



**HELDERBERG COLLEGE**  
**OF HIGHER EDUCATION**  
(Previously named Helderberg College)

# **Helderberg College Student Handbook**



**January 2018**

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## Message from Helderberg College President

Welcome to Helderberg College, an institution established over 120 years ago with a rich heritage and a clear vision. The College's vision is not only for educating young people for a job but for life.

Helderberg College is one of the over 110 institutions operated by the Seventh-day Adventist Church with a distinct educational philosophy and unique ethos prevalent among its education institutions around the world. It believes in training and developing the “whole” person as opposed to developing the mental faculties alone. Its ethos, mission and vision are based on a theistic world-view to develop desirable morals, ethics and values all of which we believe will result in fulfilment and success.

This handbook provides guidelines, policies and procedures that are intended to train and develop individuals as a person and also protect them from the vices of the world. These guidelines are based on our values some of which are: transparency, integrity, service, mutual respect, consultation and Christlikeness and re benchmarked internationally with like-minded organizations.

The College has staff and faculty who are not only dedicated and committed to provide excellent education but also interested in students' welfare and future. The College has a Chaplaincy department established to cater to the spiritual needs and to assist in developing character through various programs.

The College is a registered private provider of higher education in South Africa. The diplomas and degrees offered by the College are accredited by the Council of Higher Education and registered with the Department of Higher Education and Training of the Government of South Africa. In addition, the College is also accredited by the Adventist Accreditation Association of the Department of Education, General Conference of Seventh-day Adventists.



The College has a range of spiritual and extra-curricular activities. Our desire is that the students take advantage of these opportunities for their personal and professional growth and be an asset to the society

Vincent R Injety, PhD  
President  
January 2017

## **HELDERBERG COLLEGE STUDENT'S BILL OF RIGHTS**

### **A. A HELDERBERG COLLEGE STUDENT CAN EXPECT:**

Lecturers, who express their commitment to teaching and who encourage student learning by:

1. Using a variety of appropriate teaching techniques and activities.
2. Preparing relevant, informed, well-organized activities.
3. Evaluating assignments thoroughly and with regard for student's time and effort.
4. Providing an accurate, complete syllabus during the first week of class.
5. Developing meaningful, thought-provoking, valid assignments and tests which can be completed in the allotted time.
6. Thoroughly explaining assignments and testing methodology.
7. Returning student tests and papers within a reasonable period of time.
8. Following times established for classes, meetings, appointments, and office hours.
9. Promoting student interaction, class discussion, and being receptive to student input.

A campus, which respects students and encourages student success by:

1. Discouraging sexism, racism, and favouritism.
2. Discouraging disruptions in the classroom and living environment.
3. Noting and appreciating students' efforts.
4. Maximizing accessibility to students.
5. Responding to student concerns within a reasonable period of time.
6. Modelling professional, courteous, ethical behaviour.

7. Refraining from humiliating and intimidating students.
8. Modelling correct written and oral communication skills.
9. Allowing students to express concerns without fear of reprisal.

**B. A HELDERBERG COLLEGE STUDENT HAS THE RESPONSIBILITY TO:**

1. Assume an active role in the learning process.
2. Attend classes and appointments on time.
3. Read and prepare all assignments.
4. Be familiar with the college yearbook, the student handbook and Code of Conduct for Students, and the Student's Bill of Rights.
5. Discuss questions about students' rights and responsibilities with the instructor and staff member concerned as a first course of action if possible.
6. Follow up on questions about students' rights and responsibilities with any appropriate individual until questions are satisfactorily resolved.
7. Respect other students, professors, staff, and the learning environment.
8. Respect the faith perspective of the classroom and campus.

## **STUDENT LIFE**

### **A. Attendance at Chapels/General Assemblies**

#### **Assembly**

Helderberg College is dedicated to providing a well-rounded educational and cultural experience. Throughout the academic year, at the college assembly, distinguished guest speakers and artists address the student body with thought-provoking lectures, dynamic performances, and inspirational challenges. The college assembly, held Monday mornings at 10h00, alternates with the college chapel service. All students are required to attend these programmes.

