister's Office, Student Union—Extension 276

**Office of the Comptroller**—Mr. William N. Burks—Administration Building—Extension 223

**Office of Financial Aid**—Mr. John Keso—South Administrative Complex—Extension 230

**Office of the Registrar**—

Mr. Samuel J. Clark—Administration Building—Extension 220

**Office of the ROTC**—Capt. John Bucciarelli—Room 212—Extension 214

**Faculty Offices**—Each faculty member has an office on the campus in one of several locations. Students should make every effort to visit the faculty in their offices in order to discuss academic questions and to get to know these people outside of the classroom setting.

## HOURS OF CAMPUS SERVICES

|                                     |                                    |            |
|-------------------------------------|------------------------------------|------------|
| STUDENT CENTER                      | 8:00 A.M.-12:00 P.M.               | Daily      |
| STUDENT GOVERNMENT ASSOCIATION      | Will be posted on the office door. | Mon.-Fri.  |
| STUDENT AFFAIRS                     | 8:00 A.M.-5:00 P.M.                | Mon.-Fri.  |
| COUNSELING, GUIDANCE, AND PLACEMENT | 8:00 A.M.-5:00 P.M.                | Mon.-Fri.  |
| CAFETERIA                           |                                    |            |
| Breakfast                           | 7:15 A.M.-8:15 A.M.                | Mon.-Fri.  |
| Continental Breakfast               | 8:15 A.M.-9:00 A.M.                | Mon.-Fri.  |
| Lunch                               | 11:30 A.M.-1:15 P.M.               | Mon.-Fri.  |
| Dinner                              | 5:30 P.M.-6:45 P.M.                | Mon.-Fri.  |
| Continental Breakfast               | 9:00 A.M.-10:00 A.M.               | Weekends   |
| Lunch                               | 11:00 A.M.-1:00 P.M.               |            |
| Dinner                              | 5:00 P.M.-5:45 P.M.                |            |
| SNACK BAR                           | 8:00 A.M.-1:15 P.M.                | Mon.-Fri.  |
| LIBRARY                             | 7:45 A.M.-10:00 P.M.               | Mon.-Thur. |
|                                     | 7:45 A.M.-9:00 P.M.                | Friday     |
|                                     | 10:00 A.M.-5:30 P.M.               | Saturday   |
|                                     | 1:30 P.M.-9:00 P.M.                | Sunday     |
| INFIRMARY                           | 8:00 A.M.-12:00 P.M.               | Mon.-Fri.  |
| RIDDLE CENTER                       | 8:00 A.M.-10:00 P.M.               | Mon.-Fri.  |
|                                     | 4:00 P.M.-10:00 P.M.               | Saturday   |
|                                     | 4:00 P.M.-10:00 P.M.               | Sunday     |
| BOOKSTORE                           | 8:00 A.M.-4:00 P.M.                | Mon.-Fri.  |
| POST OFFICE                         | 8:00 A.M.-3:45 P.M.                | Mon.-Fri.  |
| INTRAMURAL OFFICE                   | 9:00 A.M.-10:00 P.M.               | Mon.-Fri.  |
|                                     | 12:00 P.M.-9:00 P.M.               | Saturday   |
|                                     | 2:00 P.M.-9:00 P.M.                | Sunday     |

## CAMPUS SERVICES

### COUNSELING SERVICES

**Personal Counseling**—The Director of Counseling and the Campus Minister are available to provide personal counseling services to students as needed. The purpose of this service is to work with students on an individual basis to help them achieve their academic and personal goals. The Student Affairs Department and the Director of Counseling help identify students experiencing problems, work with them individually and in small groups, and promote support systems on the campus to help students make satisfactory personal and academic adjustments to college life. Staff members also refer students to professionals in the Fayetteville community for more intensive or specialized services.

Methodist College has an established contract with the Cumberland County Mental Health Department for counseling and referral services at no cost to the students, faculty, and staff.

All personal counseling services are confidential. The limits of the confidentiality are extended only if the counselor believes that the student may physically harm himself/herself or cause harm to another individual. In such situations, the counselor must inform the Vice-President for Student Affairs. In the best interests of the student, the counselor may choose to involve other college officials if appropriate. Based on the recommendation of the counselor, the Vice-President for Student Affairs may require the student to comply with one or more of the following:

1—Leave campus within 24 hours of the incident and be accompanied by a staff member until departure.

2—Inform his/her parents of the situation and make necessary transportation arrangements with them.

3—Choose whether to terminate enrollment or to seek reinstatement by setting up an appointment with a licensed clinical psychologist or psychiatrist for an evaluation. The written evaluation must indicate that the student is of no danger to himself/herself or others and can function in a college environment. The college may accept or reject the results of the psychological evaluation. If the evaluation is accepted by the college, reinstatement cannot occur sooner than 72 hours after the initial incident.

### Office of Counseling, Guidance, and Placement

The Counseling and Placement Office is located in the Student Union for all Methodist College students. Services available for students include CLEP and SAT testing, Interest Inventory testing, job placement aids, placement files on graduates, job fair opportunities, interview and resume writing workshops, listings of part-time and full-time job opportunities, small group activities in specific areas, personal counseling, career counseling, graduate school catalogs and counseling, and seminar-workshops on different social and academic problems.

As specific needs arise in students' lives, the Counseling Office will attempt to assist in

these needs. Students may see the counselor on a walk-in basis.

All job information is located outside the Counseling Office in the Student Union Building. A up-to-date directory of current job opportunities are on file.

CLEP tests are offered four times per month. The dates and times will be posted in student areas on campus.

**Graduate or Professional Training**—In addition to the career planning and placement services provided by the Office of Guidance and Placement, a special advisor assists students who wish post-baccalaureate education. Dr. Suzan K. Cheek advises students interested in the pursuit of graduate and professional training and counsels them as to the availability of appropriate scholarships and fellowships. She can be contacted at Extension 309 or in Room 217 of the Trustees' Building.

**LIBRARY SERVICES**—Davis Memorial Library, constructed in 1964 and dedicated to the memory of Mrs. Geraldine Tyson Davis, trustee and benefactor of the college, houses approximately 75,000 volumes, 570 periodical and newspaper subscriptions, a microform area with self-service reader/printers and over 7,000 volumes, and a music listening room with over 2600 recordings. Copying services, study rooms, and typewriters are also available. Interlibrary loan service and searches of computerized bibliographic databases are provided at cost. Many databases in the humanities, sciences, and social sciences are available.

Library orientation and research assistance are available. A library handbook is distributed without

charge. Students can take a 1-s.h. course in library use. Special collections are in the Lafayette Room, which has books, documents, letters, and other materials relating to General Lafayette, for whom Fayetteville was named, and the North Carolina Room, housing North Carolina history and fiction. The library also has a rare Bible collection donated by the Reverend Mr. Allen C. Lee and a manuscript collection with letters of Mrs. Stonewall Jackson, Mrs. Verina (Jefferson) Davis, and George Washington Lee (the son of Robert E. Lee). The Friends of Davis Memorial Library was organized in 1984 and is open to student members free of charge. Its purpose is to sponsor such projects as lectures, exhibits, and book talks. The Teaching Materials Center, a branch of the main library, houses audio-visual materials and equipment, a children's literature collection, and teaching aids (including educational computer software) for the Teacher Education Program. It is located in the Trustees' Building.

A library card is required to check out books and to use equipment.

Hours of operation for the main library are as follows:

|                            |                      |
|----------------------------|----------------------|
| Monday-Thursday            | 7:45 A.M.-10:00 P.M. |
| Friday                     | 7:45 A.M.-9:00 P.M.  |
| Saturday                   | 10:00 A.M.-5:30 P.M. |
| Sunday                     | 1:30 P.M.-9:00 P.M.  |
| Summer Library Hours       |                      |
| Monday, Thursday           | 8:00 A.M.-10:00 P.M. |
| Tuesday, Wednesday, Friday | 8:00 A.M.-5:00 P.M.  |

**CAMPUS FACILITIES**—The facilities of the college are used extensively by a wide variety of individuals from the campus community and outside agencies.

The services listed below are provided for your convenience:

**Campus Calendar**—The campus calendar is kept in the office of Dr. Lowdermilk, the Vice-President for Church and Community Relations. When scheduling meetings, special events, and projects, check this calendar to avoid conflicts. You should also clear all proposed projects with the Student Affairs Office and the Office of the Vice-President for Academic Affairs to avoid schedule conflicts.

**Scheduling Campus Facilities**—Reservation forms for campus facilities are kept in the Student Affairs Office and Dr. Lowdermilk's office. Facilities in the Student Union must be reserved through the Student Affairs Office. Academic facilities are reserved through Mr. Sam Clark, the Registrar. Other facilities must be reserved through Dr. Lowdermilk. Forms must be completed for a facility to be reserved. If a public address system or special lighting is required, the form must be completed one week prior to the event.

**Chaperones**—All registered social events require one or more chaperones depending on the type of activity and the number in attendance. Full-time faculty, administrators, sponsors of organizations, Residence Hall Directors, and the spouse or date of full-time faculty and administrators, when accompanying the full-time college employee, may serve as chaperones. The Vice President for Student Affairs will determine the number of chaperones, police officers, and firemen that must be present at student

activities or functions.

**Church and Civic Organizations**—The Methodist College campus is the site of many church and civic programs. A thousand visitors may be on campus on a given day and over 45,000 during the course of a year. Some groups use the college cafeteria. Student participation and cooperation are necessary for the college to provide this service. The student body is informed about these groups and events through the Student Government Association and Student Affairs Department.

Methodist has made special arrangements with certain civic organizations to permit **student attendance at no charge** upon presentation of a college I.D. Included are the Fayetteville Symphony, the Community Concert Series, the Dance Theatre of Fayetteville, the North Carolina Symphony, and the Cape Fear Regional Band. The dates and times of these events are listed in the cultural calendar prepared by Dr. Lowdermilk and in a calendar of all campus events. For questions about programs for which students must pay an admission charge, please call Dr. Lowdermilk.

Students can also receive credit for attendance by enrolling in the following courses:

**HUMANITIES 201-204 HUMANITIES ENRICHMENT SERIES**—1/2 s.h. each

Up to 2 s.h. of elective credit (1/2 hour of credit per semester). Must attend 12 events (approximately 1 per week), mainly Fine Arts programs but including lectures, seminars, and college events (e.g., convocations, the Iterations Series, the Southern

Writers' Symposium, Student Government Association programs, speeches, award ceremonies). Grading-pass/fail. Attendance checked by tickets/programs turned in after events and by program evaluations. Monitored by the Vice-President for Student Affairs.

### MAINTENANCE SERVICES

—The Maintenance Department of Methodist College strives to work with students to make day-to-day activities as comfortable as possible. Cooperation by students is imperative. Prompt reporting of maintenance needs to your R.A. or residence hall director will make an immediate response possible. Any problem of heating, air-conditioning, or lighting in your area of residence should be reported. Because of the pride we take in our campus buildings and grounds, your assistance is greatly appreciated.

## POSTER AND FLYER POLICY

1. All posters and flyers must be approved by the Assistant Dean of Students before posting.

2. The Assistant Dean of Students can refuse permission to post a flyer/poster if he/she feels that the content is inappropriate.

3. No poster/flyer may be larger than 2 ft. by 3 ft.

4. No posters/flyers may be put in the Horner Administration Building, Davis Memorial Library, Hensdale Chapel, or any classroom.

5. No posters/flyers may be put on glass windows or doors.

### STUDENT INFORMATION SERVICES

—Methodist College makes a sincere effort to keep students' hometowns advised of any and all accomplishments students achieve while at Methodist College. Additionally, news of awards, achievements, elected offices, etc., is sent to regional papers and radio and television stations. In order for the News Bureau to provide accurate information on these releases to the media, each student must complete a **Student Information Form** and continue to update the form each semester. These forms are mailed to each incoming student, and additional forms are available from the News Bureau in the Mallett-Rogers House Annex. Once complete, forms are kept on file in the News Bureau but are available to students upon request.

## FOOD SERVICES

**Cafeteria**—Coming to college proves to be a major change in most students' lives. One of the more significant changes is no longer having home cooking. This means no more raiding the refrigerator in the middle of the night and no more dinners at which you sit down with your family and discuss the day's events. No college cafeteria will ever rival Mom's peach cobbler. However, the food service system and its employees go to great lengths to provide students with an enjoyable meal and atmosphere. Special Steak Nights; theme nights such as Halloween, Christmas, and Homecoming; and other special events all serve to enhance meals at Methodist College. The college cafeteria also proves to be a great social center.

Students, members of the staff and faculty, their families, and visitors are extended the privilege of food service during those days when the cafeteria is in operation.

### Hours of operation:

|                       |            |
|-----------------------|------------|
| Weekdays:             |            |
| Breakfast             | 7:15-8:15  |
| Continental Breakfast | 8:15-9:00  |
| Lunch                 | 11:30-1:15 |
| Dinner                | 5:30-6:45  |
| Weekends:             |            |
| Continental Breakfast | 9:00-10:00 |
| Lunch                 | 11:00-1:00 |
| Dinner                | 5:00-5:45  |

Board charges will not be refunded except in case of withdrawal by a student who has paid board in advance of the week of withdrawal.

Appropriate clothing (including street shoes) must be worn in the cafeteria at all times.

Each student is expected to

carry his/her own tray to the dishwashing area.

**All residence students are required to be on the meal plan.** Meals can be prepared for students with special dietary needs.

An unlimited seconds program can be run effectively only when (1) student meal cards are checked at the door; (2) all nonboarding students who enter the dining room are charged the full meal price; (3) no food or dishes are carried from the dining room. If you have complaints or questions about the food service, please address these directly to the on-campus Food Service Director or the Food Service Committee.

Food Service is glad to accommodate students who cannot attend a meal due to illness so long as a note of verification is secured from a member of the Student Affairs staff.

### Snack Bar

The Snack Bar, located in the Student Union, is open from 8:00 A.M. to 1:15 P.M. Monday through Friday. (These hours are subject to change.)

"A la carte" services are available in the Snack Bar. A full line of sandwiches is available, as are french fries, cold drinks, ice cream, candies, crackers, and other items. The Snack Bar is also open for scheduled activities in the evenings.

**POSTAL SERVICES**—United States Post Office (Methodist College Branch)

A postal service window, located in the Student Store, is

open for operation Monday through Friday from 8:00 A.M. to 3:45 P.M.

Mail delivery to the Methodist College Branch is Monday through Friday. Mail is distributed and available in the individual mailboxes after 10:00 A.M.

All residence hall students are assigned a mailbox during the registration period. Mailboxes are not assigned to commuting students.

A mail drop is located at the Student Store.

Exterior collection boxes are located at the north end of the Student Union. Collection time is 4:00 P.M. Monday through Friday and 12:00 noon Saturday.

Money Orders are available at the Post Office. However, due to postal reporting procedures, money orders cannot be issued after 3:00 P.M.

## STUDENT STORE SERVICES

The Student Store is located in the north end of the Student Union. Textbooks can be purchased by cash, check, or charge sale. All charge sales must be approved at the Business Office.

Available at the Student Store are school supplies, clothing, greeting cards, and various gift items.

The hours of operation are from 8:00 A.M. to 4:00 P.M. Monday through Friday.

**FINANCIAL AID SERVICES—All students desiring financial aid must apply each year they intend to receive an award of financial aid.** Application forms may be obtained at the Student Financial Aid Office. Methodist College will accept the results from any of the approved need analysis agencies (to include ACT, CSS, PHEAA and USA Funds). It is recommended that applications be submitted to the processor not later than May 1st of each year.

The financial need of the student is defined as the difference between the resources of the student and parents and the

cost of attending Methodist College. The need analysis provides the basis upon which an applicant's need is determined. All information concerning the student's financial situation and the family's circumstances is held in complete confidence by the Financial Aid Office and is not a part of the student's general file with Methodist College.

Continuing or transfer students applying for financial assistance (institutional, state, or Title IV funds) are evaluated at the end of each academic year to determine if they have met the institution's Standards of Satisfactory Academic Progress for financial aid. These standards are published in the Financial Aid Information booklet, which is available upon request from the Financial Aid Office. All students expecting to receive financial assistance are encouraged to become familiar with these standards.

It is strongly recommended that students apply for aid as soon as income tax forms are completed in the spring for the following fall and spring semesters. Financial aid is awarded on a first-come basis.

## THE STUDENT UNION—

The Student Union is the center for all of the out-of-class non-academic activities for students at the college. Here the Student Affairs Department, the Student Government Association (S.G.A.), and the Student Activities Committee (S.A.C.) present a wide variety of activities and events to fill social needs and non-academic hours. In addition to food services and meeting rooms, the Union has available the student store, mail services, the "Lion's Den" (a snack

bar with a large-screen TV), video games, a lounge area, and an open programming space. The Union is the building in which dances, concerts, and coffee house types of entertainment, as well as other programs, are held. Offices in the Union are Student Affairs, S.G.A., Counseling, Guidance and Placement, the Campus Minister, the Nurse, and Intramurals. Hours of operation are posted in the Union.

## BUSINESS SERVICES

**Check Cashing**—Personal checks (not exceeding \$25) can be cashed in the Business Office with approval of the Comptroller. Personal checks (for the amount of purchase only) can also be cashed in the Student Store. The Methodist College I.D. card must be shown prior to the check's being cashed.

Approximately three weeks before the end of any semester, personal checks will no longer be cashed (in order to allow all checks to clear the banks before the end of the semester).

A \$10 CHARGE IS ASSESSED STUDENTS WRITING A CHECK WITH INSUFFICIENT FUNDS IN THEIR ACCOUNTS. A second incident during one semester will result in the denial of check-cashing privileges.

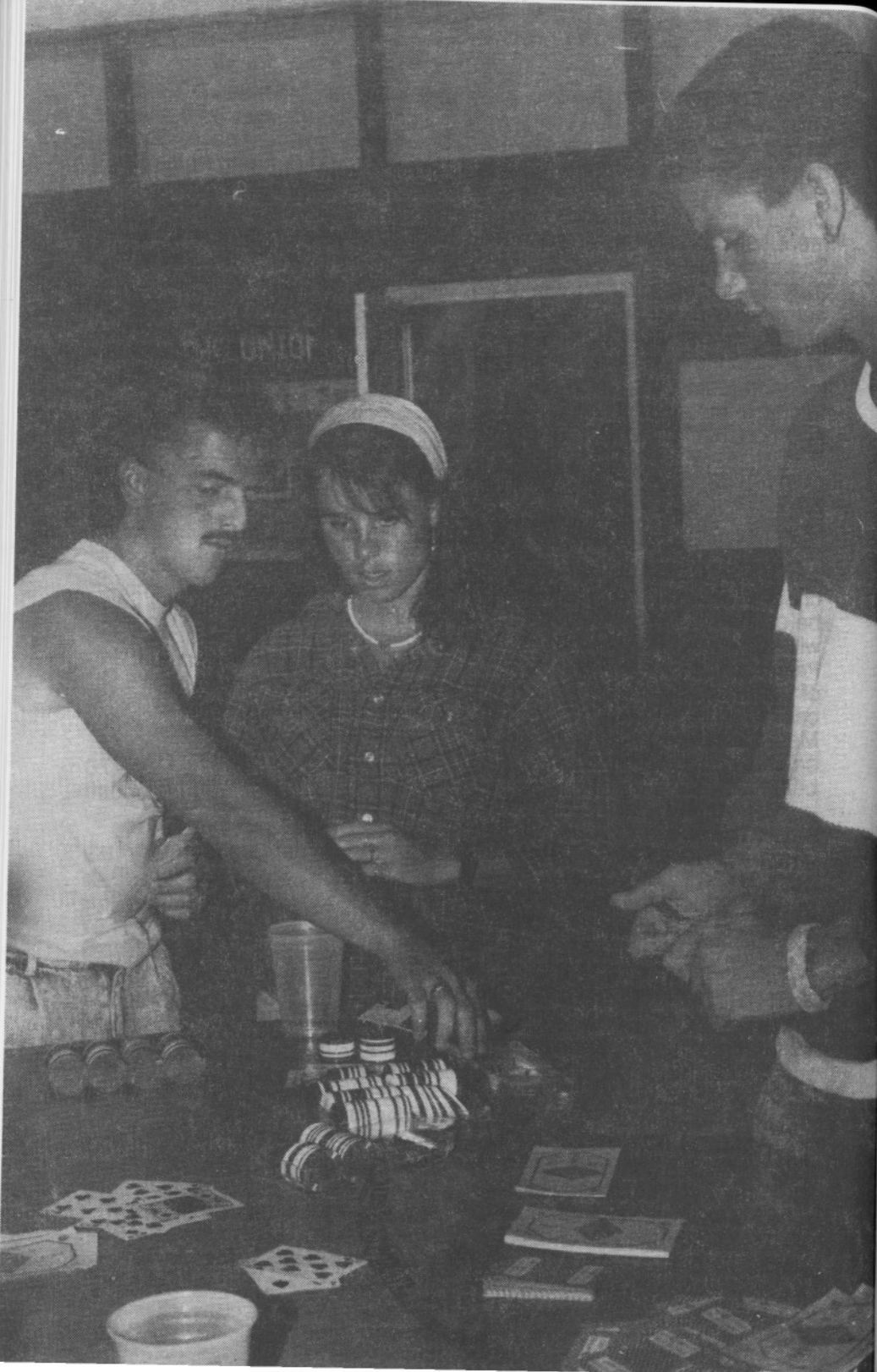
## HEALTH SERVICES—

Health services are provided to students by a registered nurse who works for the college during clinic hours and on an on-call basis. Medical and other health problems should be referred to

the nurse during regular office hours whenever possible. Emergency medical needs should be brought to the attention of residence hall staff for assistance. In addition to the provision of clinical services, the nurse provides presentations to students on a variety of wellness issues in order to assist them to maintain a high level of health and well-being. **Office hours are 8 A.M. to 12 noon** in the Health Center located in the Student Union. In addition to the services provided by the college, Fayetteville has available to students two hospitals, several clinics, and a number of private medical practitioners in a wide variety of specialties. Contact the nurse for further information.