#### **Chapel**

The mission and purpose of the chapel are:

1. To reveal a clearer picture of God through the teaching of His Word.
2. To create a family worship experience that will bring together faculty, staff, and students for the purpose of promoting spiritual unity, prayer, praise, and support for our campus.

Issuing of attendance slips for assembly/chapel attendance begins at 09h50 and ends at 10h00. All students enrolled for more than 8 credit hours are required to attend weekly assemblies/chapels.

Three absences (excused or unexcused) are allowed each semester. Absences (including excused) beyond the first three result in a R50.00 fine per absence. Persistent absence from assembly/chapel will subject a student to discipline and possible denial of readmission.

#### **General Assembly Exemptions**

Exemptions to assembly requirements may be granted for students who are not currently on attendance or citizenship probation and who meet one or more of the following criteria:

1. Community students enrolled for 8 credits hours or less. To avoid cash fines, requests for exemption from assembly must be submitted during the first week of classes.

2. Students who are employed or fulfilling a practicum/ internship during assembly hours. Proof of employment on a letterhead from their places of employment and/or academic departments signed by their immediate supervisors or lecturers, must be submitted to the Office of Student Services no later than one week after the starting date of employment or practicum/internship.
3. To include students who live off campus/on a week - end out, who have no lectures or have afternoon lectures on a Mondays.

Students who fail to submit proof of a valid exemption before a fine is posted must pay the fine. However, this will not be recorded as an infraction.

Fines for Chapel/General Assembly non-compliance will be posted at the end of each semester. Students should check their Chapel/General Assembly records regularly in the Student Services office.

Students will be held accountable for information disseminated at assemblies/chapels whether they are required to attend or not. It is the sole responsibility of the student to obtain all information that is relevant to his/her enrolment at Helderberg College.

## **B. Cafeteria Rules and Regulations**

The Cafeteria caters for the physical needs of students by providing balanced vegetarian meals. Mealtimes are also times for social interaction and fellowship. Students are asked to observe the following courtesies to ensure a pleasant atmosphere and to avoid embarrassment in the dining hall:

1. All Helderberg College students entering and dining in the cafeteria are **required to adhere to the Helderberg College Dress Code**. Failure to adhere to the dress code will result in denial of access.
2. All Helderberg College students who use the cafeteria are **required to adhere to the Helderberg College Code of Conduct. Rude, discourteous, or boisterous behaviour directed toward students or staff will not be tolerated**.
3. All Helderberg College students utilizing cafeteria services are **required to keep their dining area clean by proper disposal of waste and the return of trays and utensils to their proper receptacles**.



4. Proper dining room etiquette applies. Food fights, jumping the queue, ball playing, shouting or raucous behaviour will not be tolerated. The Cafeteria reserves the right of admission.
5. Students are encouraged to eat their meals in the Cafeteria unless there is a valid reason for a takeaway.

## **Regulations**

1. Food can be obtained only if you have a loaded meal card or if you are using cash.
2. Use of cash to buy food on Sabbath is not permitted.
3. Groups of boarding students taking weekend trips must arrange with the Director of Food Services three days before the event, if they wish to carry food.
4. Lost meal cards must be reported to the Finance office and Cafeteria office immediately.
5. Vegans or diabetics should report to the cafeteria office **WITHIN THREE DAYS OF ARRIVAL** at the campus each semester. The cafeteria will only cater for vegans if there are 10 or more such persons.
6. Students who have lunch-time classes must ensure that arrangements for lunch are made with the cafeteria supervisors.

## **Enforcement**

1. Infraction of any of the above “rules of decorum” shall result in the student receiving a **notice of conduct** from the cafeteria staff.
2. Repeated infractions will result in the banning of the student from the Cafeteria and may subject him/her to further disciplinary measures.

## **C. Work Bursaries**

The College has a work bursary fund that it administers for the benefit of full-time students.

**Work Opportunities:** Students can defray part of their expenses by working at the College, details of which can be obtained from the Director of Financial Administration. Students are cautioned not to work more than 20 hours per week if they are carrying a full academic load

Application forms for all work bursaries can be obtained from the Office of the Director of Financial Administration and completed forms should be returned to this office on the last day of registration.

Conditions for receiving a college work bursary:

1. Completing of a specified number of hours' work on a regular basis each semester.
2. Maintaining a satisfactory academic performance with a minimum-of 65%.
3. Having a satisfactory Helderberg College citizenship record. (see page 13)
4. A prospective recipient of a bursary must demonstrate a need for a bursary.

#### **D. Withdrawal Procedures**

Occasions may arise when a student needs to withdraw from the College during the semester for personal reasons. Students who are considering withdrawing are encouraged to talk with their mentors, Residence Hall Deans (where applicable), parents or guardians or spouses, and Deans of the Faculty before beginning the withdrawal process. When such a departure is necessary, the following steps should be taken:

1. Make the initial contact with the Residence Hall Dean (where applicable).
2. Procure a Withdrawal Form from the Records Office.
3. Obtain the appropriate signatures as indicated on the form.
4. **Return the completed form to the Records Office along with your Student ID Card.**

## **E. Other Regulations**

### **Transport**

Transport to the College is provided for a fee, at the beginning of each semester. Students must inform the Finance Office well in advance of the details of their arrival. The fee will be waived for the first semester for all first-year students.

Students who need transport outside of the normal scheduled trips will be charged accordingly.

The College strongly discourages hitchhiking at any time and accepts no responsibility for loss or injury sustained by those who do so.

### **Vehicles**

All students who own vehicles or acquire them during the year must complete the motor vehicle registration form obtainable from the Gate Access Supervisor or at the Reception Desk. An identification disk will then be issued in order for the student to gain access to the campus at the Main Gate check-point.

The College is situated on private property. The right of permission to use the College's roads is reserved.

The following regulations apply:

1. Only licensed drivers may drive on campus.
2. Only roadworthy and licensed vehicles and motorbikes may be used on College roads.
3. Anyone entering the College property is expected to adhere to the speed limits as posted and to observe stop signs and parking restrictions.
4. Caution and respect for other users of the roads must be practiced, especially near the High and Primary Schools, residences, and farm.
5. Ignoring and violating campus traffic regulations are grounds for denying the use of College roads.
6. Motorbikes/Bicycles/cars not parked in designated areas will be clamped.

7. The College reserves the right to move any vehicle improperly parked and accepts no responsibility for damage incurred while moving such vehicle(s).
8. The College reserves the right to deny any person the privilege of operating and/or parking motorbike or vehicle on the campus.
9. The College accepts no responsibility for losses or damage due to fire, theft, or from any other cause when cars are parked on the campus.
10. Parking is allowed only in marked spaces. Parking spaces are marked by painted lines, curbs, or specific signs.
11. Loud music or music emanating from the confines of a vehicle is prohibited. Students who violate this noise ordinance will be fined and/or not be allowed to bring their vehicles onto the campus.
12. In the event of mechanical failure of a vehicle on campus, the owner or driver will be responsible for its removal within three days.
13. Strict compliance with all traffic and safety rules and regulations is mandatory. Violators will be subject to fines. They may also suffer the added inconvenience of having their cars towed away at their expense.

## **Public Notices**

Material to be posted on campus bulletin boards and in other public places **must first be approved by the Director of Student Services**. Notices to be posted in the residence halls must be approved by the residence hall office. Material may not be posted on windows, walls, or glass doors.

## **Right to Discussion**

Students wishing to express personal views on issues regarding College policies and procedures relating to student life or matters of general interest should consult their elected Student Representative Council leaders who will contact the appropriate administrator or committee member.

Students, individually or collectively, have the right to be heard. Students who are unsuccessful in gaining a hearing may submit a request in writing to the Vice-President for Student Services who will:

1. Make an appointment for the student(s) with the appropriate administrator or committee member, or
2. Schedule a personal interview with the student(s) to air the issues, or
3. Refer the matter to the Administrative Committee for appropriate action.

If the matter involves an amendment or modification of policy, it will be referred by the Administration Committee to the President's Council and thereafter to the Council for ratification. The decision of the Council on such issues is final.