1—**Special Medications**—Individuals who take special medications for allergies, diabetes, etc. must notify the nurse of the problem and the special medications immediately upon their arrival at Methodist College.

2—**Medical Information for Instructors**—Medical notes



from the Health Center can be obtained by the student to explain class absences to instructors.

**3—Accident or Illness Away from college While on college Activities**—Any boarding student involved in an accident or illness occurring away from the college while on college-sponsored activities should report to the health center immediately upon return to campus to preserve student insurance rights.

**4—Transporting Injured Students**—Persons should not be transported to a doctor or hospital without the approval of the college nurse or another college official, except in emergencies. To do so may involve the student or students, as well as the college, in legal complications and may involve financial responsibility for the medical services. In the event of an emergency, notify immediately one of the following: the college nurse, Hall Director, R.A., or the Student Affairs Office.

**5—Special Diets**—Special diets can be prepared to meet the needs of students under medical care but are limited to the resources of the cafeteria. Notify the nurse and cafeteria director of special needs.

**6—Immunization Requirements**—North Carolina Law requires that students bring an adequate immunization record to

the college. This immunization record must clearly document that you have received the following minimum immunizations:

Rubeola (Red Measles Vaccination)—shot must have been received on or after your first birthday, required for all new students born in 1957 or later.

Rubella Vaccination—(German Measles)—required for all new students up through 49 years of age.

Tetanus-Diphtheria (TD) Vaccination —3 dose series—You probably received this as a DTP during infancy. One dose is required within the past ten years.

Your record of immunizations should be available from your physician, clinic, or former high school. Your parents should know where you received immunization as a child.

Medically verified records will be required, that is, your immunization record must contain the number of doses of vaccine, dates of administration (Month/Day/Year preferably), and must be signed or stamped by health a care provider.

**You have 30 calendar days from your date of registration to present us with your immunization record.**

## FEES, TUITION, ROOM AND BOARD

The cost of fees, tuition, room, and board is as shown in the catalogue. All such costs are due at the Business Office in advance of registration. All students are encouraged to make necessary financial arrangements prior to arriving for the first day of classes.

Class cards will not be issued, nor will you be allowed in class until all financial matters are properly arranged.

**PRIVATE ROOMS IN RESIDENCE HALLS**  
Residential students can

request private rooms at an additional cost of 50% above the rate for double occupancy, subject to availability.

### REIMBURSEMENTS

The college reserves the right to apply reimbursements against any unpaid balance currently due.

### WITHDRAWALS

If a student officially withdraws from Methodist College for any reason during the first fourteen (14) calendar days from the day classes are scheduled to begin in the fall and spring semesters, he/she will be eligible for a prorated refund as follows:

**Date of Withdrawal—Amount of Refund**

1-7 days, including first class day  
75% tuition and fees  
8-14 days, including first class day  
50% tuition and fees

After 14 days, no refunds will be made except in case of tuition paid in advance beyond the current semester or board (meals) paid in advance beyond the week in which withdrawal becomes effective. **NO REFUNDS WILL BE MADE AFTER THE SECOND SCHEDULED DAY OF CLASSES IN THE SUMMER PROGRAM OR AFTER 11:30 A.M. FRIDAY MORNING OF THE FIRST WEEK OF CLASSES IN THE EVENING PROGRAM (SATURDAY CLASSES EXCEPTED).**

## CLUBS AND ORGANIZATIONS

Methodist College offers a wide variety of clubs, organizations, and other activities for its students. The Student Activities Office is interested in working with students to develop new organizations to meet perceived student needs. If you and fellow students wish to organize any activity, please come by to talk with us. The Student

Activities Office will also work with currently existing organizations to strengthen their programs and provide training for group leaders. Clubs and organizations currently in existence on the campus are listed below. If you are interested in any of the groups, contact the Faculty Advisor listed.

Accounting Club  
Alpha Chi (Academic Honorary)  
Alpha Epsilon Omega  
Alpha Psi Omega (Theatre Honorary)  
Beta Beta Beta (Biological Society)  
Black Student Movement  
Business and Economics Club  
Campus Ministry  
Ethos (Sociology Club)  
International Students

Lambda Chi Alpha (Men's Social Fraternity)  
Masque Keys (Theatre Club)  
Methodist College Chemical Society  
Methodist College Chorus

Mr. William Richardson  
Mr. Mike Rogers  
Mrs. Maria E. McIver  
Dr. Jack Peyrouse  
Dr. Margaret Folsom  
Mrs. Maria E. McIver  
Dr. Michael Marr  
Rev. Claire Clyburn  
Dr. John Sill  
Dr. Arnal Guzman,  
Mrs. Jane Cherry  
Dr. Wayne Preslar  
Dr. Jack Peyrouse  
Dr. Narendra Singh  
Mr. Alan Porter

Methodist College Gospel Choir  
National Association of Teachers of Singing  
North Carolina Student Legislature  
Omicron Delta Kappa (Leadership Honorary)  
Phi Eta Sigma (Freshman Honorary)  
Phi Sigma Iota (Foreign Language Honorary)  
Pi Kappa Phi (Men's Social Fraternity)  
Political Science and History Club  
Premedical Society  
Psi Chi (Psychology Honorary)  
Psychology Club  
Residence Hall Councils  
ROTC—Monarch Company  
Sigma Omega Chi (Sociology Honorary)  
Student Activities Committee  
(Program Board)  
Student Education Association  
Student Government Association

Mrs. Maria E. McIver  
Mr. Alan Porter  
Mr. Mike Safley  
Mr. Parker Wilson  
Dr. Richard Walsh  
Mrs. Elaine Porter  
Mr. Jim Eubanks  
Dr. Suzan Cheek  
Dr. Linda Sue Barnes  
Dr. Ted Jaeger  
Dr. Ted Jaeger  
Hall Directors  
Capt. John Bucciarelli  
Dr. John Sill

Mr. Chris Ryan  
Dr. Sue Bowden  
Mr. Mike Safley

*SMALL TALK* is the Methodist College campus newspaper, which is distributed monthly to students and faculty at no cost. It has won numerous awards in the last decade from the Associated Collegiate Press.

*TAPESTRY* is the creative arts/literary magazine published annually at Methodist College and distributed free in September. The best of student prose, poetry, graphics, and art work is selected for publication. Faculty and alumni also submit material. *CARILLON* is the yearbook published as an annual pictorial record of Methodist College student life and distributed to students free in October. Upon request, each student enrolled full-time both semesters is entitled to a yearbook at no charge. Any student who is enrolled full-time for

only one semester must pay an additional cost of \$12.50 to purchase a yearbook. Any *CARILLON* not picked up within thirty (30) days of the initial distribution becomes the property of Methodist College.

**Student Editors**—The editors of the three student publications are nominated by the staffs and appointed by the Publications Committee, which oversees all student publications. Effective fall, 1989, student editors will receive a stipend for their work on these publications. Students wishing to join any publication staff are invited to apply with the appropriate student editor in the Publications Center.

## CLUBS

**ACCOUNTING CLUB**—The Methodist College Accounting Club is the gathering of Accounting and non-Accounting

majors interested in accounting issues. The club invites speakers to visit the campus and talk to students about their accounting

background, experience, and expertise. The club engages in fund raisers and also gets involved in Homecoming activities. It is a good resource of first-hand information about the accounting profession. The club is a student chapter of the National Association of Accountants and is involved in local activities with this organization.

**ALPHA CHI**—Membership in Alpha Chi, the academic honorary, is by invitation only. This invitation is extended to seniors who are academically ranked in the top five percent of their class and to juniors who are ranked in the top three percent of their class. At graduation, members are distinguished by a sapphire blue and emerald green cord and tassel.

#### **ALPHA EPSILON**

**OMEGA**—Alpha Epsilon Omega is a local sorority based on strong Christian faith and a common desire for sisterhood by her members. It believes that each of its members should not only participate in the sorority, but should also be an active member of the Methodist College Community. The goal, as the motto says, is to accept each other in Christian love and responsibility. As a sorority, it works to better the campus and to build individual faith in God.

**ALPHA PSI OMEGA**—Alpha Psi Omega is a national honor sorority dedicated to the advancement of educational theatre. A student does not need to be a theatre major to qualify for membership; however, belonging is limited to those individuals who have made outstanding contributions to college theatre, including both technical work and acting. At the end of the academic year, the Omicron Mu chapter presents an award to the student who has

shown exemplary interest in theatre arts at Methodist College.

**BETA BETA BETA**—Tri Beta is a national honor and professional society for students in the biological sciences. Its objectives are to promote scholastic excellence and research in appointed areas of science. Anyone interested in the biological sciences may hold associate membership; however, full membership (the right to hold office) is limited to students who have completed three biology courses with a B average. The local chapter, Tau Zeta, was chartered in 1982. Its members participate in various service projects and sponsor speakers from wildlife centers and other colleges. Club members take field trips to the North Carolina Zoological Park, the Carolina Beach and Fort Fisher Marine Laboratories, and other places of interest. Students who enjoy any phase of the Biological Sciences are encouraged to join.

#### **THE BLACK STUDENT MOVEMENT**

—The Black Student Movement (B.S.M) is an organization working for better campus relations. All students are welcome. Though B.S.M. is a Black organization dealing with minority issues, the organization is helpful to all students who are having difficulties. It tries to educate students by providing programs on Black heritage.

**BUSINESS AND ECONOMICS CLUB**—The Business and Economics Club promotes interaction among students to further their awareness of various aspects of the business world. Guest speakers, fund raisers, and special projects are just a few activities provided. The Business and Economics Club is open to those students pursuing their careers in these fields.

#### **CAMPUS MINISTRY**

—Campus ministry offers students a variety of programs for exploring issues of faith. Fellowship of Christian Athletes, Koinonia Fellowship, Bible Studies, social action ministries, weekly worship, and more are all part of the campus ministry program. The Student Religious Life Council plans programs and projects. A trip to Mexico during 1991 Spring Break is being planned; anyone can be a part of this trip. The office of campus ministry is located in the lower level of the student union next to the cafeteria.

**HALL COUNCIL**—Each residence hall has a Hall Council made up of the President, Vice President, Secretary, Treasurer, Social Chairman, and Fire Marshal. These councils provide various services, including programs that allow the RA's and Hall Council to work together. The Hall Council also serves as a voice for the residents with Student Affairs. Though this is not an entertainment committee, programs and other activities are geared towards the interests of the residents.

#### **GREEN-GOLD MASQUE-KEYS**

—The Methodist College Green and Gold Masque-Keys is an enjoyable organization that supports and promotes theatre and gains its membership from those who have participated in campus theatre. Masque-Keys supports theatre on campus and in the community through charitable acts. It plans, organizes, and gives productions and an end-of-the-year picnic.

#### **HISTORY AND POLITICAL SCIENCE CLUB**

—The History and Political Science Club is open to anyone interested. It tries to increase awareness of and interest in either history or political science through several different

means, e.g., field trips to historical sites and to the Dean Dome for the Debate of the Presidential Candidates, guest speakers explaining such areas as Central America and South Africa.

#### **THE METHODIST COLLEGE CHEMICAL SOCIETY**

—The purpose of the Methodist College Chemical Society is to unite those students seeking a major or a minor in the field of chemistry, to discuss current events or areas of research that are of importance to the field of chemistry, and to provide information on employment opportunities for those seeking jobs in the area of chemistry. The Methodist College Chemical Society cultivates interest in the area of chemistry through the use of field trips and invitations to outside speakers and by attending area as well as national meetings of the American Chemical Society.

#### **METHODIST COLLEGE CHORUS**

—The Methodist College Chorus is a select group of individuals chosen for their personality, moral character, and leadership qualities, as well as for their exceptional talent in music. It is well known for its spirited rendition of many types of music. Past programs have included a country music medley with contemporary and popular selections, as well as standard classical repertoire. Frequent tours of the eastern seaboard have taken the members from Connecticut to Florida. Recently, the Chorus toured the Bahamas. It is in constant demand at churches, civic clubs, military installations, conferences, and rallies throughout eastern North Carolina.

**METHODIST COLLEGE GOSPEL CHOIR**—The Gospel Choir was founded in 1984 and is

already one of the most active groups on campus. Composed of 25 members, it is always looking for new voices to help "glorify God." Rehearsals are set at the beginning of the year to accommodate everyone's schedule.

#### **INTERNATIONAL STUDENT ASSOCIATION**

The International Student Association provides an environment for promoting the culture of international students and making the campus more aware of foreign cultures. Any member of the Methodist College Community who has an interest in foreign culture may join.

#### **OMICRON DELTA**

**KAPPA**—Omicron Delta Kappa is a national leadership society. To qualify for membership, juniors and seniors must demonstrate exemplary character, scholarship and intelligence, service and leadership in campus life, good citizenship within the community, and dedication to democratic deals. Membership is also based on a person's activities in five areas: scholarship, athletics, student government, fine arts, and religious life. Students selected for the society also required to meet a minimum grade point average.

**PHI KAPPA PHI**—This fraternity's purpose and aim are to promote fellowship and mutual trust among its members, to uphold the traditions and ideals of Methodist College, to encourage excellence in scholarship, and to inculcate in its members the highest ideals of Christian manhood and good citizenship.

**PHI SIGMA IOTA**—Phi Sigma Iota honors juniors and undergraduate students of foreign languages who have at least a B average in their entire college work and in all foreign language

courses, have completed at least one course at the third-year level, and rank in the highest thirty-five percent of their class in general scholarship. The purpose of this honor society is stated in the motto: "To understand others is to understand oneself, one's culture, and one's heritage." The goal is to foster the learning of foreign languages as a means of achieving a better understanding among individuals and nations. Phi Sigma Iota awards scholarships, fellowships, and grants to deserving, ambitious young undergraduate and graduate students, as well as faculty, to complete scholarly programs in foreign languages, literatures, and cultures.

**PSI CHI**—PSI CHI is the National Honor Society in Psychology. In order to be a member of PSI CHI, a student must be in the top 1/3 of their academic class and have a "B" average in their psychology course work. They must also have completed at least 6 semester hours of psychology classes and be enrolled in their third class before they will be considered.

#### **STUDENT ACTIVITIES**

**COUNCIL (S.A.C.)**—The Student Activities Council (S.A.C.) is a branch of the S.G.A. that deals with the programming of special activities and events (e.g., comedians, magicians, concerts, mentalists) held on campus. Suggestions and participation are welcomed.

**SENATE**—The Senate is a duly elected body designed to have an impact on student life at Methodist College. All groups of students are equally represented. The senate meets bi-weekly to debate issues and deal with legislation designed to improve student life at the college. Elec-

tions for senators are held each spring. S.G.A. encourages all students to get involved with the Senate.

**STUDENT GOVERNMENT ASSOCIATION (S.G.A.)**—The S.G.A. is composed of all full- and part-time students at Methodist College. The association is governed by a constitution and directed by officers elected by the student body. The purpose of the S.G.A. is to represent the students to the college administration and design programs to meet the needs of the students. All students are encouraged to participate in the programs sponsored by the S.G.A. and to provide new ideas for implementation.

**STUDENT EDUCATION ASSOCIATION**—The Student Education Association (S.E.A.) is the Methodist College chapter of the Student North Carolina Association of Educators (SNCAE) and the National Education Association (NEA), the professional organization for teachers and educators. The organization is open to freshmen, sophomores, juniors, and seniors planning to teach in any field or at any level; membership is affiliated with the state and national organizations, with access to all services (i.e., discounts). SEA provides programs of interest to students entering the teaching profession and opportunities for leadership and professional development.

## ATHLETICS

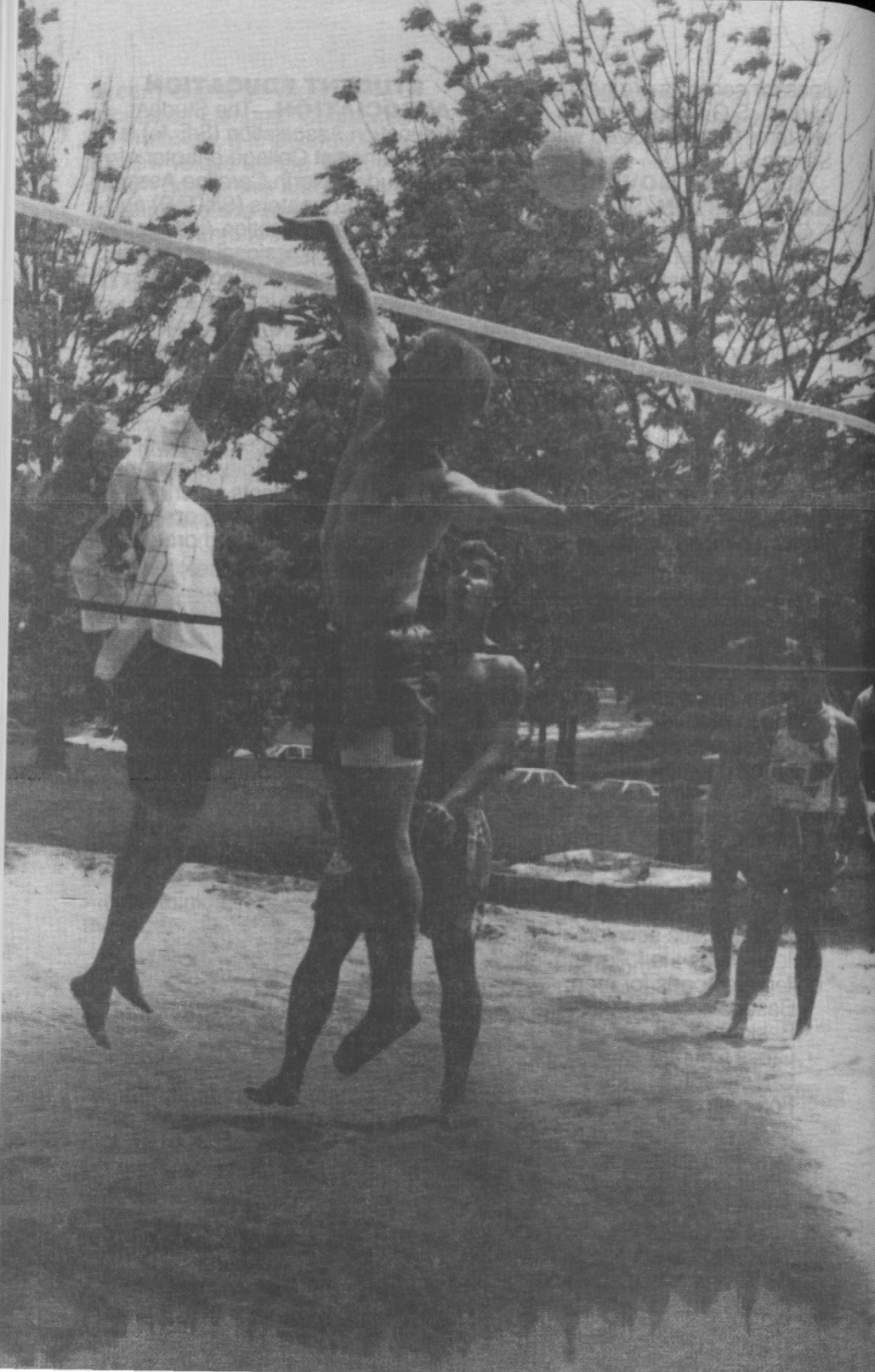
Many opportunities for participation in recreational, intramural, and intercollegiate activities are available for men and women. Methodist College is a member of the Dixie Intercollegiate Athletic Conference (DIAC) and National Collegiate Athletic Association (NCAA) Division III. Both the conference and NCAA regulations prohibit athletic scholarships. The college fields the following intercollegiate sports for men:

- Baseball
- Basketball
- Cross Country
- Cheerleading
- Football
- Golf
- Soccer
- Tennis
- Track

Methodist College is also a member of the Women's Division of NCAA. The Lady Monarchs participate in the following intercollegiate sports:

- Basketball
- Cheerleading
- Cross Country
- Fast Pitch Softball
- Golf
- Soccer
- Tennis
- Track
- Volleyball





## INTRAMURALS

The Campus Recreation and Intramural Program (CRIMP) of Methodist College is striving to reach a point of prominence on campus. A wide range of recreational activities has been provided to serve the needs of all the students, faculty, and staff. This program provides activities for team, individual, dual, co-recreational, structured, and unstructured participation.

Intramural sports at Methodist College is consistently one of the most popular and valuable programs for students in living groups and off campus. The competitive nature of events and the fellowship resulting through participation contribute to its success. In addition to promoting health and valuable recreation, this program helps students develop skills and attitudes that will be useful in later life.

CRIMP offers a broad range of activities throughout the school year. Every enrolled student, as well as faculty and staff, is eligible to participate in all intramural activities. These include the following:

Flag Football, Spades, Soccer, Pocket Billiards, Tennis, 1 on 1 Basketball, Horseshoes, 2 on 2 Basketball, Badminton, 3 on 3 Basketball, Table Tennis, 4 on 4 Basketball, Pass Punt Kick, Free Throw, Checkers, Hot Shot, Chess 3 Point Shot, Ultimate Frisbee, Indoor Soccer, Volleyball, Beach Volleyball, Softball, European Team Handball, and special events throughout the school year.

CRIMP also offers an equipment check-out program for all Methodist College students, faculty, and staff seven days a week.

## RESIDENCE HALL LIVING

### GENERAL INFORMATION

—Research indicates that the residential experience has a great impact on college students, both during the time in college and afterwards. Much of this research indicates the value of a developmental and an enjoyable residence hall experience. One of the major purposes of the Student Affairs Department is to aid you in making your time at Methodist a valuable and developmental experience. As a result, it is the policy of the college that all freshmen must live in college-operated residence facilities

unless they are local residents. However, residence hall housing is offered only to full-time day students in order to provide a common learning experience for as many Methodist College students as possible. All requests for waivers of this policy must be directed in writing to the Dean of Students.

Below are a number of services and guidelines intended to improve the quality of life for resident students and to make the residential experience valuable for all persons. The primary purpose of the residence life program at

Methodist is to develop a community within each hall and to provide each resident with a variety of opportunities for personal growth and learning.

To help achieve these goals, we have **Hall Directors** and **Resident Advisors** in each residence hall. These persons are employed by the college and are available to provide information, counseling, and programming for residents. They have been trained to deal with emergencies, to protect individual and institutional rights through the enforcement of all college policies, and to assume the administrative responsibilities of a residence hall. Their goal is to develop living environments that promote close interpersonal relationships, individual growth and learning, and a strong sense of community responsibility and identity.

You are encouraged to become an active and a contributing member of your residence hall "community" by helping your neighbors to develop a hall theme and motto, by joining a hall intramural team, by attending community meetings, by assisting in enforcing quiet hours, and by attending programs and activities sponsored by your hall government and residence hall staff members.

Methodist College retains the right of and responsibility for maintenance, heating, air conditioning, selecting hall staff, providing basic residence hall furniture, making student housing assignments, and enforcing college policies. **The payment of room fees does not constitute a lessee-lessor contract. While the student is a resident at the college, the occupancy of the residence hall room is consid-**

**ered as the use of a college facility.** This usage does not give the same latitude as does a lessee-lessor rental contract.

**The residence halls, as well as the cafeteria, are closed during Thanksgiving, Christmas, and spring holidays.** All students should plan to be at home or have other accommodations during these holiday periods. Students must leave the campus within 24 hours after their last final examination at the end of each semester unless they are part of graduation exercises or are granted special permission by the Student Affairs Office. **Students unable to find accommodations during college vacations should contact the Student Affairs Office in advance for assistance.**

**Housing of Out-of-State and International Students during Holidays**—The college does not assume any financial or supervisory responsibility for out-of-state or international students during periods when it is closed but will assist students in finding accommodations.

All students in the regular college program who register for twelve or more semester hours in any semester are considered to be full-time students. **Students living in the residence halls must carry a minimum of 12 semester hours at all times.**

**RESIDENCE HALL SERVICES**—The college offers a wide variety of services to its students who live in the residence facilities. These services are intended to assist students in their everyday activities and to help create a quiet, comfortable, and safe atmosphere for study, sleeping, and mature socialization

**Staff Services**—The college has employed and trained a number of student and professional staff who are responsible for the operation and management of the residence halls. These individuals are present to serve you and to make your life more pleasant. They have a multifaceted role, which includes such duties as information, counselors, programmers, and persons responsible for the college judicial system.

**Telephone Services**—Any student who wishes to have a telephone in his/her residence hall room should contact Carolina Telephone at the Westwood Shopping center in Fayetteville or at 864-9011. Payment for telephone services is the responsibility of the individual student in whose name the phone is installed. Joint installation and payment should be carefully considered prior to such agreements.

**Cablevision Services**—Each room is cable equipped with basic cable channels provided free of charge. Any student can sign up with Cablevision of Fayetteville at the beginning of each semester for additional cable services. Installation and payment for additional cable services is the responsibility of the student. Once the cable has been hooked up in a room, the student cannot transfer it to another room.

**Fire Protection**—The college has installed fire alarm systems in each residence hall for the protection of residential students. Fire extinguishers and smoke alarms are also available on each floor. The college is served by the Fayetteville Fire Department,

which has a station located on Rose Hill Road as well as in other locations around the city. It is a serious violation of college standards and state laws for students to tamper with fire protection equipment. Any student convicted of such violations will be expelled from the college.

**Security Services**—Methodist College provides security officers who patrol the college 24 hours per day. These officers have as their main purpose the protection of the lives and property of Methodist College students and the physical property of the college. **If you need an escort after dark, then notify a security guard by dialing 229 or 334.** The college also receives service from the Fayetteville City Police Department and the North Carolina State Police. The security of the persons and property of individuals on the campus is everyone's responsibility. **Lock your residence hall door when you leave the room, even just to go next door to visit a friend. Do not walk alone at night. Park your car in well-lighted areas. Report any suspicious activity to college officials.**

**Vending Machines**—Vending machines for soft drinks and snacks are available in each residence hall and in various other locations around the campus. For refunds of any money lost in vending machines, complete a vending machine form in the Student Affairs Office.

**Laundry Services**—Washing machines and dryers are available

in each residence hall. These machines are owned, operated, and maintained by a private company on behalf of the college. Washer service costs \$.75 per load; dryer service, \$.50 per load. For refunds of any money lost in these machines, complete a form in the Student Affairs Office.

**Office and Intercom Services**—Each residence hall

has an office operated by hall staff and student workers during various hours of the day. Office operating hours are posted in each hall. Each hall also has an intercom system, which can be used for paging individuals in certain circumstances, for making announcements for students, and for emergencies. Vandalism to intercom speakers on halls is considered a serious offense.

## RESIDENCE HALL GUIDELINES

The following guidelines contain information relevant to residence hall living. Students are expected to comply with all policies and procedures outlined below, and resident students sign a housing agreement form when they check in. Failure to comply with these regulations or to sign a housing agreement can result in revocation of housing privileges and/or disciplinary action. Methodist College reserves the right to change these guidelines, with notice, at any time.

**I—RESIDENCE HALL VISITATION POLICY**—The Student Affairs Office believes that the Residence Hall students at Methodist College are adults. With adulthood come different types of responsibility. The responsibility for visitation in the Residence Halls lies directly with the residents. The visitation policy at Methodist College encompasses the following guidelines:

a—The Residence Halls are open for visitation from Noon to midnight Sunday through Thursday nights and Noon to 1:00 A.M. Friday and Saturday nights. Each Residence Hall has the right to set its own visitation times within

these hours. Residence Hall visitation hours are posted in the lobby of each Residence Hall.

b—No person can have more than two guests of the opposite sex at any one time. For special permission regarding family members, see the Residence Hall Director.

c—Students must sign in guests in the office of the Residence Hall. Guests leave their I'D.'s when they sign in, are escorted to the host's room, and pick up their ID.'s when they leave.

d—A guest may visit only the person he/she has come to see, and has access only to the room being visited, not to the Residence Hall.

e—Lobbies of the **Men's** Residence Halls are open twenty-four hours.

f—It is the responsibility of the resident to make sure that his/her guest abides by all Residence Hall rules and rules of Residence Hall life established by Methodist College. Violations by guests are considered violations by the resident.

g—Visitation violations for any person not signing in a visitor, having a visitor during non visita-

tion hours or being more than ten minutes late checking out after visiting hours will result in a \$75.00 citation.

## II—DAMAGE DEPOSITS AND ASSESSMENTS

Methodist College requires that a damage deposit of \$50.00 be posted by every resident student of the college. This deposit is held in escrow to cover the costs charged for damage to the student's room or to public areas of the residence halls. A student who is billed for damages will have that amount deducted from the damage deposit and will also be required immediately to reimburse the deposit to the \$50.00 level in order to continue as a residential student. Students who are charged for damages or cleaning fees at the end of a semester as they check out of their rooms will also have these fees charged to the damage deposit. Reimbursement must be paid before the student will be allowed to enroll as a residential student for the following semester. Damage charges in excess of \$50.00 must be paid immediately as noted for other payments above.

The damage deposit noted above remains with the Business Office of the college throughout the student's career at Methodist. It is refunded only when a student permanently leaves the college (graduation, transfer, etc.) and the Student Affairs Office certifies that there are no damages to the room or other college property for which the student is responsible.

The college will not absorb the costs of damage and vandalism that occur in the residence halls during the academic year. Therefore, every student is responsible for his/her residence hall room.

Damages to the room are charged to the occupants unless another person has been proven the cause. Students are also held responsible for the public areas of the halls in which they live. Damages to the halls, restrooms, lobbies, and other public areas are charged to the individual(s) responsible. In cases in which the perpetrator cannot be identified, the costs for repair are prorated among the residents of the hall/building.

You are required to conduct yourself as an adult and respect college property. College furniture must not be removed from the halls. If you damage or break anything, you will be charged for the cost of replacing the item.

The Maintenance Department of the college has developed a list of the cost of repairs typically necessary in residence halls. Damages not included on the list are billed at the estimated cost to the college for such repairs. Labor charges of \$10.00 per hour are also charged.

## DAMAGE ASSESSMENTS

|                            |          |
|----------------------------|----------|
| Bed repair (minor)         | \$ 20.00 |
| Blind repair               | 16.00    |
| Blind replacement          | 50.00    |
| Ceiling repair             | at cost  |
| Chair repair               | 25.00    |
| Chair replacement          | 50.00    |
| Desk repair                | 20.00    |
| Glass Door replacement     | 150.00   |
| Door repair                | 40.00    |
| Door replacement           | 150.00   |
| Floor damage               | at cost  |
| Light fixture repair       | 15.00    |
| Light fixture replacement  | 40.00    |
| Lock repair                | 20.00    |
| Lock replacement           | 40.00    |
| Mattress replacement       | 120.00   |
| Mattress cover replacement | 25.00    |
| Mirror replacement         | 30.00    |
| Not replacing beds         |          |

|                      |         |
|----------------------|---------|
| to original location | 50.00   |
| Room cleaning        | 25.00   |
| Screen repair        | 20.00   |
| Screen replacement   | 30.00   |
| Wardrobe repair      | at cost |
| Wardrobe replacement | at cost |
| Window glass         |         |
| replacement          | 50.00   |
| Painting a room      | 100.00  |
| Removal of furniture | 50.00   |

### III—KEYS

Each student is issued one (1) room key and a mattress cover. **A deposit totaling \$10.00 is required for both. The deposit remains with the Business Office throughout a student's career at Methodist College.** Residents are required to turn in their room keys at the end of each semester. When a student leaves the campus permanently without turning in the key, **a charge of \$40.00 is rendered for replacement of the lock tumbler.**

### IV—RESIDENCE HALL

**OCCUPANCY**—Room assignments are made by the Student Affairs Office on a one-semester basis. New students must pay a fee of \$50.00 by June 15 of the year in which they will enroll or within seven days after notification of acceptance after July 1. Returning students must make reservations in the spring semester of each year for the following academic year. **A \$50 deposit is required to make a reservation.** A specific reservation plan and schedule are announced by the Student Affairs Office during the year. Reservation of rooms for the spring semester takes place during the fall semester for all students.

Students checking out of a residence hall during a semester or at the end of a semester must

do so properly with the residence hall director. At that time, a staff member determines the condition of the room, assesses any damage or cleaning fees, and makes other arrangements for the student's withdrawal from the hall. Damage fees are reported to the Business Office. All rooms must be cleaned prior to checkout.

### V—ROOM CHANGES

#### A—Room Change

**Procedure**—The student requesting a room change must first consult with the hall director of the residence hall in which he/she is currently living. The hall director will give a complete explanation of the procedure that must be followed in order to complete an authorized room change. After the explanation of the procedure by the hall director, the student must complete the necessary forms and return them to the hall director. All room changes must be approved by a hall director or the Student Affairs Office.

**B—Unauthorized or Illegal Room Changes**—Unauthorized or illegal room changes are defined as those room changes that occur without proper authorization from the hall director.

**(NOTE: An illegal room change can occur during established room change periods if proper procedures are not followed by the student.)** Students who make an unauthorized or illegal room change are assessed a \$25.00 fine and face judicial action. Furthermore, the student is responsible for any damages found in the room vacated. In the event of an illegal or unauthorized room change, the student(s) will move back into original assignments until proper authorization can be obtained.

**C—Private Rooms**—Private rooms in the residence halls are usually available. A student must state, in writing, their request for a private room during registrations for housing. If a student does not request a private room but does not register with a roommate, the student will be assigned a roommate by the Assistant Dean of Student Affairs. If a student requests a private room while living in the residence hall, they need to contact their residence hall director.

### VI—FIRE EVACUATION

**PROCEDURES**—Fire evacuation procedures are posted on each floor. In case of fire, please follow these procedures and the directions of residence hall and security staff. One or more fire drills are held in each residence hall during the year. These drills are announced in advance. Failure to evacuate the building or follow the directions of the staff during a fire drill will result in disciplinary action.

**VII—QUIET HOURS**—The enjoyment of a residence hall room and the opportunity to study there in peace and quiet are the minimum that students should be able to expect of a college. In order to provide this opportunity, the college has determined that a number of hours each day must be set aside as quiet hours for the residence halls. The following periods are observed as quiet hours, and during them no loud music or other disturbances are tolerated. Judicial action is taken against violators.

Monday-Thursday until 12 noon and after 7:30 P.M.

Friday and Saturday until 12 noon and after 1:00 A.M.

Sunday until 12 noon and after

midnight

**Students are expected to maintain reasonable quiet at all times.**

Quiet hours in the residence halls can be modified by a resident's petitioning the individual residence hall council for a vote. However, quiet hours cannot begin after midnight Sunday through Thursday or after 1:00 A.M. on Friday or Saturday and must extend through the night until 7:00 A.M.

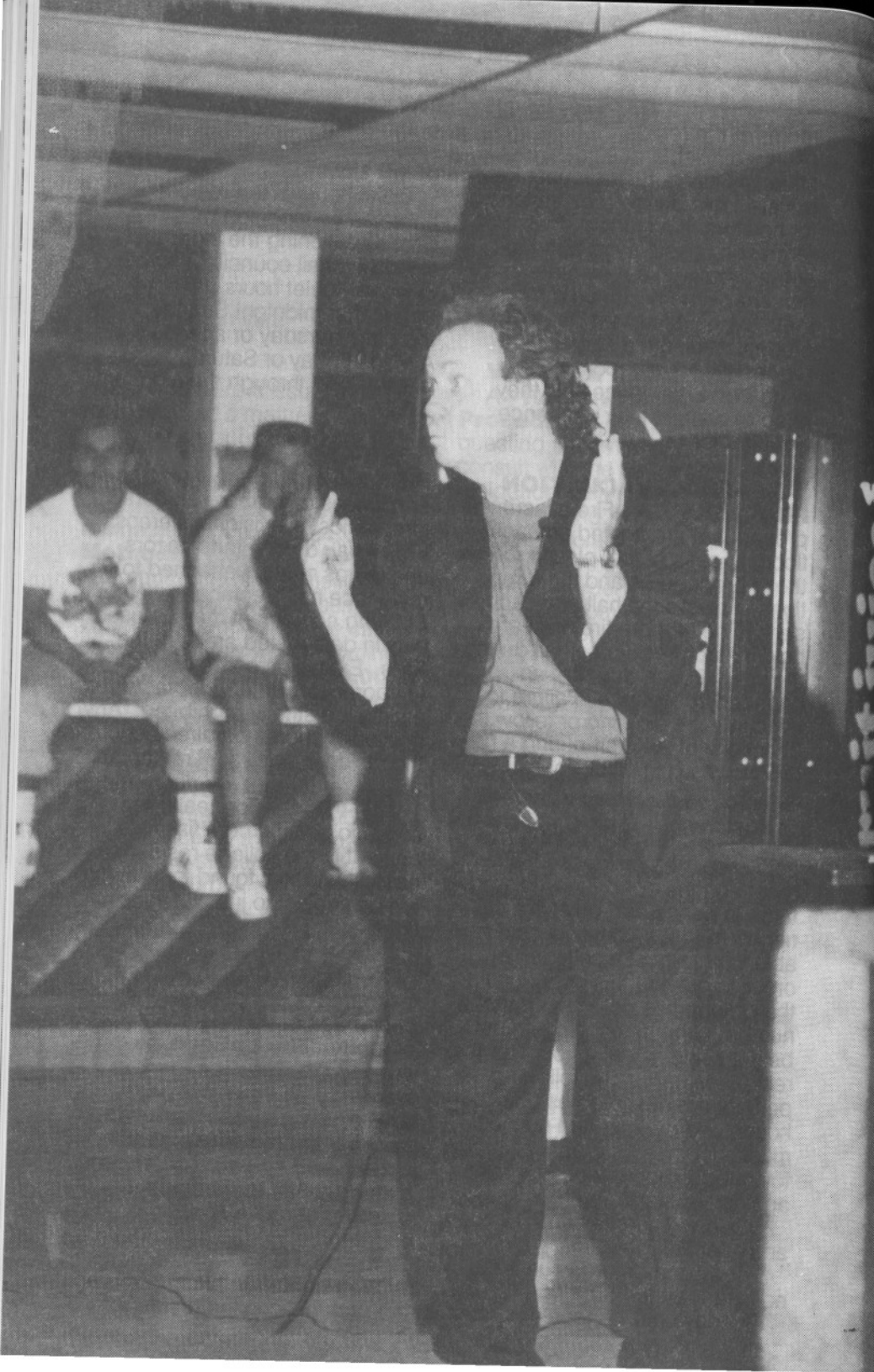
### VIII—APPLIANCES AND FIRE HAZARDS

—No electrical appliances other than refrigerators, radios, televisions, stereos, VCRs, hair dryers, fans, razors, and lamps may be attached to residence hall electrical outlets. Cooking equipment may be used only in designated areas of the halls. Extension cords or other temporary multiple receptacles or outlets are strictly prohibited. Any questions should be directed to the residence hall staff members.

**IX—PETS**—For health reasons, no pets (except fish) are to be kept in the college residence halls. A student found in violation will be subject to judicial sanctions.

**X—INSURANCE**—College insurance does not cover the loss or damage of your personal property. **The college assumes no liability for the security of your property and encourages students to secure their rooms at all times and to provide themselves with insurance to cover possible loss.**

**XI—ATHLETIC ACTIVITIES**—Athletic activities are prohibited in the residence



halls at all times. Violators face possible judicial action and temporary confiscation of equipment.