### **Freedom of Expression**

Helderberg College encourages students, as responsible citizens, to study contemporary issues and to state their convictions through acceptable modes of expression, such as public discussion, debate and petition.

Freedom to engage in the exchange of idea does not, however, include the right to interfere with the regular activities of the College. The College recognizes a concurrent obligation to maintain, on the campus, an atmosphere conducive to academic work, to preserve the dignity of the College ceremonies and public exercises, and to respect the private rights of all individuals.

Individuals and groups who have an enlightened sense of responsibility are allowed to engage in the free examination of viewpoints but without hindering others from making progress toward the educational goals to which they were committed when they chose this College.

Students or student organizations who wish to engage in any public activity or cause, and use the name of the College or of the organization within the College, must obtain the permission of the Administration.

### **Selling/Soliciting on Campus**

Selling/Soliciting on campus is permitted **only** with the approval of the Office of the Director of Student Services, Deans' Council or the Administrative Council. Food deliveries to residence halls may be made by **licensed vendors** who are qualified to make deliveries to the public.

### **Security Deposit**

All students are required to pay a security deposit at registration. The security deposit is refundable. It is held in trust until the student leaves the College.

Upon application, the Finance Office will then forward a check for the deposit to the student within six weeks after termination of enrolment from the College.

The security deposit is regarded as security against damage or wilful negligence with respect to institutional property throughout the course of the student's stay at the college. Assembly fines, failure to adhere to the dress code and other fines will be charged against this deposit. The use of the entire deposit before the end of the school year will necessitate a new cash deposit before the student is permitted to register for the following semester.

Continued abuse of College property and consistent failure to abide by the college rules and regulations will jeopardize a student's eligibility for continued enrolment and/or readmission. Conditions for receiving a full refund for those students living in College residence halls can be found under **Residence Life**.

### **Citizenship**

The citizenship policy is based on the assumption that students who have been accepted at Helderberg College agree to comply with the principles and standards of the College as published in this Handbook or announced verbally.

The citizenship policy aims to promote responsible behaviour in college students at all times, especially in the following areas:

- A. General social behaviour,
- B. Practical work responsibilities,
- C. Attendance at and behaviour in all religious meetings and activities, including the weekly College Assembly, and
- D. Academic and class responsibilities.

General excellence on the part of students is given recognition by means of the citizenship policy, and a record of commendation is kept by deans, department chairpersons, faculty, and staff members. The policy serves to deal with negative behaviour on the part of students in a discreet and constructive way.

## **Citizenship Review**

As a private institution, Helderberg College reserves the right to deny admission and/or continuance to individuals who have **clearly** demonstrated that their continued enrolment would not serve their best interest or that of the College.

At the end of each semester, the Office of Student Services reserves the right to review the citizenship records of students who have demonstrated a pattern of irresponsibility in meeting college guidelines and who have manifested a spirit of unwillingness to comply with such guidelines. The purpose of the review is to determine the eligibility of those students for readmission or continuance.

The review process begins when the Residence Hall Deans review the citizenship records of all residence hall occupants. This review will identify students whose records indicate non-compliance. The Residence Hall Deans will then meet with the student to discuss his/her non-compliance and advise him/her that his/her continuance at Helderberg College is in jeopardy. The Resident Hall Dean will discuss his/her recommendation with the student, give the student a copy of the recommendation, and forward a copy of that recommendation to the Office of Student Services.

Information on a student's citizenship standing can be forwarded to the Director of Student Services by Faculty Deans, faculty, and staff members, only after the matter has been discussed with the student concerned. Such information is regarded as strictly confidential.

A citizenship record file will be kept for all students and may be forwarded to other colleges or universities upon their request if the student transfers elsewhere; it may also be used as a basis for testimonials.

## **Student Identification Card**

At the time of registration each student is issued with a student identification card that provides access to facilities, programs, and services. Students are required to carry their identification card at all times and to present their card on request to any college official.

While the identification card is issued to the student, the card is the property of Helderberg College. The card and the privileges accompanying it may be revoked by Helderberg College for violation of the Student Code of Conduct.

Students are required to have their student ID with them at all times. The replacement fee for a lost student ID card is R50.00 or the reviewed cost.