**XII—BICYCLES**—Bicycles may be stored only in designated areas within the residence halls. They should not be secured in hallways or stairs where they limit or prohibit entrance or exit of the halls.

**XIII—FURNITURE**—Hall or room furniture is not to be removed or disassembled. Furniture assigned to a specific room must remain there. Mattresses may not be removed from the beds except for cleaning purposes. Unauthorized use of college furniture (i.e., lobby furniture) is not permitted. Violation can result in judicial action.

**XIV—METHODIST COLLEGE RESIDENCE HALL ROOM PAINT POLICY**

Residential students at MC may request to paint their rooms/suites during occupancy. Request to paint a room/suite must be made to the Residence Hall Director. At the time of approval, the student signs a contract issued by the Residence Hall Director. Paint request forms can be picked up

from the Student Affairs Office. **No enamel paint may be used when painting a room/suite.**

Paint issued by the college: Biscane Blue, Ice Green, May Yellow and Antique White.

**XV—ROOM DECORATIONS**

Residence hall rooms may be decorated in ways that meet the guidelines available from the Student Affairs Office. They must not be decorated in a manner destructive of property, hazardous to the physical well-being of residential students or guests, or in violation of good taste as determined by residence hall staff. Students are not to nail, tack, or glue items to the walls or woodwork; masking tape may be used for this purpose. Nothing should be fixed or taped to the ceiling. Objects must not hinder access to or from the room or within the room.

**XVI—ROOM INSPECTIONS**

—There will be regular inspections of residence hall rooms by the residence hall staff to insure safety and cleanliness. Students whose rooms fail to pass inspection are required to have them clean, orderly, and safe within 24 hours. Failure to do so is cause for judicial action. (See Student Rights and Responsibilities).

**JUDICIAL CODE**

**INTRODUCTION**—Every society, from the beginning to the present, has set a code of standards for the behavior of its members. Sociologists tell us that this action is necessary for any society to succeed and prosper. This is no less true of a college community than of a more complicated society such as that around

us in the larger world. Recent history has shown us the problems that occur when members of a society fail to adhere to these basic concepts. The Methodist College community has developed a set of standards up for its members and has designed a code of conduct that is the basis for the operational life of the

community. The section that follows describes this code. Because the Methodist College community, like the world around it, is constantly evolving, this code is subject to change. Persons who feel that change is needed should involve themselves actively in the process of change through positive, informal, and formal channels. Disagreement with this code is not a reason for failing to abide by its restrictions. **By enrolling at Methodist College, you have agreed to a contract with the college, and adherence to this code is a part of the contract.** Methodist College reserves the right to interpret the code through the student judicial system and administrative action.

**The Dean of Students of Methodist College is authorized by the President and the Board of Trustees of Methodist College to promulgate and enforce by sanction reasonable modes of behavior that may not specifically be addressed in this handbook.**

**Accessory to the Fact** shall be defined as the possession of knowledge related to an act either before or after it is carried out. Any student convicted of being an accessory may be subject to the same penalties as the person charged with the offense.

**Aiding and Abetting** shall be defined as intentionally contributing, directly or indirectly, overtly or covertly, in the perpetration of an act. Any student convicted of aiding or abetting shall be subject to the same penalties as the person being charged with the offense.

**Alcohol Policy**—Methodist College affirms the position of the United Methodist Church as outlined in *The Book of Discipline*. The United Methodist Church recommends abstinence but also recognizes the right of each individual to make responsible decisions. The church also supports educational programs encouraging abstinence.

In order to fulfill the mandate of the church and the mission of Methodist College, the following alcohol policy is in effect:

1—Public consumption and possession on campus of any alcoholic beverage are not permitted.

2—In case of a disturbance, residence hall rooms of those involved will be searched for alcoholic beverages.

3—Possession of an alcoholic beverage container or disruptive behavior resulting from alcohol consumption will result in a citation.

4—Possession shall be defined as having an alcoholic beverage container on a student's person or in his/her room.

5—Citations shall result in a \$25.00 fine for the first citation and a \$50.00 fine for the second and any further citations. **Any student receiving a citation will be notified and required to attend an alcohol education program at a designated time determined by the Student Affairs Office.**

Students who fail to attend this program will be suspended for a minimum of two weeks. Additional sanctions may be imposed by the Dean of Students.

6—A third citation in any given academic year may result in suspension from the college.

7—Money collected from the

citations will be placed in a separate account for special student affairs programs and activities, including alcohol education.

**Arson**—Tampering with fire alarm systems or intentionally lighting a fire in college buildings is prohibited and will be handled in accordance with the ordinances and penalties of the City of Fayetteville and the Code of North Carolina. Students in violation will also be subject to suspension or expulsion from the college.

**Assault**—Members of the Methodist College community believe that an assault on a fellow member of the college community or on anyone else present on the campus is a very serious violation of the law and the other person's rights. As a result, malicious assault, physical abuse, or verbal harassment of any person on the campus is prohibited. Such assaults may result in disciplinary probation, suspension, or expulsion from the college and may also include referral to law enforcement agencies. The minimum penalty for malicious physical assault is suspension for one semester. The minimum penalty for physical assault on a staff member of the college, including students in a supervisory capacity during the performance of their duties, is expulsion from the college.

**Breaking and Entering** is defined as a forceful entry into an unauthorized facility or area. Any student convicted of breaking and entering will receive a minimum of suspension and may receive a maximum of expulsion.

**Contempt** shall be defined as

the willful act of showing disrespect for the authority or dignity of a hearing as by disobedience or unruliness or failure to answer a subpoena or indictment.

**Conviction in a Court of Law**—Students who are convicted of violations of local ordinances, North Carolina law, or federal law may be subject to disciplinary action by the college.

**Disorderly Conduct**—Methodist College students are expected to act in an orderly and a responsible manner. Therefore, students who are involved in such actions as physical restriction, coercion, or intimidation of any person on campus; participation in or encouragement of any effort to disrupt any class or other college function; or defiance or belligerence toward any college staff member, including students acting in a supervisory capacity, will be considered in violation of this standard. Such violations may result in penalties ranging from a written warning to suspension from the college depending upon the seriousness of the particular incident.

**Drugs**—The possession, use, or sale of illegal drugs, stimulants, hallucinogens, depressants, or any other illegal substance, as well as the improper use of prescription drugs, is prohibited. Violation may lead to suspension or expulsion from the college and may result in referral to local law enforcement agencies for action. The Methodist College definition of possession of drugs includes the presence of such substances on the student's person, among the property owned by the student, or among such college property as is being used by the student.

**Failure to Comply with the Directions of a College Official** shall be defined as the disobedience of or disregard for a reasonable request of a college official, acting in the performance of his/her duties. Any student convicted of failing to comply will receive a minimum of probation and may receive a maximum of expulsion.

**Fire Safety**—The college has installed fire alarm systems in each residence hall for the protection of resident students. Fire extinguishers and smoke alarms are also available on each hall. The college is served by the Fayetteville Fire Department, which has a station located on Rosehill Road as well as in other locations around the city. It is a serious violation of college standards and state laws for students to tamper with fire protection equipment. Any student convicted of such violations will be expelled from the college.

**Keys**—Possession or use of an unauthorized college key is prohibited. Duplication of college keys is prohibited. Violations of these regulations will result in disciplinary action and may result in suspension from the college.

**Perjury** shall be defined as the willful giving of false testimony in regard to a matter or things material to the issue or the point of inquiry with intent to deceive. Any student convicted of perjury shall be given a minimum of probation and may receive a maximum of suspension.

**Possession of Weapons**—Possession or use of any firearms or explosives, including pellet guns, air guns, firecrackers, noise

makers, and smoke devices, as well as the possession of any other dangerous weapon on the campus, is prohibited. Violation may result in disciplinary probation, suspension, or expulsion from the college.

**Responsibility for One's Actions**—Every student is responsible for his/her actions at all times. Being under the influence of alcohol or other drugs is no excuse for improper action and, in fact, makes the violation more serious. Students are also responsible for the actions of their off-campus guests.

**Sexual Misconduct**—Unwelcome sexual advances, verbal or sexual abuse or relationship violence will not be tolerated. Engaging in non-consensual sexual intercourse by one person on another is defined as an invasion on a person through force or a threat of force when the person is conscious, unconscious or otherwise without capacity to consent.

A student found guilty of unwelcome sexual advances or verbal abuse will receive disciplinary probation, suspension or expulsion from the college as determined by the Vice-president of Student Affairs. A student found guilty of non-consensual sexual intercourse or relationship violence will be expelled from the college and may face civil charges.

**Smoking and Use of Tobacco Products**—The use of tobacco products is offensive to many persons, and much research has linked such use to a number of illnesses and medical conditions. As a result, students should exercise common courtesy

to members of the college community when they choose to use such products. Improper disposal of the residue of such products will be considered vandalism and will subject the violator to disciplinary action.

**Theft**—Any person found guilty of theft of college or other private property on campus will be subject to suspension or expulsion from the college.

**Trespassing** shall be defined as an unauthorized presence or entry into an area designated as restricted or off-limits. Any student convicted of being in a restricted

area shall be given a minimum of a reprimand and may receive a maximum of suspension.

**Vandalism** shall be defined as the willful destruction of property. Any student convicted of vandalism shall be given a minimum penalty of making full restitution and probation and may receive a maximum of full restitution and expulsion.

**Violation of Sanction**—Any student found guilty of violating the conditions of a sanction shall be given a minimum of suspension and may receive a maximum of expulsion.

## SANCTIONS

THE FOLLOWING ARE SANCTIONS THAT MAY RESULT WHEN A FINDING OF GUILT FOR A VIOLATION OF THE CODE OF CONDUCT OR RESIDENCE HALL GUIDELINES HAS BEEN MADE. These penalties are not absolutes and may be amended to benefit students in particular situations.

**WRITTEN WARNING** shall be defined as a statement by the Student Community Court or the Dean of Students of the circumstances of the violation and an admonition that is made a part of the student's record in the Student Affairs Office.

**SOCIAL RESTRICTION** shall be defined as the restriction of a student from one or more of the following activities for a period of time specified by the Student Court or the Dean of Students:

- a—from all varsity sports
- b—from all intramural sports
- c—from participation in clubs
- d—from operating motorized

vehicles on campus  
e—from participation in visitation in residence halls.

### COMMUNITY SERVICE WORK

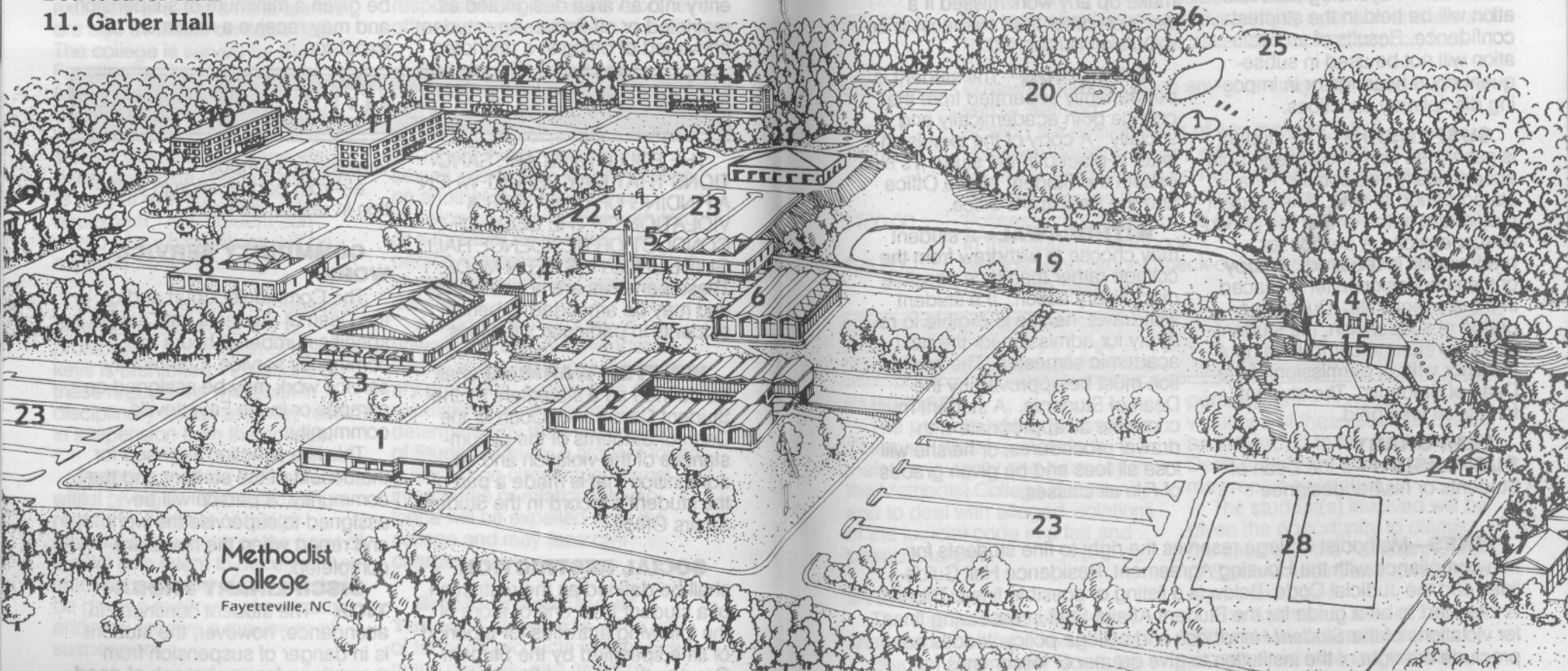
The Community Court and/or the Dean of Students may assign a specific number of hours for community service. Community service work may be assigned on campus or in the Fayetteville community.

This is a sanction imposed for the benefit of the student and the community. A person will be assigned to supervise the work and report when the hours are completed.

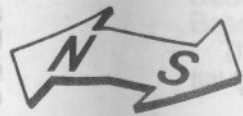
**DISCIPLINARY PROBATION**—The student continues in attendance; however, the student is in danger of suspension from the college for any breach of good conduct during the period of probation. The student must meet with a member of the Student Affairs staff at least once per

# KEY

- |   |  |  |
|---|--|--|
| 1. Horner Administration Building       | 12. Sanford Hall                             | 21. March F. Riddle Physical Activities Center |
| 2. Trustees Classroom Building          | 13. Cumberland Hall                          | 22. Basketball/Volleyball Courts               |
| 3. Reeves Auditorium/Fine Arts Building | 14. Old Gymnasium                            | 23. Parking                                    |
| 4. Hensdale Chapel                      | 15. Boiler Plant/Maintenance/Security        | 24. Rogers House/Art Gallery                   |
| 5. Student Union/Cafeteria              | 16. Development/Alumni Affairs/Financial Aid | 25. Golf Driving Range                         |
| 6. Davis Memorial Library               | 17. College Apartments                       | 26. Longest Nature Trail                       |
| 7. Yarborough Bell Tower                | 18. O'Hanlon Memorial Amphitheatre           | 27. Tennis Courts                              |
| 8. The Science Building                 | 19. Football Field/Track                     | 28. Soccer                                     |
| 9. The President's Home                 | 20. Shelley Baseball Field/Athletic Fields   |  |
| 10. Weaver Hall                         |  |  |
| 11. Garber Hall                         |  |  |



Methodist College  
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month or as designated during the time of the probation. Further, the student may not hold any general elective office while on disciplinary probation. A record of the disciplinary probation, circumstances, and sanctions is kept in the student's file in the Student Affairs Office.

### PSYCHOLOGICAL EVALUATION

The Dean of Students may require a student to be evaluated by a local mental health specialist. The evaluation is for the benefit of the student. Psychological evaluation will be held in the strictest confidence. Results of an evaluation will not be used in subsequent court hearings or in imposing disciplinary sanctions.

**SUSPENSION**—The student is separated from the college both academically and socially for a stated period of time. The student may return at the end of the period of suspension. A petition for readmission is required. A copy of the suspension letter is placed in the student's file. During the period of suspension, the student is not to return to campus without the prior written permission of the Dean of Students. The student forfeits all fees paid.

**TEMPORARY SUSPENSION**—If the Dean of Students or his/her designee

**FINES**—Methodist College reserves the right to fine students for non-compliance with the Housing Agreement, Residence Hall Guidelines and the Judicial Code. Below is a listing of possible fines. This list is intended to be a guide for the Student Affairs Staff in assessing fines for violations of the *Student Handbook* and college policy. It does not preclude the right of the institution to give greater or lesser fines for violations or for violations not listed (as appropriate).

The fines are due within thirty days and are payable in the Business Office. Further sanctions may be imposed on individuals not paying fines within thirty days. In addition, all fines not paid within thirty days

determines that the behavior of an individual is dangerous to the welfare of persons and/or property in the college community and that immediate removal from the campus is necessary, a temporary suspension may be implemented. If temporary suspension is invoked, a student must leave the campus immediately and will not be allowed to return until the date and time of a scheduled hearing. The hearing will be scheduled within five business days after notification of temporary suspension. Students will be permitted to make up any work missed if a decision other than suspension or expulsion is reached.

**EXPULSION**—The student is permanently separated from the college both academically and socially. A copy of the expulsion letter is placed in the student's file in both the Student Affairs Office and the Registrar's office.

**WITHDRAWAL**—A student may choose to withdraw from the college rather than face possible disciplinary action. If a student withdraws, he/she is eligible to re-apply for admission for the next academic semester. The application must be approved by the Dean of Students. A student must complete all appropriate withdrawal procedures, or he/she will lose all fees and be given grades of *F* in all classes.

will be added to the student's bill in the business office indicating the purpose of the charge.

The Residence Hall Director will receive a copy of all citations issued to resident students. If the resident student wishes to appeal the citation they must do so within 72 hours of receiving the citation. All citations will stand as issued if not appealed within 72 hours. Resident students appeal their citation to their Residence Hall Director and commuting students appeal their citation to the Assistant Dean of Students. If a further appeal is requested, the Assistant Dean of Students will set up an appeal hearing within 48 hours of the appeal request with the Student Community Court.

| Amounts  | Violation  |
|----------|--|
| \$25.00  | Possession of alcohol 1st offense  |
| \$50.00  | Possession of alcohol 2nd and succeeding offenses  |
| \$25.00  | Illegal parking around residence halls   |
| \$25.00  | Playing potentially dangerous athletic sports in and around residence halls, i.e., golf, baseball, hockey, soccer, football, etc.  |
| \$25.00  | Breaking quiet hours on any given day after receiving one verbal warning   |
| \$75.00  | Scaling the outside walls of any residence hall  |
| \$75.00  | Visitation violation for any person not signing in a visitor, having a visitor during non-visiting hours or being more than ten minutes late checking out after visiting hours |
| \$100.00 | Possession of a weapon or explosive material as outlined in the <i>Student Handbook</i>  |
| \$25.00  | Not following proper check-out procedures from the residence halls   |

## JUDICIAL SYSTEM

### PURPOSE

The purpose of the Methodist College Judicial System is to maintain integrity and harmony in the Methodist College community and to deal with alleged violations of the judicial code in a fair and prompt manner.

### STRUCTURE

The Campus Judicial System shall consist of three levels: the Student Community Court, the Dean of Students, and the Review Board.

The Judicial Code and Residential Guidelines shall serve as the

parameters for conduct. Alleged violations of these standards shall be forwarded to the Assistant Dean of Student Affairs. Anyone may report a violation.

The student(s) involved will be given the opportunity to discuss the case with the Assistant Dean of Student Affairs and to read the report submitted.

The Assistant Dean of Student Affairs shall determine if the reported violation warrants a hearing; if it does, the Assistant Dean of Student Affairs shall determine whether the matter is to be heard by the Student

Community Court or the Dean of Students. The student may have his/her violation heard by the Dean of Students instead of the Community Court upon request.

### **HEARING BODIES— STUDENT COMMUNITY COURT (SCC)**

The Student Community Court shall consist of a Chief Justice elected by the student body and six Associate Justices who are appointed by the Student Senate. Cases will be heard by a hearing body of at least three justices in addition to the Chief Justice. In the case of a tie, the Chief Justice shall vote.

All sessions of the court shall be closed.

In a finding of guilt, the Student Community Court may impose sanctions ranging from a written warning to removal from the residence halls.

Decisions of the SCC may be appealed to the Dean of Students. In such cases, the Dean of Students is the final appeal. (See the section on Appeals.)

### **DEAN OF STUDENTS**

Charges of violations of a more serious nature, including repeated violations of residential guidelines, will be heard by the Dean of Students.

Hearings before the Dean of Students are closed.

The Dean of Students shall conduct such investigations and interviews as he/she deems appropriate.

The accused student shall have the opportunity to call witnesses and present evidence to the Dean of Students. The Dean of Students shall determine the innocence or guilt of the student(s). He/she may assign such sanctions as are deemed appropriate.

Sanctions by the Dean of Students may be appealed to the Review Board. (See the section on Appeals).

### **REVIEW BOARD**

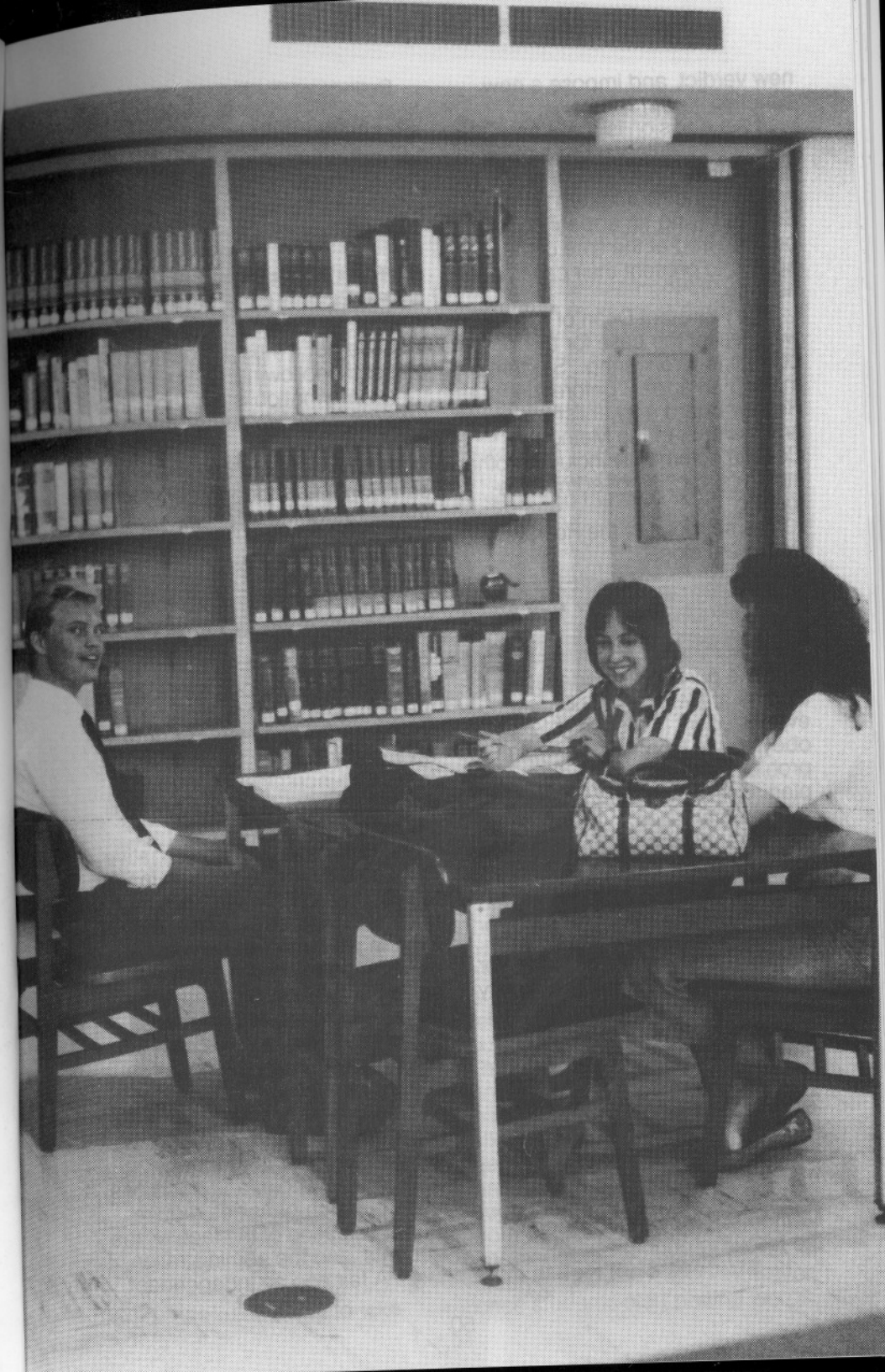
The Review Board shall be appointed by the President of the college and shall consist of six members: two administrators, two faculty members, and two student representatives nominated by the Student Government Association with no other ties to the judicial system, i.e., serving as a justice. The President of the college will appoint one of the six to serve as chairman.

The Review Board shall be convened by the Chairman when notified by the Assistant Dean of Student Affairs that there is an appeal of a decision by the Dean of Students. [A minimum of three members of the Review Board is required for a review, with at least one member from each category (faculty, student, administrator) being present.] The chairman shall vote only in cases of a tie.

### **APPEALS**

Appeals must be submitted, in writing, to the Assistant Dean of Students, within two business days after the date of the hearing. The Dean of Students or Review Board, as appropriate, will act promptly on the appeal (normally within two business days). In the meantime, the sanctions of the hearing body shall be observed. In case of an appeal, the following three alternatives are available to the Dean of Students or the Review Board, as appropriate:

- 1—to affirm the decision of the original hearing body
- 2—to negate or to alter the decision or the sanction of the original hearing body
- 3—to rehear the case, render a



new verdict, and impose a new sanction if appropriate.

If the decision is a re-hearing, it will be scheduled at the earliest opportunity. Twenty-four hours' notice of the hearing will be given. Students filing an appeal should be prepared at the time of the appeal to present their case at a hearing.

The Assistant Dean of Students will present the case for the college in a rehearing. Students making an appeal before the Review Board may enlist the aid of any member of the Methodist College community including other students, faculty, or administrators.

The sessions of the Review Board are closed.

Rulings of the Review Board are final.

Outside counsel will be permitted only at the Review Board. Counsel may be present only to advise the student and is not allowed to speak for the defense.

### GUIDELINES FOR AN APPEAL

In order for an appeal to be considered, it must be based on one of the following:

1—Information is available that was not available at the time of the decision.

2—The decision embodies a sanction that is inconsistent with the nature of the offense.

3—The facts were not sufficient to justify the findings.

## HONOR CODE

In the pursuit of academic studies at Methodist College, every student is responsible for obeying the Honor Code, which prohibits cheating (including plagiarism), theft, and academic misrepresentation. Violations of the code may be reported by any member of the Methodist College Community.

**A—Academic endeavor is undermined by cheating, plagiarism, theft, or lying for academic advantage.** The faculty has the duty to promote an atmosphere of honest learning through its own example as a community of scholars but also through the establishment and support of a system by which students charged with academic wrongdoing can be fairly judged and punished. That system at Methodist College is founded on the following principles:

1—**Student civil rights** must

be protected. Among these are the right to an orderly hearing following due process, the right to confront accusers, the right to avoid self-incrimination, and the right to present evidence and call witnesses.

2—**Grading** is the prerogative of the faculty member, even in cases in which cheating has occurred. In those cases, however, in which the student is dissatisfied with such a private settlement, fairness dictates that faculty members accept the recommendations of the college community resulting from a hearing process.

3—More severe penalties (**suspension and expulsion**) are the responsibility of the college as a whole, and decisions involving such penalties require the participation of the faculty, the students, and the administration.

4—A fair and an independent

**appeal process** is vital to protect student rights and correct abuses.

5—The relationship between student and teacher is essentially a **private** one, and academic violations can and should be kept between two parties and resolved to their satisfaction. In cases in which matters cannot be resolved in this way, they may be appealed, by either party, to the Honor Board.

6—Consistency requires that a relatively **small and fixed group** hear and judge Honor Board cases.

7—The adversary system utilized in litigation is not used in Honor Board cases; rather, the procedure is more **conversational** in character.

**B—Jurisdiction**—Plagiarism and cheating in academic work, theft, and academic misrepresentation (lying) are offenses that fall under the jurisdiction of the Methodist College Honor Code. Students must understand what these offenses are and how to avoid them.

1—**Cheating**—Students must complete all tests and examinations without help from any other source. They may not look at another student's paper or at any opened textbook or notebook while taking tests. They may not use any kind of "crib" sheet, i.e., any papers or materials that have helpful information on them. Possession of a "crib" sheet while taking a test is considered evidence of intention to cheat. Students may not ask another student for information during a test or give another student information. Students may not talk to another student while a test is being given except with the explicit permission of the professor. These rules apply to take-

home examinations and to all others unless the professor says otherwise. Students who find a misplaced test question sheet should return it as soon as possible to the professor whose test it is. Exceptions to these rules can be made only by the professor.

2—**Plagiarism**—Anything that is written in a paper, book report, or any other assignment must be in the student's own words or must properly and fully indicate the source(s). Anything that students copy word for word from another source is a direct quotation. All direct quotations must be shown as such and must be properly documented. Students must also rewrite paraphrased material in a style and language that are distinctively their own; merely rearranging the words found in a scholarly source is plagiarism. Material that is paraphrased must be documented. For methods of documentation and all other aspects of manuscript form, students should follow either current practices advocated by the Modern Language Association (MLA) or other reliable manuals recommended by individual departments and/or professors.

Students may not submit as their own or copy any part of their papers from another student's paper, a paper they have bought, or anything written by a friend or relative. Students may not use an outline written by somebody else. They may not knowingly permit another student to copy their papers. Within limits, students are allowed and even encouraged to get the help of other students on papers. They may get ideas or suggestions on source materials from other students and may have another student read the paper for clarity and correctness. However, once students start putting words

on paper, they must be on their own, and every word written must be their own. Students should check with professors if they are not sure what can or cannot be done.

**3—Academic Misrepresentation**—Students may not lie to gain academic advantage. Cases of academic misrepresentation include, but are not limited to, presenting forged or false excuses for class absences and lying to teachers concerning class assignments.

**4—Theft**—The taking of property belonging to another without his/her consent, with intent to deprive the owner of the property and/or to appropriate the item(s) for academic gain, constitutes theft.

**C—Organization**—The Honor Board hears two types of cases. First, a student may appeal to the Honor Board if he/she considers a faculty member's settlement unfair. Second, any member of the college community may bring a case directly to the Honor Board. These cases are heard by an Honor Board panel with student participation and with the right to appeal to the Vice-President for Academic Affairs. At the end of each academic year, the files are assigned to the care of the Registrar for permanent storage.

A six-member Honor Board is nominated and elected by the faculty at the end of each academic year and is confirmed by the President. The Board chooses its own chairperson, who will from time to time constitute hearing panels of two faculty members and one student. The other four members serve on the hearing panels. The Student Government Association Executive Council nominates three representative student members to serve on the

hearing panels, subject to confirmation by the President. Student vacancies are filled by the Honor Board subject to confirmation by the President. The Honor Board Chairperson keeps the files and records of the Honor Board and arranges the time, place, and personnel for the hearing panels.

**D—Process**—A faculty member who learns of a possible violation from personal observation, physical evidence, or the complaint of a student may wish to settle the matter privately with the offending student. The maximum penalty by a faculty member is an *F* in the course. The faculty member is obligated to inform the student of his/her decision and to report any infraction, the name of the student involved, and the decision on the matter to the Honor Board Chairperson for the permanent record. If the faculty member considers a more severe penalty appropriate, he/she may bring the case directly to the Honor Board, having first given the grade of *F* for the course.

The Honor Board handles the matter according to its **initial case procedure**. All written communications should be hand-delivered and not entrusted to campus mail.

### **1—Appeal Procedure**

a—The student contacts the Chair of the Academic Standards Committee to initiate an appeal and files the appeal in writing. The Academic Standards Chairperson arranges a panel of two faculty members from the Academic Standards Committee and one student member; the time, and the place for the hearing and notifies the parties involved.

b—The Academic Standards Chairperson also informs the student of the right to have any

person from the college community attend as an advisor and a counsel. The hearing panel chooses one of its members to preside. The proceedings are tape-recorded.

c—The faculty member involved briefly describes the alleged offense and the penalty imposed.

d—The student states the reason for his/her appeal.

e—The faculty member, in the presence of the accused student, presents the evidence for the alleged offense and the rationale for the penalty, using personal testimony, the testimony of others, and the physical evidence of tests or papers, as appropriate. The panel members ask any questions needed to clarify the issue.

f—The student and the advisor present evidence for the student's position in the presence of the faculty member, using personal testimony, the testimony of others, and interpretation of the physical evidence, as appropriate. The panel members ask any questions needed to clarify the issue, except that the student is not required to incriminate himself/herself. The faculty member is permitted fifteen minutes to rebut the testimony of the student.

g—The panel retires to consider its decision and reconvenes as soon as possible to announce it. Its deliberations in reaching a decision are not recorded. It decides penalties as follows: *F* on the assignment(s), *F* in the course, suspension, or expulsion. Panel decisions are by majority vote, and the complainant is obligated to accept the panel's decision.

h—If the panel upholds the decision of the faculty member or assigns another penalty, the leader of the panel informs the student of the right to appeal to

the Vice-President for Academic Affairs in writing within 24 hours or by the end of the next working day, whichever is later. No formal grounds for this appeal are necessary.

i—The leader of the panel is responsible for sending the Vice-President for Academic Affairs a report on the Board's decision and the tape recording of its deliberations. The panel leader delivers a copy of this report to the Academic Standards Chairperson for the permanent file.

j—The Vice-President for Academic Affairs may use the tape recordings as the basis for a judgment on any appeal or may choose to speak to the parties involved and examine the physical evidence. The Vice-President communicates the result of any appeal in writing to the student and to the Academic Standards Chairperson for the permanent file and states the reason for any change. The student remains in class pending resolution of the appeal.

k—A decision of the Vice-President for Academic Affairs may be appealed to the President of the college. Such appeals must be in writing and must be submitted by the student within 24 hours or by the end of the next working day, whichever is later, after the receipt of the decision. No formal grounds for appeal are necessary. The President may make any decision which he/she deems fit.

### **2—Initial Case Procedure**

a—Any member of the college community may bring a case to the Honor Board by contacting the Academic Standards chairperson to initiate the complaint. The Academic Standards Chairperson arranges for a hearing panel consisting of two faculty members of the Academic Standards

Committee and one student member and arranges the time and place for the hearing and notifies the accused student in writing 48 hours in advance. A copy of this notification goes to the Vice-President for Academic Affairs. This written communication also advises the student of the charges and informs the student of the right to ask any person to attend the hearing either as an advisor or a counsel.

b—The hearing panel chooses one of its members to preside. The proceedings are tape recorded.

c—The complainant briefly describes the alleged offense.

d—The student pleads "guilty" or "not guilty." A guilty plea may be accompanied by a statement of extenuating circumstances. If the plea is guilty, the panel members ask any questions of either party deemed necessary to clarify the issue. The hearing moves to Step g below.

e—If the plea is "not guilty," the complainant presents the evidence for the alleged offense, using personal testimony, the testimony of others, and the physical evidence of tests or papers, as appropriate. The panel members ask any questions deemed necessary to clarify the issue.

f—The accused student and the advisor present evidence for the student's defense, using personal testimony, the testimony of others, and the physical evidence of tests or papers, as appropriate. The panel members ask any questions deemed necessary to clarify the issue, except that the student is not required to incriminate himself/herself. The faculty member is permitted fifteen minutes to rebut the testimony of the student.

g—The panel retires to consider

its decision and reconvenes as soon as possible to announce it. The panel's deliberations in reaching a decision are not recorded. It decides penalties as follows: *F* on the assignment(s), *F* in the course, suspension, or expulsion. Panel decisions are by majority vote, and the complainant is obligated to accept them.

h—The leader of the panel informs the student of the right to appeal to the Vice-President for Academic Affairs in writing within 24 hours or by the conclusion of the next working day, whichever is later. No formal grounds for this appeal are necessary.

i—The leader of the panel is responsible for sending the Vice-President a report on the Board's decision and the tape recording of its deliberations. The panel leader delivers a copy of the panel's report to the Academic Standards Chairperson for the permanent file.

j—The Vice-President for Academic Affairs may use the tape recordings as the basis for a judgment on any appeal or may choose to speak to the parties involved and examine the physical evidence. The Vice-President communicates the result of any appeal in writing to the accused student and to the Academic Standards Chairperson for the permanent file and states the reason for any change. The student remains in class pending resolution of the appeal.

k—A decision of the Vice-President for Academic Affairs may be appealed to the President in writing and must be submitted by the student within 24 hours after the receipt of the decision or by the conclusion of the next working day, whichever is later. No formal grounds for appeal are necessary. The President may make any decision which he/she

deems fit.

### **E—Penalties**

1—Grade of *F*—The student is given a failing grade on the particular assignment(s) involved.

2—Grade of *F* in the course—The student is given a failing grade in the course. This course can be repeated.

3—Suspension—The student's enrollment at the college is terminated involuntarily. The student can apply for re-admission after a specified amount of time and can return if his/her application is approved by the Director of Admissions and the Vice-Presi-

dent for Student Affairs. Notice of suspension is not placed on the student's transcript. Instead, it becomes a matter of separate record in the student's permanent file and is revealed only when deemed appropriate by the Vice-President for Academic Affairs or the President.

4—Expulsion—The student is required to leave the college permanently and is not allowed to return. He/she forfeits all fees paid except board fees paid in advance. Notice of expulsion is placed on the student's official transcript.

## ACADEMIC AFFAIRS

### **Registration**

The time for registration is designated in the academic calendar. Students are not permitted to attend any class until they have completed registration.

Students are not permitted to register after the date designated in the academic calendar as the last day to enter classes. A penalty of \$10.00 is imposed when fees are paid on or after the date designated "classes begin" in the academic calendar.

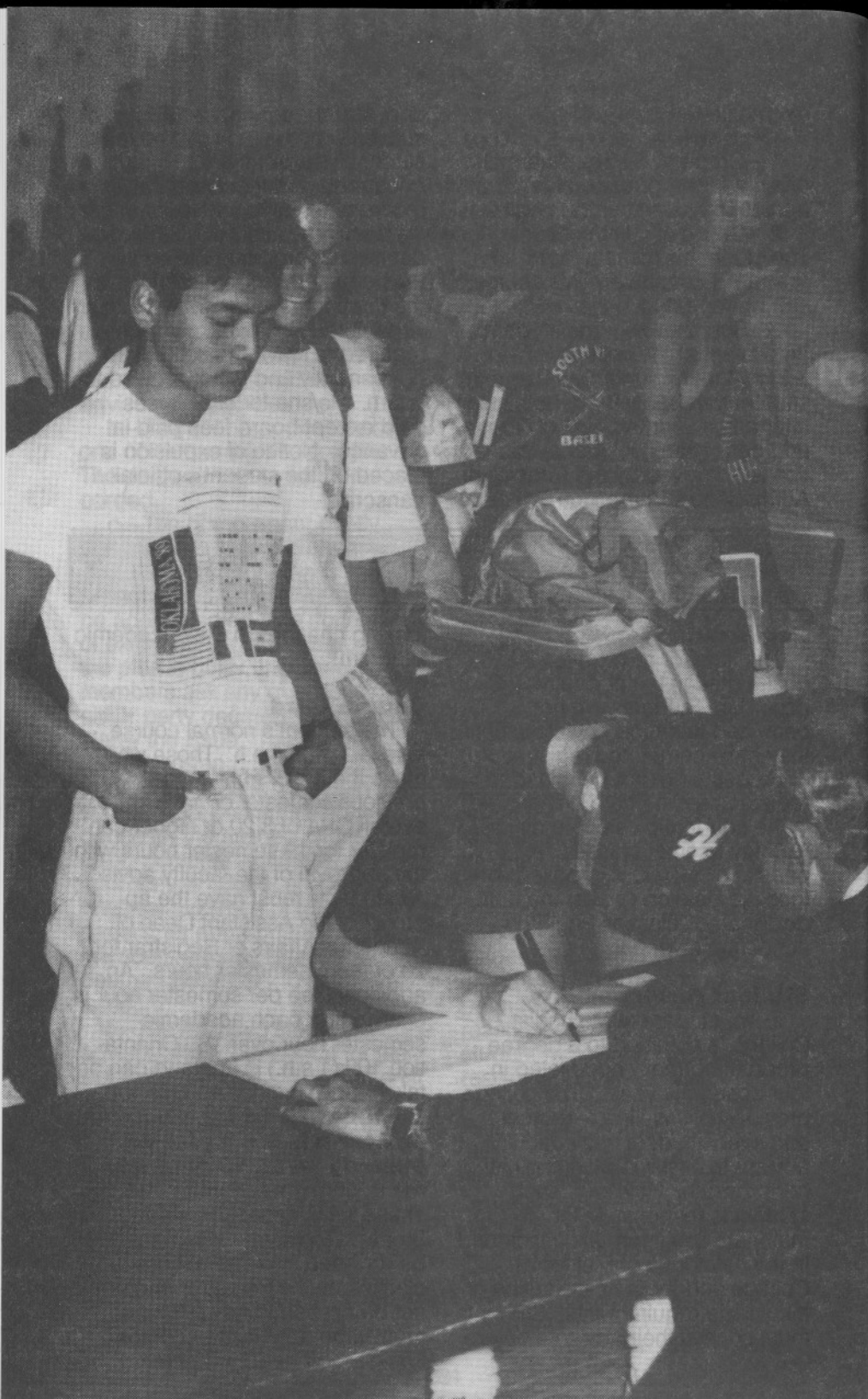
### **Student Responsibility**

Every student at Methodist College is admitted to a degree program normally completed in four academic years. The college provides counseling resources, and every student has a faculty advisor to assist in planning his/her program. However, each student is responsible for all materials and information included in the catalogue of Methodist College and for the satisfaction of all college requirements. Students must consult their advisors before

making changes in their academic program.