## **Student Records**

Students have a right to inspect and review their own official records, files, and data kept in any unit of the College. The request should be made in writing to the appropriate administrator who should be allowed reasonable time to respond. The college reserves the right to refuse to provide copies of records to/for students if financial obligations to the college are not met or if an unresolved disciplinary action is pending against the student. This right of review does not extend to any information that is proprietary, confidential, and/or privileged to the College.

## **Use of the Music Building**

Students enrolled for music lessons with a Helderberg College music teacher may use the facilities of the Music Building. All others must make proper arrangements with the Finance Office that in turn will notify the Music Department chairperson.

Only one person should be in a practice room at any given time unless the second person is an approved accompanist. There is to be no loitering or visiting.

Groups of students working together on a music item must obtain permission from the Music Department chairperson to practice in the Music Building. One of the large teaching studios will be used for group practice.

The Music Building hours are as follows:

Monday – Thursday	07:30 – 18:00 (6:00)
Friday	07:30 – 13:00 (1:00)

Music students may obtain further detailed regulations from the Department chairperson. Music is a cultural art and refined behaviour is expected from all who use the facilities.

## **Library**

Registered students have the privilege of library membership subject to the library's internal rules.

Reference media are available for use in the library at all library opening hours. These include Encyclopaedias, Dictionaries, Commentaries, Handbooks, Theses and rare books; Periodicals and Newspapers, including indexes to them; and also electronic access to Databases of bibliographic records, news, indexes and full-text journals. Educational media, news cuttings, posters and maps are also available.



Books may be borrowed free-of-charge for the stipulated loan period, after which a fee is charged, which varies according to type of media and demand.

Periodicals and reference material may not be taken out of library, and all other items must be checked out and recorded at the exit desk.

Audio-visual and electronic media may be borrowed, but selected items are reserved for use in the library only.

Students may use the Public Access Computers in the library for accessing the Internet and for CD-ROMs and disks. Sometimes this use may be limited to a time frame. No printer is available but disks are available for downloads.

Facilities available in the library include a photocopier, a television set, a video and DVD player, binding and laminating.

Inter-library loans can be made, free-of-charge, for items not held in this library's stock.

Library telephones and office equipment are not for student use.

Behaviour in the library must be in accordance with accepted norms – no loud conversations, music or cell-phones, and no eating or drinking. Furniture must not be moved or abused (e.g. feet on tables).

Flouting the library rules – such as destruction of media, jumping over the exit gate or leaving bags behind – may result in a fine, or even result in being banned from the library or prevented from borrowing.

All library material must be returned before leaving the college and during holiday periods.

Any requests for further services will be considered by the librarians and exercised at their discretion.

### **Sports and Recreation**

Weekend recreation is organized, regularly for resident and off-campus students. Off-campus students are especially encouraged to participate.

Facilities for the following are available for resident and day students: soccer, weight-lifting, tennis, aerobics, basketball, badminton, swimming, table-tennis, volleyball, tumbling/gymnastics, circuit training, and squash.

Because of the dangers involved, students may climb Helderberg Mountain only in groups of three or more. In the case of resident students, the dean must be informed when students leave and when they return to the dormitory. Day students should contact the farm manager in this regard. Walks along the contour paths on the slopes of the mountain are also safer when taken in groups of at least three.

Regulations for the use of the gymnasium and equipment are posted in the foyer. Please consult these before entering and using the facility.

### **Students with Disabilities**

Helderberg College strives to provide all students with reasonable access to its facilities and programmes in accordance with applicable laws. If your special need or perceived barriers to accessibility have not been adequately addressed, contact the Office of Student Services.

### **Pets**

No students residing on campus are allowed to have pets of any kind unless required for the sight impaired.

### **Student Publications**

Any student publication must be approved by the Administrative Committee. Publications are expected to promote the basic philosophy of the College.

### **Expectations**

A student who has completed his or her course of study at Helderberg College should have learned to:

1. Live for Christ, and, by precept and example, exhibit an attractive Christian way of life.
2. Live in harmony with the laws of health.
3. Relate to others in a meaningful way.