### **Course Load**

The student's normal course load is 12 to 18 s.h. Those who make the Dean's List in the previous semester or have an overall GPA of 3.20 or higher can register for 19 semester hours with the approval of the faculty advisor. All students must have the approval of the Assistant Dean of Academic Affairs or Registrar for 20 or more semester hours. An additional fee per semester hour is charged for each academic semester hour over 18. Orientation 109 (1 s.h.) is free and can be taken as an overload. **The maximum load for a summer day term is 9 s.h.; for an evening term, 12 s.h.; and for a given semester, 24 s.h.** These limits cannot be waived. Students violating these rules will be dropped from the excess classes by the Registrar and will not be entitled to any refund of monies paid for these courses.



### **Attendance Policy**

Methodist College considers that each enrolled student is obligated to attend all classes promptly and that, in turn, each faculty member is obligated to meet all classes and to start and end them promptly.

Missing classes can seriously jeopardize a student's standing; and faculty will record all student absences, marking them justified or unjustified. In both cases, the student must make up all work missed.

Students must discuss the reasons for their absences with their instructors and provide validation as necessary.

Recommendations for dismissal of students from class are forwarded to the Assistant Dean of Academic Affairs. Student appeals are heard in accordance with guidelines of the Academic Standards Committee. Students are allowed to attend class until formal action has been taken. Individual attendance policies must be filed with the Vice-President for Academic Affairs, the Assistant Dean of Academic Affairs, the Vice-President for Student Affairs, and the Director of the Evening College.

Except in the case of freshmen and students on Academic Probation, instructors will determine their own attendance policies and provide them the first day of class on the syllabus of each class. No policy set by an individual faculty member can be more stringent than that set for freshmen. Absences that fall within the guidelines of the Attendance Policy will not affect grades. Violations are sent to the Assistant Dean for Academic Affairs.

**Freshmen** are permitted only five unjustified absences for a fifty-minute class or three unjustified

absences for a seventy-five-minute class. Instructors send copies of all correspondence related to their absences to the advisors and to the Assistant Dean of Academic Affairs.

**Students on Academic Probation** are permitted only three unjustified absences for a fifty-minute class or two unjustified absences for a seventy-five-minute class. Instructors send copies of all correspondence related to their absences to the Assistant Dean for Academic Affairs.

When any student misses consecutive Monday-Wednesday-Friday or Tuesday-Thursday classes, the absences are reported to the Vice-President for Student Affairs to investigate for sickness or mishap.

### **CAC Laboratory**

The term "**CAC**" (Computer-Assisted Composition) was coined by a faculty member at Methodist College to oppose **CAI** (Computer-Assisted Instruction) and is pronounced letter by letter: C-A-C. Methodist is a national leader in this field, gives workshops in it, consults with colleges and universities around the country, publishes the national *CACJ* (*Computer-Assisted Composition Journal*), and has a software package (*Diagrammatic Writing Using Word Processing*) currently being tested around the nation.

The CAC Laboratory at Methodist is equipped with twenty IBM PC microcomputers (each with at least 256 K) and impact printers. Every freshman takes English 90 or English 101 in the laboratory. He/she learns to write on the computer, composing drafts directly onto the machine, making changes at will, moving text, and inserting new sentences

and paragraphs wherever they are needed. Students submit draft after draft until their professors call for the final revision. The emphasis on making changes and on editing and revising text prior to "publication" makes each student a more serious and a more nearly professional writer. Once students leave English 90 and 101, they can continue to use the laboratory to do homework or to compose all their papers, as they wish. The CAC Laboratory is open from eight in the morning until nine at night on most weekdays. Several other courses are also taught in the CAC Laboratory, including Advanced Composition, Journalism, and even Accounting. All students, **staff**, and faculty members are invited to use the facility whenever a microcomputer becomes available.

### Transcripts

A transcript is the official college record of your academic performance and credits earned. You must authorize the Registrar, in writing, to send out such reports. Go to the Office of the Registrar and fill out the required forms. The first copy of a transcript is sent out without charge. A fee of \$5.00 is charged for each subsequent copy of your record.

### Class Schedules

Each semester the Registrar prepares a schedule of classes for the following semester. This schedule is distributed to students by their faculty advisors during pre-registration and is used by students in making out their individual schedules in consultation with their advisors.

### Convocations

Convocations are a viable part of the college educational pro-

gram. They emphasize (1) communication, (2) intellectual stimulation, (3) performance of student groups, and (4) recognition of honors and achievements.

There are four convocations a semester. Additional ones are held if an appropriate subject is available and with the approval of the Convocations Committee. One convocation is given each month. The county and community are invited to attend all convocations.

The Convocation Committee encourages input from faculty, staff, students, and organizations.

Many other cultural events are held on campus during the year, including dance recitals, music recitals, drama productions, concerts, and lectures. All students are encouraged to enrich their college experience by attending as many of these cultural presentations as possible.

### Skills Development Courses

Students needing special help in English and Mathematics, as determined by placement testing, take English 90 and/or Mathematics 95. These courses carry academic credit and are graded, but the hours earned in them do not count toward graduation or honors. Nor do they earn quality points.

## VEHICLE REGULATIONS

**College Responsibility**—Neither Methodist College nor its employees assume any responsibility for loss from theft or damage to vehicles parked in college parking areas. The college urges automobile owners to acquire adequate insurance to cover such losses.

**Registration Requirements**—Every motor vehicle operated on college property (other than by visitors) must be registered with the Business Office at the beginning of the year or prior to the time the vehicle is operated on the campus. A fee of fifteen dollars (\$15.00) is charged for registration.

**Eligibility for Vehicle Operation**—Any student may operate a motor vehicle on campus after it has been properly registered with the Business Office. All motor vehicles (including motorcycles, mo-peds, and

minibikes) must be registered. Students planning to have a motor vehicle on campus for only a short time may obtain a temporary permit from the Security Office.

Each student who applies for registration of a motor vehicle must provide proof that the vehicle is owned by him/her or by his/her parents or guardian, proof of liability insurance (as required by North Carolina law), a valid driver's license, and proof of registration. Falsifying such information will result in immediate suspension of the privilege to operate a vehicle on campus and further disciplinary action.

Identification stickers are issued upon registration. These are to be displayed on the driver's side of the windshield. Stickers must be displayed on the front of the vehicle. Any other display of the sticker makes the registration invalid. Stickers are not transferable.

## PARKING REGULATIONS

All employees and students must register their cars and receive a parking sticker. Parking stickers may be purchased at registration or in the Business Office. The fee for student parking privileges is \$15.00 a year. The following parking regulations must be followed by all vehicles. Violations will result in fines, towing, and/or immobilization of the vehicle.

1) Parking stickers must be visible from the front of the vehicle.

2) Parking is permitted in marked parking spaces except in the following areas:

- a) Any parking spaces marked "reserved" or numbered
- b) The small lot at the south end of the Trustees' Building, which is reserved for faculty
- c) The loading dock beside the Fine Arts Building
- d) The small parking lot between the Student Union and the Library, which is reserved for employees

e) The street leading from the Student Union to the Gymnasium and Boiler Plant, which is a fire lane and must not be blocked by parked cars

f) Any area where the curb is painted yellow

g) The small parking lot at the lower level of the Science Building, which is reserved for faculty and staff

h) Any area adjacent to or blocking a dumpster

3) Any accident involving a motor vehicle on college property shall be reported to a security officer or to a member of the Student Affairs staff immediately.

4) When new license plates are obtained each year, students must notify the Business Office of changes in their license numbers.

5) The motor vehicle laws of North Carolina and college regulations are in effect on college property.

6) The maximum speed limit on campus is twenty (20) miles per hour.

7) Speed bumps have been placed in a variety of locations around the campus. Care should be taken at all times to pass over these very slowly to avoid damage to vehicles. The college takes no responsibility for damage to vehicles due to improper driving over speed bumps.

**Parking**—Parking is available for resident students in front of each residence hall. Spaces are numbered and are assigned by the Hall Director according to seniority. Students must have a parking sticker on their cars before they are assigned a space. Parking stickers are available at registration and at the Business Office. Parking spaces are assigned one week after classes have started. Anyone who does

not get a space parks in the lot in front of the Student Union. All visitors must park in front of the Student Union. There is a \$25.00 fine for anyone illegally parked or parked in a space assigned to someone else in the vicinity of the Residence Halls. Tickets are issued by Hall Directors, Resident Advisors, and Security.

**Traffic Violations**—The operation of a motor vehicle on the Methodist College/campus is a privilege granted to students and may be revoked for cause. Students who receive four (4) traffic citations in one semester will have the privilege to operate a vehicle suspended.

Moving violations such as speeding or reckless driving are subject to disciplinary action within the campus judicial system. In any case of suspension of driving privileges, the registration fee is not refunded.

All fines are paid to the Business Office. Appeals for parking violations should be submitted in writing to the Dean of Students.

The fine for the first violation (excluding the Residence Hall) is five (5) dollars; for the second, ten (10) dollars; for the third and further violations, fifteen (15) dollars.

Abandoned vehicles are towed from campus at the owner's expense. An abandoned vehicle is one left parked in an improper parking area for seventy-two (72) hours or more or a vehicle left in any campus parking lot during times in which the college is not in session without prior notification to the Student Affairs Office and written receipt of its approval.

# STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Approved by the Twenty-Sixth Senate  
Constitution of the Student Government Association  
of Methodist College

## PREAMBLE

We, the students of Methodist College, having faith in the ability of students to govern themselves in accordance with and subject to the policies of the Board of Trustees of Methodist College, do establish this constitution to promote and protect the general welfare of the student body and the college.

## ARTICLE I

### Name, Purpose, and Membership

Section 1. The name of the organization shall be the *Student Government Association of Methodist College*. (Hereafter known as the *Association*)

Section 2. In order to assure the privileges, rights, and responsibilities of the students of Methodist College, this organization shall fulfill the executive, legislative, and judicial duties for directing student life and providing democratic student government to the college.

Section 3. The Association shall consist of all currently enrolled full time day Methodist College students.

Section 4. There shall be at least one regular joint meeting each academic year of all of the subsidiary branches of the Association in order to facilitate planning and implementation of student concerns. This meeting shall be scheduled at the discretion of the President of the Association.

## ARTICLE II

### Student Rights

Section 1. The Association shall

not make or enforce any regulation abridging the freedom of speech, academic inquiry, or the press or the right of students to assemble peaceably and petition the Student Government or the college for a redress of grievances.

Section 2. The right of students to be secure in their person, residences, papers, and effects against searches and seizures shall not be violated under any circumstances without valid warrant. No warrant shall be issued, but upon reasonable cause, of any infraction of college policy, and particularly describing the place to be searched.

Section 3. No student shall be subject to double jeopardy in on-campus judicial proceedings; nor shall he/she be compelled in any case to testify against himself/herself, nor be deprived of the rights, privileges or responsibilities of a college student without due process.

Section 4. The powers not delegated to the Executive, Legislative, or Judicial branches of the Association by the Constitution, nor prohibited by the Constitution to said branches, are reserved to the Association. The



right of the Association to review any action taken by its subsidiary branches shall not be denied.

Section 5. The enumeration in the Constitution of certain rights shall not be construed to deny other rights retained by the students.

### ARTICLE III

#### Executive Branch

Section 1. The Executive Council shall consist of the four (4) executive officers of the Association. These shall include:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary

Section 2. The Executive Council shall function as the executive branch of the Association and shall execute the decisions of the Senate.

Section 3. The authority for allocation of the funds of the Association shall rest with the Executive Council. All allocations shall be made with a majority vote. In case of ties, the question shall be referred to the Senate for action.

Section 4. The duties of the President shall include these:

A. The President shall be the Chief Executive officer of the Association.

B. The President shall report to the Association at least once per semester on the state of the Association.

C. The President shall have Ex Officio membership on all subsidiary bodies of the Association.

D. The President shall serve as the Chairperson of the President's Forum.

Section 5. The duties of the Vice President shall include these:

A. The Vice President shall

assume the duties of the President in the absence of the President.

B. The Vice President shall serve as the President of the Student Senate.

C. The V.P. shall have Ex Officio membership on all subsidiary bodies of the Senate.

D. The V.P. shall serve as Chairperson of the Awards Committee.

Section 6. The duties of the Secretary shall include these:

A. The Secretary shall be responsible for recording the minutes of all of the meetings of the Executive Council and of the Association.

B. The Secretary shall be responsible for coordination with the Clerk of the Student Senate to insure the publication of all resolutions, bills, and other documents of the Senate and Executive Council.

C. The Secretary shall be responsible for the publication, at least once per semester, of the activities of the Association in the college newspaper.

D. The secretary shall serve as Chairperson of the Public Relations Committee of the Association.

Section 7. The duties of the Treasurer shall include these:

A. The Treasurer shall be responsible for all financial matters of the Association and its subsidiary branches.

B. The Treasurer shall prepare, in cooperation with the Senate Finance Committee, the budget of the Association for presentation to the Senate for approval no later than the first meeting in October of each academic year.

C. The Treasurer shall cause to be published in the college newspaper a semi-annual report

of the income and expenses of the Association. These reports shall be published in November and March of each academic year.

D. The Treasurer shall report to the Senate once a month on the financial status of the Association.

E. The Treasurer shall serve as the Chairperson of the Senate Finance Committee.

Section 8. Qualifications for Executive Office

A. A candidate for office as a member of the Executive Council shall have a minimum 2.0 cumulative grade point average to seek or hold office.

B. The President and Vice President shall have attained at least junior class academic status prior to their assumption of office and have attended the college for at least two (2) consecutive semesters prior to the term of office.

C. The Secretary and Treasurer shall have attained at least sophomore class academic status prior to their assumption of office and have attended the college for at least two (2) consecutive semesters prior to the term of office.

Section 9. Elections and Term of Office

A. The Executive Council shall be elected in a general election to be held in April of each academic year.

B. The Executive Council shall take office two (2) weeks after the formal announcement of the election results and serve until the next election is held or for one calendar year, whichever comes first.

Section 10. Vacancies in Office

A. In the event of a vacancy in the office of President, the Vice President shall assume that office and shall serve the remainder of

that term as President.

B. In the event of a vacancy in any other office of the Executive Council, the Senate shall elect a student nominated by a member of the Association to fill the vacant position for the remainder of the term. The election shall occur at the next regularly scheduled meeting of the Senate after such a vacancy occurs.

### ARTICLE IV

#### THE LEGISLATIVE BRANCH

Section 1. The Student Senate (hereafter known as the *Senate*) shall function as the legislative body of the Association.

Section 2. Rules governing the membership of the Senate are as follows:

A. Eleven senators shall be elected from the full-time day population.

B. No person may be elected to, or serve in the Senate unless he/she is in good academic standing, which is defined as having completed one full semester at Methodist College and having obtained a 2.0 cumulative grade point average.

C. The freshman class President shall sit as a voting member of the Senate.

Section 3. The Senate shall discuss and take action of its choice regarding any issue that, it determines, has an effect on the students of Methodist College.

Section 4. The Senate shall have the responsibility of determining the allocation of Association funds in the event of a tie vote in the Executive Council.

Section 5. The Senate shall meet on at least a monthly basis to consider issues of student interest.

Section 6. The Senate may establish any committees, com

missions, task forces, or other sub-bodies that it feels are necessary to carry out the business of the Association.

#### Section 7. Officers of the Senate

A. The Officers of the Senate shall be the President of the Senate, who shall be the Vice President of the Association; the President Pro-Tempore, the Parliamentarian; and the Clerk.

B. The President Pro-Tempore, the Parliamentarian and the Clerk shall be elected from the membership of the Senate by a majority vote of those present at the first meeting of the fall semester of each year.

C. Vacancies shall be filled by a similar vote as needed.

#### Section 8. Duties of the Officers of the Senate

##### A. President

1. To serve as the presiding officer of the Senate at all meetings

2. To plan and implement the agenda of Senate meetings

3. To coordinate all of the activities and subsidiary bodies of the Senate

##### B. President Pro-Tempore

1. To assume the duties of the President of the Senate in his/her absence

2. To chart the progress and current status of all legislation, resolutions, and other actions of the Senate

3. To notify any member of the Senate, member of the Judicial Branch, or member of the Executive Branch in impeachment or recall proceedings brought against him/her.

##### C. Parliamentarian

1. To assist the President of the Senate in the conduct of meetings of the Senate

2. To serve as an expert on parliamentary procedure during Senate meetings and other functions of the Association where requested

3. To have read and have a working knowledge of the latest edition of *Robert's Rules of Order*.

##### D. Clerk

1. To keep accurate records of attendance of all Senate meetings and to notify the President of the Senate when an individual Senator has reached his/her limit of absences

2. To contact the Vice President for Student Affairs at the beginning of each semester in order to assure that all Senate members remain in good academic standing.

#### Section 9. Club and Organization Approval

A. The Senate shall have the responsibility for approval of all applications by student groups to form clubs and organizations on the campus.

1. The approval process shall include the consideration of the Senate of a charter for the organization, a proposed sponsor/ advisor, and a list of at least ten (10) members, including a list of officers, to be presented by the officers of the organization at a regular meeting.

2. Upon approval of the charter of an organization by the Senate, the Clerk shall send a copy of such to the Vice President for Student Affairs along with the name of the proposed sponsor/ advisor, for his/her approval.

3. Negative decisions regarding the approval of a charter by the Senate may be appealed to the Vice President for Student Affairs. Decisions by the Vice President may be appealed to the President

of the college.

B. After the approval of the charter by the Senate or appeal source, the organization shall have fifteen (15) days to submit a proposed constitution to the Senate for approval.

1. The Senate shall consider such proposed constitutions at the next regularly scheduled meeting of the Senate.

2. Should the Senate believe that the constitution is inadequate or in need of amendment, it shall be returned to the organization for revision. Such revised documents should be submitted for approval at the next regularly scheduled Senate meeting.

3. If the Senate fails to deal with the constitution of an organization within fifteen days of submission of the document to the Clerk of the Senate, the constitution shall stand approved.

4. If the Senate rejects a constitution after amendment, the decision of the Senate may be appealed to the Vice President for Student Affairs and ultimately to the President of the college.

C. If the Senate and the Vice President approve the Charter and Constitution of a campus organization, such organization shall become an "approved campus organization." That is, such organizations may use campus facilities and may have account with the Business Office of the college in which to deposit organizational funds, may request allocations from the Association for special uses, and will gain the normal privileges and responsibilities of a college organization.

1. No student organization that is not an "approved campus

organization" may use any campus facility, service, or account or be in any way affiliated with the college without the prior written permission of the Vice President for Student Affairs.

2. Annual updates listing constitutional amendments, current advisors, and current officers must be filed with the Clerk of the Senate and the Assistant Dean of Students no later than September 1 of each academic year. Failure to do so will result in a written warning to the organization. Failure to submit such material by October 1 shall result in the withdrawal of the "approved campus organization" status for one calendar year on first offense and permanent removal on a second offense within a three-year period.

D. All approved campus organizations, unless excepted by the Vice President for Student Affairs, must set up an account with the Business Office of the college into which all funds acquired by the organization through any source must be deposited and from which all funds for any use of the organization must be expended. Violation of this requirement shall result in a one-semester removal of "approved campus organization" status on the first offense and permanent removal on a second offense within a three-year period.

E. Approval of an organization as an "approved campus organization" does not mean that the S.G.A. or the college supports or approves of the purposes, goals, or directions of the organization. In fact, such approval means only that the college and the S.G.A. grant permission for the use of

campus facilities and services by the organization.

#### Section 10. Quorum

A. A quorum shall be a simple majority of the members of the Senate.

B. A quorum shall be necessary for business to be conducted at a meeting.

#### Section 11. Absences

A. No member of the Senate shall be absent from meetings without a valid reason. The validity of such reasons shall be determined by the President Pro-Tempore.

B. Any senator having two (2) non-valid absences during an academic semester shall receive a written censure from the Senate.

C. Any Senator having three (3) non-valid absences during an academic semester shall be removed from office by the Senate.

D. Any absence not communicated to the President Pro-Tempore prior to the meeting in question may be considered as a non-valid absence.

### ARTICLE V

#### THE JUDICIAL BRANCH

##### Section 1. Purpose

The purpose of the Methodist College Judicial System is to maintain integrity and harmony in the Methodist College Community and to deal with alleged violations of the judicial code in a fair and prompt manner.

##### Section 2. Structure

A. The Student Community Court shall consist of a Chief Justice elected by the student body and six Associate Justices who are appointed by the Student Senate.

B. The Dean of Students

Charges of violations of a more serious nature, including repeated violations of residential guidelines, will be heard by the Dean of Students.

##### C. The Review Board

1. The Review Board shall be appointed by the President of the College and shall consist of six members: two administrators, two faculty members, and two student representatives nominated by the Student Government Association.

2. The President of the college will appoint one of the six to serve as chairperson.

3. A minimum of three members of the Review Board is required for a review, with at least one member from each category.

4. The chairperson shall vote only in cases of a tie.

##### Section 3. Procedure

A. Alleged violations of the standards found in the Judicial Code and residential guidelines shall be forwarded to the Assistant Dean of Students. Anyone may report a violation.

B. The student(s) involved will be given the opportunity to discuss the case with the Assistant Dean of Students and to read the report which has been submitted.

C. The Assistant Dean of Students shall determine if the reported violation warrants a hearing; if it does, the Assistant Dean of Students shall determine whether the matter is to be heard by the Student Community Court or the Dean of Students.

D. The student may have his/her violation heard by the Dean of Students instead of the Community Court upon request.

E. Hearings before the Student Community Court

1. The Student Community Court cases will be heard by a hearing body of at least three justices in addition to the Chief Justice. In the case of a tie, the Chief Justice shall vote.

2. All sessions of the court shall be closed.

3. In a finding of guilty, the Student Community Court may impose sanctions ranging from a written warning to removal from the residence halls.

4. Decisions of the Student Community Court may be appealed to the Dean of Students. In such cases, the Dean of Students is the final appeal.

F. Hearings before the Dean of Students.

1. Hearing before the Dean of Students shall be closed.

2. The Dean of Students shall conduct investigations and interviews he/she deems appropriate.

3. The accused student shall have the opportunity to call witnesses and present evidence to the Dean of Students.

4. The Dean of Students shall determine the innocence or guilt of the student(s) and may assign such sanctions as he/she deems appropriate.

5. Sanctions by the Dean of Students may be appealed to the Review Board.

G. Hearings before the Review Board

1. All sessions shall be closed.

2. Students making an appeal before the Review Board may enlist the aid of any member of the Methodist College Community, including other students, faculty, or administrators.

3. Outside counsel will be permitted only at the Review

Board. Counsel may be present to advise the student and may not speak for the defense.

4. Rulings of the Review Board are final.

##### Section 4. Appeals

A. Appeals must be submitted in writing to the Assistant Dean of Students within two business days after the date of the hearing.

B. The Dean of Students or Review Board, as appropriate, will act promptly on the appeal (normally within two business days).

C. In the meantime, the sanctions of the hearing body shall be observed.

D. Alternatives available to the Dean of Students and the Review Board

1. To affirm the decision of the original hearing body

2. To negate or alter the decision or the sanction of the original hearing body.

3. To rehear the case, render a new verdict, and impose a new sanction, if appropriate. If the decision is a rehearing, it will be scheduled at the earliest opportunity. Twenty-four-hour notice of the hearing will be given. Students filing an appeal should be prepared at the time of the appeal to present their case at a hearing. The Assistant Dean of Students will present the case for the college in a rehearing.

##### E. Guidelines for an Appeal

1. Information is available that was not available at the time of the decision.

2. The decision embodies a sanction that is inconsistent with the nature of the offense.

3. The facts were not sufficient to justify the findings.

## ARTICLE VI ELECTIONS

### Section 1. Authority

The Elections Committee of the Association shall be the operational supervisor of all such elections.

### Section 2. Filing for Candidacy

A. All Students shall be notified of the period set aside for filing of candidacy for any office by the Election Committee at least one week prior to such a period.

B. The period for filing shall be at least three days in duration.

C. After filing, the prospective candidate shall circulate a petition among the student body in order to collect the signatures of those who support his/her candidacy. Candidates for an executive office shall collect a minimum of fifty (50) signatures. Candidates for other offices must collect a minimum of twenty-five (25) signatures. Petitions must be verified by the Assistant Dean of Students. Petitions shall be turned in to the Chairperson of the Elections Committee.

D. At the time at which a candidate picks up a petition, he/she shall be given a list of the election guidelines to be followed. Such guidelines shall be developed by the Elections Committee prior to each election.

E. Any person who runs as a write-in candidate must meet all requirements for office as outlined in the Constitution.

### Section 3. Election Procedures

A. In any election of the Association, as many candidates as fulfill all of the requirements for office may run for each office.

B. There will be absentee ballots for students not present the day of the election. They may be

picked up two (2) days prior to election and turned in the day before.

C. Election for each office shall be by simple plurality vote of those casting ballots for that office.

D. In the event of a tie, a run-off election shall be held within three business days of the original election. Campaigning is allowed for run-off elections.

E. The elected write-in candidate must receive at least one more than the number of votes needed to file a petition properly for the office in question.

F. A tabulation of the final vote count shall be recorded and posted on the bulletin board outside the Student Affairs Office. Ballots shall be deposited with the Assistant Dean of Students.

G. Any candidate for office may contest the election to the Election Committee and ask for a re-count of the votes. Such requests must meet the following requirements:

1. The request shall be in writing.

2. The request shall be deposited with the Assistant Dean of Students within seven (7) days after the election.

H. If, after seven days, the election has not been contested, the ballots shall be destroyed by the Student Affairs Department.

### Section 4. Campaigns

A. The Election Committee shall post two signs at least seventy-two hours prior to the election listing all the names of formally filed candidates. The sign shall also denote the exact date, time, and place of the election.

B. Each candidate shall be responsible for all phases of his/

her campaign and the individuals who work on the campaign on his/her behalf. Discretion and good taste must be used, and their will be set and judged by the Election Committee.

C. Campaigning activities may begin the day after the period for filing for candidacy. Campaigning shall cease immediately after the close of balloting.

D. No campaigning or loitering shall be allowed within fifteen feet of the polls. This distance will be monitored by the Election Committee.

E. No candidate may spend in excess of \$25.00 for all items related to his/her campaign.

F. All signs to be posted must be approved for posting by the Assistant Dean of Students and stamped as approved for posting.

G. Signs shall not be posted in the Horner Administration Building, Davis Memorial Library, Hensdale Chapel, or any classroom.

H. No signs may be posted on glass windows or doors. No sign shall be larger than two feet by three feet. All signs shall be hung with masking tape or some other substance approved by the Assistant Dean.

I. All signs must be removed within twenty-four hours of the completion of the balloting.

J. Posters that do not meet any of the guidelines stated above, or others to be determined by the Election Committee, may be removed and placed in the S.G.A. Office to be picked up by the candidate.

K. Alleged violation on any campaign regulations shall be heard by the Election Committee. The committee may penalize an offending candidate in any man-

ner it sees fit, including elimination of the candidate from the election.

L. The Election Committee shall sit as election judges with the power to rule on any question regarding elections. Decisions of the committee may be appealed to the Community Court and then to the Vice President for Student Affairs.

### Section 5. Oath of Office

Before the assumption of office by any elected official of the Association or its subsidiary bodies, the following oath shall be taken:

"I do solemnly affirm that I shall faithfully execute the duties of

\_\_\_\_\_ of the Student Government Association of Methodist College and will, to the best of my ability, preserve, protect, and defend the Constitution of the Student Government Association of Methodist College."

The oath shall be administered by the incumbent Chief Justice.

## ARTICLE VII COMMITTEES

Section 1. The committee structure of the Association may include both standing committees and ad hoc committees.

Section 2. Standing committees of the Association shall include these:

A. Elections Committee

1) The Elections Committee shall have responsibilities for the supervision of all elections of the Association as determined in Article VI of this constitution.

2) This committee will be composed of four members of the Association and will be chaired by a member of the Senate who shall also be a voting member.

3) This committee shall have

the responsibility for the organization, operation, and supervision of all elections held for any office within the S.G.A. and any other votes taken by the Association for any purpose.

4) This committee shall be responsible for interpretation of all policies of the Association regarding elections.

5) No member of this committee may serve on the campaign of any candidate for office or in any way be associated with any campaign.

#### B. The Cafeteria/Food Service Committee

1) This committee is responsible for assisting the college and the food service providers of the college to provide high-quality food services to students.

2) This committee will consist of five (5) members of the Association appointed by the Executive Committee, the Director of the Cafeteria, the Manager of the Snack Bar, the Assistant Dean of Students, and a member of the faculty. The committee will select its chairperson.

3) Meeting times and operating procedures will be determined by the committee.

#### C. The Awards Committee

1) This committee has the responsibility for arranging the purchase and presentation of all awards given by the Association or its subsidiary bodies.

2) The committee will work with the Assistant Dean of Students to coordinate these activities.

3) The committee will consist of four members of the Association and will be chaired by the Vice President of the Association, who will also be a voting member.

4) The committee shall meet as necessary to fulfill the responsibilities

of the committee.

#### D. The Public Relations Committee

1) The Public Relations Committee shall have the responsibility for keeping the members of the Association informed of the activities of the Association by publication in the sMall Talk minutes of the Executive Committee and Student Senate, and other materials (as necessary).

2) The committee shall consist of four members of the Association and be chaired by the Secretary of the Association, who shall also be a voting member.

3) The committee shall meet as necessary to fulfill the responsibilities of the committee.

#### E. The Student Activities Committee

1) The Student Activities Committee shall have the responsibility of planning, controlling and executing campus-wide student government activities such as dances, bands, concerts, comedians and entertainers.

2) The committee shall consist of at least four members of the Association, plus all interested students. The committee shall be chaired by the committee President, who shall be elected by the Student Activities Committee members each spring to serve for the following year.

3) The committee shall consist of six officers: President, Vice President, Secretary, and three Recruiting Officers. Student Government Association officers cannot serve as officers on the Student Activities Committee.

4) The committee shall meet at least once every two weeks during the academic year to fulfill the responsibilities of the committee.

#### Section 3. Ad hoc committees

may be appointed by the President of the Association at his or her pleasure in order to form the business of the Association.

Section 4. The President shall appoint members from the Association to serve as members of several college-wide committees.

### ARTICLE VIII AMENDMENTS

Section 1. The Constitution of the Association may be amended by a majority vote of those members of the Association participating in such a vote.

Section 2. Amendments may be proposed by any member of the Association.

Section 3. An amendment must be voted on as soon as possible at the discretion of the Senate.

Section 4. Amendments to the Constitution of the Association may be made by a two-thirds vote of the Senate.

### ARTICLE IX IMPEACHMENT AND REMOVAL FROM OFFICE

#### Section 1. Impeachment

A. Any Senator may initiate impeachment proceedings against any member of the Executive Council of the Association, any Senator, or any other elected or appointed official of the Association or its subsidiary bodies.

1. Such proceedings may be initiated at any regularly scheduled meeting of the Senate.

2. Discussions and a vote on such proceedings shall be taken at the next regularly scheduled meeting of the Senate.

B. A two-thirds (2/3) majority vote of all members of the Senate is necessary to approve such

proceedings and grant impeachment.

#### Section 2. Removal from Office

A. Upon the successful completion of impeachment proceedings, the person(s) against whom such proceedings are initiated shall be presented with the opportunity to offer any defense that he/she feels appropriate.

1. No more than one (1) hour may be used for presentation of arguments on either side of the issue.

2. The impeached person shall have the last opportunity to present information prior to a vote.

B. A three-quarters (3/4) majority vote of all members of the Senate is necessary to remove any official from office.

C. The Chief Justice shall preside over discussions and a vote regarding removal from office of any official.

D. In the case of proceedings against the Chief Justice, the President of the Association shall preside over the discussion and vote.

### ARTICLE X AUTHORITY

The Association operates under the authority of the Board of Trustees and the Administrative Officers of Methodist College and recognizes that the college has the right to coordinate the operations of the Association.

# STUDENT RIGHTS AND RESPONSIBILITIES

**INTRODUCTION**—The college has chosen, within the contractual setting in which it operates in relation to its students, to establish procedures intended to extend to students a number of rights and privileges. Along with these, however, goes a corresponding set of responsibilities. The college also recognizes that it too is bound by the provisions of this contractual relationship and that it has certain rights, privileges, and responsibilities as a result. Many of the rights, privileges, and responsibilities for students and the college are described above, as well as in the SGA Constitution, in the college catalogue, and in other college publications. Students having questions should consult those documents and college officials for clarification. Listed below are items that provide specific reference to a number of these items.

## ROOM ENTRY AND SEARCH PROCEDURE

**Definitions**—The following definitions pertain to student residence hall rooms:

1) **Room Entry**—A room entry involves the physical presence of a person (other than the residents of the room) for reasons of official business of the college.

2) **Room Inspection**—An inspection involves a visual examination of furniture and other materials in plain view. Opening the closet, desk, or dresser drawers may be part of an inspection as long as the belongings in these areas are not disturbed. Any illegal items or items that violate the college Code of Con-

duct or residence hall regulations may be confiscated and/or turned in to law enforcement officials.

3) **Room Search**—A search involves a close physical examination of all areas, materials, and persons in the room and may involve going through an individual's personal belongings (i.e., suitcases, boxes, contents of desks and dressers, clothing, pockets, etc.). Any illegal items or items that violate the college Code of Conduct or residence hall regulations may be confiscated and/or turned in to law enforcement officials.

**Room Inspections**—There are several reasons for room entry and/or inspections:

1) **Periodic Check of Conditions of Furniture and Maintenance** (Routine Room Inspection)

a) Methodist College reserves the right to make periodic entry into and inspection of any residence hall room for reasons of establishing that college property within the room has not been abused or destroyed and that clean, sanitary, and safe conditions exist in the room.

b) Such inspections will be announced at least twenty-four (24) hours in advance, and all room residents should be present if possible. If residents are not present, a passkey will be used to enter the room.

2) **Residence Hall Closings**—Each residence hall room is inspected by the residence hall staff at the beginning of every

vacation period.

3) **Emergency Situations**—Room entry may be made when an emergency situation exists.

a) Examples of emergency situations are evidence of a fire in the room, good reason to believe that a person is sick or injured in the room, or good reason to believe that a theft or unlawful entry is in progress. Other emergency situations may be determined by the Residence Hall Director or other appropriate college officials.

b) In most cases, such conditions should be readily observable so that there is little reason for much inspection of the room.

c) Except for situations of extreme emergency, the person entering the room will knock on the door, identify himself/herself, and enter the room with a passkey if necessary.

4) **Violation of Civil Law or of College and Residence Hall Regulations**—If there are reasonable grounds to believe that a violation of regulations or laws will take place, is taking place, or has taken place in the room, entry into and inspection of the room are acceptable.

a) If a staff member enters a room and makes a cursory inspection, thus obtaining reasonable cause for a search, he/she may 1) ask the occupants to leave the room and stay with a staff member while a warrant for search is being obtained and 2) seal the room to prevent destruction of evidence.

b) Except in instances of extreme emergency, the person entering the room will knock on the door, identify himself/herself, and enter the room with a passkey, as necessary, if the residents do not answer immediately.

**Room Search**—Methodist College reserves the right to search any student's room at any time for any purpose that is "a reasonable exercise of the college's duty to maintain discipline in an 'educational atmosphere.' However, the authority to conduct such a search may not be transferred to civil authorities. Civil authorities must conform to the standards of the Fourth Amendment."<sup>1</sup>

1) Before a search takes place, the staff member must secure a warrant for search by stating his/her "reason to believe" that a search is necessary to a residence hall director or his/her supervisor, who may issue a warrant. The warrant should specify the place to be searched, the reason for the search, residents of the room, and materials for which the room is being searched.

2) There are several reasons for a search, including these:

a) **Violation of Civil Law or of College and Residence Hall Regulations**—In these cases, if a student or professional residence hall staff member has reasonable cause to believe that a violation of civil law or of college and residence hall regulations has taken place or is taking place, he/she may seek authorization to search a residence hall room. Some examples of situations that may be deemed as reasonable cause are

i) If a staff member received information from a reliable source that illegal articles (i.e., guns, drugs, explosive devices, etc.) are present in a specific student's room

ii) If a staff member smells the odor of burned marijuana in the hall and a subsequent inspection reveals that the odor comes from a specific room

iii) If a staff member, upon entering the room for inspection or other purposes, sees illegal items in plain sight in the room

b) **Emergencies**—In cases that constitute an immediate threat to life or property (e.g., possible fire, theft, assault, explosive devices), a room search may take place. In cases in which this type of reasonable cause exists, a search warrant is not necessary.

c) **Additional Reasons**—There are always situations for which policy is not adequate. In these cases, permission for a room search will be at the discretion of a residence hall director or other senior staff member of the Student Affairs Department. Reasonable and prudent judgment are the guidelines in these situations.

3) There must always be at least two staff members present during a room search. At least one of these should be a senior staff member

4) When a search takes place, it should be as complete as possible and may include the physical search of room occupants. Staff members should be as courteous as possible and leave the room in the same condition as when the search began.

5) If occupants of the room give oral permission for a search, no warrant is necessary. Consent must be given by all room residents. A consent-to-search form will then be signed by the residents.

6) Any illegal materials or other materials which violate college or residence hall regulations may be seized and used as evidence in a campus hearing even if they are not the materials for which the warrant was issued.

7) Residents of the room need not be present for a room search to take place. Efforts will be made, however, to insure that the residents are informed that a search has taken place and that the reasons for the search are stated in writing.

8) The above statements dealing with the search of a student's room are also applicable to student vehicles, and other areas used by the student, such as lockers or other storage areas. These statements are also true of areas such as offices used by student organizations.

#### **DEMONSTRATION AND PEACEFUL ASSEMBLY**

Methodist College as an educational institution believes that the right of expression and inquiry is essential to both the pursuit and dissemination of knowledge and truth and must be guarded, protected, and preserved. Members of the college community, both individually and collectively, are therefore encouraged to express their views through the normal channels of communication. The college also recognizes the right of the individual to express his/her views by demonstrating peacefully and constructively for concepts and beliefs he/she wishes to make known.

The college also has an obligation to protect the rights and freedom of individuals who do not wish to participate in a demonstra-

tion and do not wish to have their educational and employment pursuits interrupted. The college is also obligated to protect its property and to prevent interference with scheduled activities of students, faculty, and staff of the college, as well as of any person who may be a guest on the campus. Methodist College will also uphold local, state, and federal laws and will attempt to inform students, staff, and faculty of such laws and other regulations.

To meet these obligations, the college has established the following regulations/definitions as reasonable guidelines for the public display of concern and opinions:

**Definitions**—The following definitions apply to the policy stated below:

1) **Demonstration or Peaceful Assembly**—A demonstration or peaceful assembly is a public manifestation of welcome, approval, protest, or condemnation through a mass meeting, procession, or picketing. Exhibitions commonly associated with approved social or athletic events are not usually within the purview of this definition and the supporting regulations.

2) **Unlawful Assembly**—An unlawful assembly is the meeting together of three or more persons to the disturbance of the public peace with the intention of cooperating in the execution of some unlawful private enterprise.

**Regulations**—The following regulations govern the policy below:

1) The demonstration is to be registered with the Student Affairs

Office at least forty-eight (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.

2) At the time of the registration, the registrant is informed regarding reasonable demonstration activities, including location of areas and length of time for the completion of the demonstration activity.