4. Make responsible personal decisions in the light of a Christian philosophy of life, and be accountable for the outcome.
5. Work productively at his/her chosen profession.
6. Practice an acquired practical skill as part of self-development and in service to mankind.
7. Enjoy learning as a lifelong intellectual activity.

## **RESIDENCE LIFE**

### **A. General Residence Policy**

Helderberg College is a residential institution. Students are required to live on campus in one of the residence halls (Anne Visser House for females and Salisbury House for males), or family housing. Exceptions to the housing policy may be made for those who meet one or more of the following criteria:

1. live in the community with their parents, or any persons appointed directly by the parents or guardian,
2. are married or a custodial single parent, and
3. are taking six credit hours or less.

Students are not allowed to live off-campus without the approval of the Office of Student Services. Those students who meet the above criteria and wish to live off-campus in private accommodation **must apply** at the Office of Student Services at the beginning of each year. Students who fall under disciplinary sanctions from the previous semester are not eligible to apply for living off-campus. Failure to obtain official approval for off-campus residence before making commitments subjects the student to denial of admission or invalidation of registration.

Approval for students to stay off-campus in private accommodation will be granted on condition that they abide by the Helderberg Code of Conduct for Students. Known failure to comply with the Code of Student Conduct will invalidate their authorization to stay off-campus and may also lead to cancellation of registration.

The College should be notified of any change in off-campus residence address or telephone number within five days of its occurrence. Notification should be made in writing to the Office of Student Services. The College assumes no responsibility for the dissemination of vital information to a student whose address on file is not correct.

### **B. Family Housing**

A limited number of College-owned apartments are available to students with families. Students with families who plan to attend Helderberg College are strongly urged to apply at least **one year** prior to the semester they plan to arrive.

Students are not allowed to take occupancy of the house for more than 5 years, so as to give chance to other new married students on campus.

No caravans nor shacks are allowed on campus grounds.

Since the College aims to assist as many students as possible to obtain a Christian education, it extends this policy to students pursuing further studies only under the following conditions:

1. That the College has surplus accommodation.
2. That a new application be made for accommodation.
3. That the student's obligations toward the College have been fulfilled.

### **C. Residence Philosophy and Rights of Students**

College housing provides a unique living experience and environment. Students come to Helderberg College from all segments of society, from different cultures and countries, and with varying value systems and life experiences. Thus is provided an extraordinary opportunity to broaden one's understanding and appreciation of other people as well as to develop a tolerance of lifestyles that may be different from one's own. Furthermore, roommates and hall residents have an excellent opportunity to develop lifelong friendships.

To take full advantage of these opportunities, mutual respect and consideration, coupled with an awareness of and sensitivity to the needs of others, must be the standard of group living. Every resident should respect the rights of roommates, and other residents. These rights include:

1. The right to read and study free from undue disturbance in one's room.
2. The right to sleep without undue disturbance.
3. The right to expect that the roommate will respect one's personal belongings.
4. The right to a clean living environment.
5. The right to free access to one's room and hall facilities.
6. The right to personal privacy.
7. The right to redress grievances.
8. The right to be free from intimidation and physical or emotional harm.

## **D. Room Regulations**

Resident students are held responsible for the condition of their rooms, including the furniture. The room must be kept neat and tidy at all times, and must be left in a good condition when the students leave for vacation. The rooms will be inspected by the dean.

1. There is to be no tampering with the electrical wires or sockets in the rooms, or installing of additional lights or fittings without permission. Bar heaters may not be used. Arrangements for the installation of additional electrical equipment must be made with the dean before this is brought to the residences. There will be a charge to cover electricity used. Only authorized persons may operate the mains switches.
2. No furniture is to be brought into or removed from the room without the dean's permission.
3. No nails, hooks etc., are to be hammered or screwed into the walls or doors, nor is double-sided tape to be used.
4. No crockery or cutlery from the cafeteria is to be kept in the residences.
5. Students must not climb through windows, nor hang washing on the windowsills.
6. Radios and any other audio equipment are not to disturb those in adjoining rooms, and users are requested to bring head/earphones. There are facilities in the residences for watching selected television programmes and videos.
7. Students are expected to keep the level of their voices low so as not to disturb those in adjoining rooms.
8. Each student is given a key to his/her room and this key must be returned to the dean at the end of each semester. A fine of R50 is imposed for a lost key.