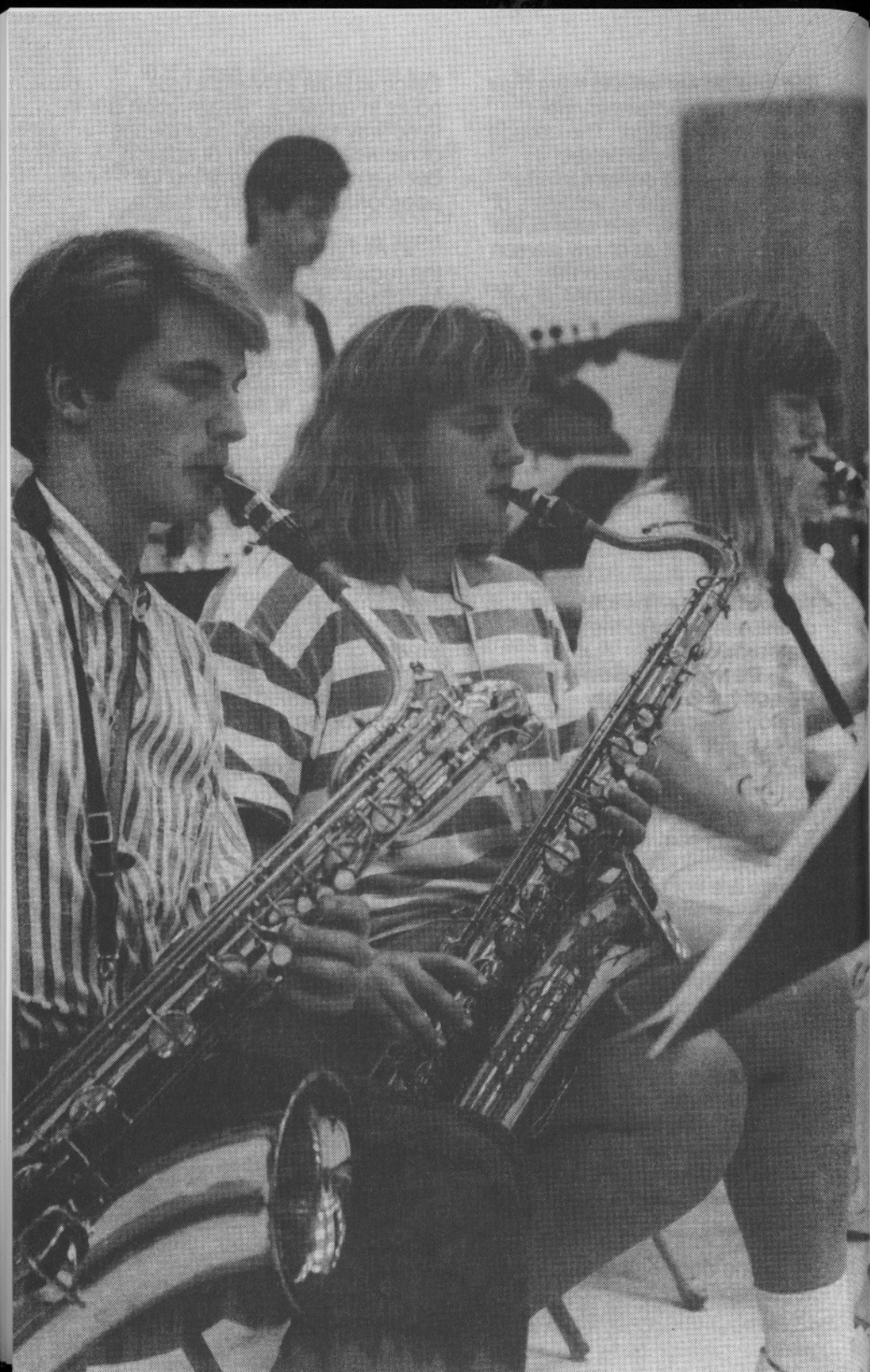
3) Demonstrations may not block vehicle or pedestrian traffic and should not occur in the vicinity of classes in session or of Davis Memorial Library or inside of any building except the gymnasium.

4) The number of pickets may be limited by reasonable consideration of space in the proposed demonstration areas. Students are to be informed of such limits at the time of registration.

5) The right of expression is not to be confused with license to incite violence or to use indecent language, since these are beyond legal and reasonable espousal of any cause for which demonstrations are conducted. These activities may not occur.

6) Individuals participating in an unauthorized demonstration, such as an assembly of students in a "sit-in" or "lie-in" in a restricted building or area, shall disband within the time stipulated when directed to do so by the Vice-President for Student Affairs or his designee.

7) If a disturbance from observers begins to develop, the demonstrators are expected to refrain from altercations with them.



8) Observers are expected to maintain a reasonable distance between themselves and demonstrators at all times.

9) Observers may not obstruct legitimate demonstrations by physically blocking the path or other observers, throwing objects, or in any way acting to limit the right of free expression.

10) Both demonstrators and observers are expected to follow the directions of the security officers and other college officials and student staff members.

### **Penalties**

Methodist College students or personnel involved in unregistered demonstrations that become disruptive or are otherwise in violation of Methodist College policies will be asked by the Vice-President for Student Affairs or his designee to disperse and comply with policy within a specified time. Failure to respond positively to such a request may result in arrest and/or disciplinary action by the college up to and including dismissal.

### **GRADE APPEALS**

Appeals involving evaluation or credit in a course should be directed (first) to the faculty member who taught the course and then (second) to the Department Chair and (third) Division Director of the faculty member. If the student feels that the problem has not been resolved, he/she can appeal (fourth) to the Academic Standards Committee of the college. The committee then makes a recommendation on the matter to the Vice-President for Academic Affairs. The decision of the Vice-President for Academic Affairs can be appealed ultimately

to the President of the college. Except in unusual circumstances, the student must appeal within six (6) weeks after notification of the grade.

### **COLLEGE POLICY: THE DRUG-FREE WORKPLACE**

No employee of Methodist college shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

*Workplace* is defined as all college property, including any college building or any college premises; any college-owned vehicle or any other college-approved vehicle used to transport students to and from the college or college activities; and off-college property during any college-sponsored or college-approved activity, event, or function, such as a field trip or an athletic event, where students are under the jurisdiction of the college.

As a condition of employment, each employee shall notify his/her supervisor of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above. Such notification shall be provided no later than five days after such conviction.

As a condition of employment, each employee shall abide by the terms of the college policy respecting a drug-free workplace.

As a condition of employment,



each employee shall abide by the terms of the college policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be non-renewed, or his/her employment may be suspended or terminated in accordance with college policies.

### **THE METHODIST COLLEGE AIDS POLICY**

1—Methodist College shall conduct an ongoing educational program designed to provide students, faculty, and staff with basic information concerning Human Immunodeficiency Virus (HIV).

2—Persons infected with HIV shall not be excluded from enrollment or employment or restricted in their access to college facilities or services unless a medically based judgment in an individual case establishes that such exclusion or restriction is necessary to the welfare of the infected individual or the welfare of other members of the community.

3—Persons who know that they are infected are urged to share that information, on a confidential basis, with the nurse in the Student Health Center so that the college can respond appropriately to their health and educational needs.

4—Persons who know, or have reasonable basis for believing, that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly, in accordance with such knowledge, for the protection of others.

### **Procedures**

1—The President of the College shall charge the Office of Student Affairs with the responsibility of education about HIV and other serious infectious diseases. The Office of Student Affairs will work with other administrators to ensure that basic information is available to all faculty, staff, and students and that more detailed information and personal consultation are available upon request.

2—A case-by-case management approach will be utilized if HIV is detected on campus. The nurse will be the case manager. The nurse, in conjunction with a small group of key campus officials, shall make a case-by-case assessment to determine whether there is a medically based reason to exclude or restrict the individual from enrollment or employment. The confidentiality of medical information shall be respected.

### **SMOKING POLICY Revised 6-4-90**

1—Smoking is prohibited in all classrooms, laboratories, and administrative offices.

2—All faculty, staff, and students who smoke are urged to do so outside whenever possible. Recommended outside areas include the balconies and inside quadrangle of the Trustee's Building and the balcony of the Student Union.

3—Smoking in the downstairs hallway of the Trustee's Building is banned because of poor ventilation.

4—Smoking is prohibited in the north lower-floor stairwells of the Trustees Building. Smoking is permitted in the south lower-floor

stairwells of the Trustees Building, but fire-doors are to be kept closed and doors or windows into the central quad are to be kept open during occupancy.

5—Smoking is permitted in the upper hallways of the Trustees' Building where ventilation is better.

6—Smoking is allowed only in the lobbies of the Horner Administration Building, Reeves Auditorium, and the Science Building.

## **NON-DISCRIMINATION/ GRIEVANCE STATEMENT**

Methodist College admits students of any race, color, national or ethnic origin, or any religious denomination to all of the privileges, programs, and activities generally made available to students at the college. Methodist College does not discriminate on the basis of race, color, sex, national or ethnic origin, or religious denomination in the administration of its educational policies, scholarships, loan programs, athletics, or any other college-administered program.

The college policy on non-discrimination also applies to employment and admission of qualified handicapped individuals. No handicapped individual is

discriminated against on the basis of his/her handicap as covered under Section 504 of the Rehabilitation Act of 1973.

Any student, employee, or job applicant who has a complaint or grievance in regard to his/her rights under Title IX of the Educational Amendments of 1972 or Section 504 should contact the following person:

Dr. Bill Lowdermilk  
Vice President for Church/  
Community Relations  
Horner Administration Building  
Methodist College  
Fayetteville, North Carolina  
28311-1499  
(919) 488-7110

## **NON-HARASSMENT/ GRIEVANCE STATEMENT**

Sexual harassment is a serious breach of the ethical relationship that must exist between teachers and students and between all members of the college staff and students; it will not be tolerated. Violations should be reported to

Dr. Erik J. Bitterbaum  
Vice-President for Academic  
Affairs  
Methodist College  
Fayetteville, North Carolina  
28311-1499  
(919) 488-7110

## FACTS ABOUT FAYETTEVILLE

### Shopping in Fayetteville

Attractive shopping centers are conveniently located in and around Fayetteville: Cross Creek Mall, located at the intersection of 401 Bypass and Morganton Road; Eutaw Village and King Shopping Center, located on Bragg Boulevard; Tallywood Shopping Center and Fayetteville Mall, located on Raeford Road; Bordeaux Shopping Center, located at the intersection of Owen Drive and Village Drive; Cross Pointe Center on Morganton Road; and Westwood Shopping Center on S. McPherson Church Road. Each shopping center offers many kinds of stores: department stores, boutiques, shoe stores, banks, theaters, and restaurants, just to name a few.

In addition to these large shopping complexes, there are several smaller retail clusters scattered throughout the region.

### Climate

Mean annual temperature—61.5 degrees  
 Mean monthly temperature—  
 January: 42.9 degrees; July: 79.6 degrees  
 Mean annual rainfall—47 inches

### Religion

Over 200 places of worship representing most major faiths and denominations are available.

### Library

Cumberland County Public Library, has seven branches, a bookmobile, and more than 170,000 volumes.

### Recreation

Planned and supervised year-round programs for all ages are offered by both city and county recreation and parks departments, e.g., tennis, bowling, archery, boating, skating, golf, and miniature golf. There are fifty-three public and private golf courses within an hour's drive. Fayetteville has three public lakes. Diverse entertainment attractions and sports events are held at Cumberland County Civic Center. Over twenty theaters exist. The newest attraction to the Fayetteville area is the semi-pro baseball team, the Fayetteville Generals.

### Transportation

**Air:** Fayetteville Municipal Airport passenger and freight service by US Air, American, and Atlantic Southeast Airlines; charter and general aviation

**Rail:** Amtrak passenger schedules to New York and Florida

**Highway:** Interstate 95; U.S. routes 13, 301, and 401; state routes 24, 53, 59, 87, and 210.

**Bus:** Greyhound bus lines

### Health Care

Two general hospitals, Cape Fear Valley Medical Center and Highsmith-Rainey Hospital; Cumberland Hospital, a private psychiatric hospital; the Veterans' Administration Hospital; Womack Army Hospital for military personnel and their dependents; the Cumberland County Health Department; nursing and retirement homes

Physicians and surgeons—200  
 Dentists—over 60 (including Veterans' Administration Hospital,

Fort Bragg, and Pope Air Force Base)

### Communications

**Newspapers:** one morning, one evening, Monday through Friday; combined Saturday and Sunday

**Television:** local stations—Channel 40, Channel 62, cable television (all major networks, one educational channel)

**Radio:** several local stations, good reception of other area stations

### Banks

|                                    |                          |          |
|------------------------------------|--------------------------|----------|
| Branch Banking and Trust Co.       | Raleigh Road             | 488-6895 |
| East Coast Savings Bank            | 230 Green St.            | 485-5111 |
| First Citizen's Bank and Trust Co. | 3604 Ramsey Street       | 488-9190 |
| First Union National Bank          | 200 Green Street         | 483-8171 |
| Highland Savings and Loans         | 3650 Ramsey St.          | 488-6677 |
| North Carolina National Bank       | 3722 Ramsey Street       | 864-2020 |
| New East Bank of Fayetteville      | McPherson Church Rd      | 484-8455 |
| Peoples Bank and Trust Co.         | 211 W Rowan Street       | 868-5141 |
| Southern National Bank             | 300 Rowan Street         | 483-3131 |
| State Bank                         | Westwood Shopping Center | 864-7811 |
| United Carolina Bank               | 316 Gillespie Street     | 483-1131 |
| United National Bank               | 137 Gillespie Street     | 483-1131 |
| Wachovia Bank and Trust Co.        | 225 Green Street         | 323-0510 |

### Culture and the Arts

Fayetteville Art Guild, Cape Fear Regional Theatre, Fayetteville Art Museum, Fayetteville Symphony, Community Concert Association, Cape Fear Regional Band, Friends of the Library; various offerings at Methodist College, Fayetteville State University, Fort Bragg, and Pope Air Force Base

### Economy

Based on the military, manufacturing and processing industries, distribution, government, and agriculture

## TELEPHONE DIRECTORY

### RESIDENCE HALL TELEPHONES

#### CUMBERLAND HALL

|                  |          |
|------------------|----------|
| CAMPUS EXTENSION | 218      |
| OFFICE           | 488-0315 |
| HALL DIRECTOR    | 488-8496 |
| FIRST FLOOR      | 488-9850 |
| SECOND FLOOR     | 488-9815 |
| THIRD FLOOR      | 488-9813 |

#### SANFORD HALL

|                  |          |
|------------------|----------|
| CAMPUS EXTENSION | 215      |
| OFFICE           | 488-6275 |
| HALL DIRECTOR    | 488-2735 |
| FIRST FLOOR      | 488-9841 |
| SECOND FLOOR     | 488-9849 |
| THIRD FLOOR      | 488-9852 |

#### GARBER HALL

|                  |          |
|------------------|----------|
| CAMPUS EXTENSION | 210      |
| OFFICE           | 488-0020 |
| HALL DIRECTOR    | 488-7575 |
| FIRST FLOOR      | 488-9895 |
| SECOND FLOOR     | 488-9834 |
| THIRD FLOOR      | 488-9969 |

#### WEAVER HALL

|                  |          |
|------------------|----------|
| CAMPUS EXTENSION | 216      |
| OFFICE           | 488-6301 |
| HALL DIRECTOR    | 488-7612 |
| FIRST FLOOR      | 488-9899 |
| SECOND FLOOR     | 488-9928 |
| THIRD FLOOR      | 488-9953 |

**INFIRMARY—EXTENSION 302**  
**SECURITY—EXTENSION 229/334**

## ALMA MATER

Hail to thee, our Alma Mater!  
 Raise we now our hearts to thee,  
 Singing forth our highest praises,  
 Pledging our deep loyalty.

Green shall grow thy fields of learning;  
 Gold shall glow thy torch of truth.

**METHODIST COLLEGE**, God go with thee  
 Now and through eternity.

The Methodist College Alma Mater is very unusual, for both the words and the music are original. Miss Lois Lambie, a music teacher at Seventy-First High School in Fayetteville and a friend of the college, entered it in a competition before the Methodist College student body. It was adopted by the students and approved by the Board of Trustees in 1967. Dr. John Tobler and a committee of faculty and students worked on the project for a year; and Mr. Sammy Williams, student chairman of that committee and president of the College Chorus, presented the original manuscript to President L. Stacy Weaver in a formal ceremony.

## EXPECTATIONS FOR THE METHODIST COLLEGE STUDENT

1 To understand the meaning of a liberal education and to become liberally educated

2 To understand the religious background of Methodist College and the values associated with it

3 To treat all members of the Methodist College community and all persons with respect and to respect himself/herself

4 To realize his/her potential, making a personal commitment to be and to do the best that he/she can be and do

5 To be a responsible, questioning, and productive citizen of the campus and the community, legislating reasonably for needed change and sharing ideas rather than merely condemning or fulminating

6 To eschew prejudice and racism

7 To work to improve himself/herself and the human environment: community, state, nation, world

8 To uphold the campus Honor Code and to be ethical in all situations on and off the campus

9 To develop a positive and an entrepreneurial approach toward life and toward his/her chosen career

10 To keep in mind as he/she progresses through Methodist College the obligation to develop life-long learning skills

11 To practice the high art of examining alternatives, imagining how they will affect others as well as himself/herself but acting when the time comes and being self-forgiving

12 To understand and take advantage of all opportunities offered by the liberal arts experience

13 To develop himself/herself mentally, spiritually, culturally, and physically

14 To accept learning as a principal endeavor, whether the experience at hand be perceived as positive or negative (for example, to accept the responsibility to learn "how not to" as well as "how to")

15 To experiment and find the best method(s) of learning for him/her personally

16 To develop verbal, computational, economic, decision-making, synthesizing, critical thinking, computing, and social skills, as well as a sense of humor and a global awareness, and to acquire a grounding in the Fine Arts, the Humanities, the Sciences, and the Social Sciences

17 To develop flexibility and make adaptability to larger contexts a fact of life

18 To perceive college as a microcosm and to understand the ramifications of that perception

19 To know the accomplishments of Methodist College, add to them, and promote a campus-wide **esprit de corps**

20 To be accomplished in his/her chosen major(s) and minors

21 To take pleasure in the work of his/her hands and in the exertion of personal effort

22 To achieve a personally satisfying balance between individualism and communality (to gain "personhood" and "somebodyness" as well as identity with a cohort)

23 To be creative

24 To develop and exercise leadership skills

25 To be courteous, helpful, cooperative, and prompt

26 To be an individual whose promise to perform is performance of a promise

27 To be familiar with college literature and requirements and to seek the aid of his/her faculty advisor(s)

28 To understand that no one method of teaching is right for all teachers and that exposure to different teachers and teaching methods is an important contribu-

tion of college life to the development and encouragement of human tolerance

29 To participate in college organizations and attend college and community cultural events

30 To take the approach of "How do I/we go about doing that?" rather than of "I/we can't do that"

31 To develop the high art of distilling knowledge from data

32 To develop an identity as a person in his/her place in his/her time

33 To avoid allowing his/her activity level to be impeded by incidentals

34 To expect himself/herself, as well as others, to do well

35 To cultivate his/her personal PRESENCE

36 To develop a sense of personal responsibility such that, in the work force and in life, he/she is willing to undertake even mundane tasks required to bring a project to completion

37 To consider the advantages of acquiring second-language skills

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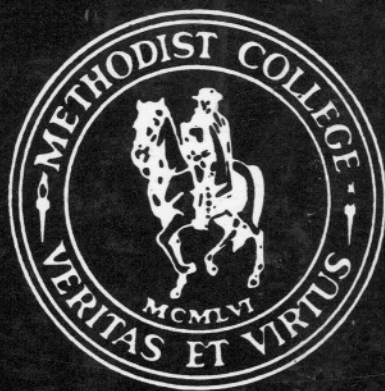
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### **THE COLLEGE SEAL**

The college seal was designed early in the life of Methodist College. The horse and rider in the center are reproduced from a picture of Francis Asbury, the first Bishop of the Methodist Church in America, who was referred to as the "Prophet of the Long Road." The horse and rider are also symbolic of his successors, the early Circuit Riding Clergy, in their never-faltering efforts to carry the influence of the church into the frontiers of America. Education has from the beginning been a traditional consequence of the heritage of the early church.

The Latin words *Veritas et Virtus* mean "truth and virtue." The pursuit of truth is the primary aim of education, and this motto embodies the idea of joining education with the Christian virtues of faith, hope, and love.