## **E. Absence from Residences**

## **Campus Leave**

Campus leave is a privilege. Abuse of this privilege, or falsifying information to secure leave, may result in disciplinary consequences. Further, the College reserves the right to deny and/or cancel leave.

## **Overnight Leave**

Any departure from the campus, which includes a night out of the residence hall, is considered overnight leave. A leave request form must be submitted to the residence hall office for approval **48 hours prior to the time of departure**, except in the case of an emergency. Leave may be granted for overnight visits at the discretion of the Residence Hall Dean or an authorized representative.

## **Weekend Leave**

Weekend leave must be arranged with the residence hall office no later than Thursday noon. Leave begins at the close of the last class of the week and terminates at 23h00 the following Sunday or as otherwise arranged. When students are employed on campus, approval for weekend leave should also be obtained from the work supervisor. If or when classes will be missed, lecturers and/or Faculty Deans should be notified.

## **First Year Student Leave (18 years or younger)**

Written permission from parents or guardians for weekend leave must be on file for students who are 18 years old or younger. Should travelling plans be altered, or should an emergency arise while a student is away, the student is responsible for notifying the residence hall office or residence director on duty immediately.

## **Lock up Time (1 hour after lock-up)**

Sunday to Thursday	up to 22:30hrs
Saturday	up to 23:00hrs

## **Room Check**

All resident students are to be in their residence at the following times.

Sunday to Friday	23h00
Saturday	00h00

Whenever a student is detained elsewhere after curfew, he/she must immediately notify and give an account of his/her whereabouts to the Residence Hall Dean or an authorized representative.

## **F. Campus Housing Policy for Winter/Summer Breaks**

Living in the residence halls during winter break and/or summer session is a privilege, and not a right. Students wishing to remain in residence during these times must show an ability to conduct themselves in a mature, responsible manner. All rules of the college, except for required worships, remain in effect during winter and/or summer break periods.

Any violation of college or residence hall policy during the academic year disqualifies a student for residency during break periods. Violations include, but are not limited to: curfew violations, poor worship attendance, disciplinary actions from the Disciplinary Committee or residence hall, issuance of a “Letter of Warning,” vandalism, room cleanliness problems, insubordination, playing loud or inappropriate music in one’s room or car, disregard for quiet hour policy, housing of non-residents without permission, violation of visitation policy, etc.

Students who desire to live on-campus during break periods must meet the following criteria:

1. Be a current residence hall occupant.
2. Be financially cleared for summer/winter residency.
3. Have an authorized winter break/summer work contract in the Finance office.
4. Be registered in the Helderberg College Summer /Winter School Programme.

Residency on campus will continue as long as the student is working on campus or taking a summer class at Helderberg. If you are planning to stay in the residence hall during a winter break and/or summer session, you must notify the Finance Office in order to receive approval. Any violation of college or residence hall policy during the break and/or summer session will result in the immediate dismissal of the offender from the residence hall and/or disciplinary action.



## **Laundry**

Token- or coin-operated machines and dryers are installed in the respective residences. These are for use by resident students only. Tokens are available from the dean's office only.

## **HELDERBERG COLLEGE ACCEPTS NO LIABILITY FOR PERSONAL PROPERTY WHICH IS LOST, DAMAGED, OR STOLEN.**

For this reason, students must take every precaution to safeguard their personal belongings. The College will do its best to create a climate of trust and security.

## **Arrival and Departure**

New students are to arrive no sooner than one day prior to orientation, and must register for residence within 24 hours of arrival. Returning students are to arrive no sooner than one day before registration. Proof of registration is required in order to receive a key and take occupancy. Students who are not graduating must vacate their rooms no later than two days after the last examination.

## **Electrical Appliances**

**Clocks, radios, stereos, computers, typewriters, hair dryers, study lamps, and razors are the only appliances approved for use in residents' rooms.**

Electric irons must be used only in designated areas. Exceptions to this policy must be approved by the Residence Hall Dean. All resident students are required to sign an indemnity form before bringing any of the above items into their rooms. Smuggling any "illegitimate" items into the rooms will be regarded as an offence and a violation of College regulations and the College reserves the right to confiscate such illegitimate items. **Arrangement must be made with the Residence Hall Dean to keep a small fridge in your room.**

## **Fire Drills**

Periodic fire drills are practiced in the residence halls. The Department of Labour requires full compliance with evacuation procedures.

## **Food Preparation**

Cooking, in general, is prohibited in the Residence Halls. Microwaves are provided in the residence halls for limited cooking and warming of food only. No cooking is allowed in the rooms.

## **Right of Entry**

The College reserves the right for a Residence Hall Dean, an authorized representative, or an officer of the College to enter a student's room to verify residency and to ascertain the health and safety condition of the room. This includes the right to inspect the contents of locked boxes and containers. However, such an inspection should be done in a respectful manner in the presence of the student. The only exception to this understanding will be when the health and safety of the residents are believed to be in danger.

## **Deliveries**

Students often arrange to have food from restaurants delivered to the dorm. This is permitted provided that the delivery is not made during worship hour, after 22h00, or during the Sabbath hours.

## **Security Deposit**

All students registering at Helderberg College are required to pay (see financial brochure) a security deposit. For the students who live in residence halls, the security deposit will be held in trust until the student:

1. Vacates the residence hall,
2. Leaves his/her room in a satisfactory condition,
3. Hands in the key,
4. Pays off his/her account balance, and
5. Receives a satisfactory inspection report.

## **Storage of Personal Belongings**

Students who have been financially cleared and expect to return may leave their belongings securely packed and clearly marked with the owner's name in the trunk rooms in the basement of the residence halls during winter and summer holidays. The College accepts no responsibility if goods are stolen or damaged. Students who do not return and who have personal belongings in the trunk room will forfeit

their room deposits and be subject to an additional storage charge of R10.00 per day. Goods left longer than 6 months will be removed and sold. The College accepts no liability for damage or theft of students' personal belongings.

### **Television/VCR/DVD Player/Home Theatre**

A television is provided in a designated area of each residence hall and the Student Centre. Students are not allowed to have television sets, VCRs, DVDs, Home Theatres, players/recorders in their rooms. Unauthorized electronic equipment found by a Residence Hall Dean/or College officials will be confiscated.

### **Visitors and Guests**

Residence hall housing is for on-campus registered students. Visitors, relatives, and friends who desire overnight accommodation in the residence halls must make arrangements with the Residence Hall Office. Visitors staying in the residences overnight will be charged.

Parents of full-time resident students will be accommodated free of charge in the College guest rooms for three nights a year, excluding graduation weekend, and should make arrangements with the Women's Dean or President's office for this. Meals will be charged for during such visits, and arrangements for meals must be made with the Manager of Food Services.

Daily visits end at lock-up. Overnight visits are restricted to weekends. All persons occupying the residence halls are expected to adhere to the policies of the College as stated in the residence halls' manuals and/or *Student Handbook*. Unauthorized housing of guests will subject the offending student to a fine. Any student found out of compliance with this provision will be charged R100.00 per night.

## GENERAL REGULATIONS FOR STUDENT CONDUCT

Helderberg College, a Seventh-day Adventist institution of higher education, is committed to providing quality education in the context of the Adventist faith. It seeks to integrate faith and learning in a modern-day setting. It offers its students the opportunity to acquire knowledge, behaviours, skills, and wholesome attitudes. Such development will equip them to provide the highest service in this life, and in the life to come.

The College is committed to achieving a high level of spiritual development and academic excellence. Therefore, the students of Helderberg College are expected to exhibit a high degree of honour, integrity, and morality. It is also expected that the Helderberg College student will treat others with compassion and sensitivity.

In light of this, the College provides the context for its students to develop in their use of judgement, in personal maturation, and in their spiritual journey. Any student desiring counsel and/or additional information concerning the Code of Conduct for Students may contact the Chaplain, Residence Hall Deans, or the Office of the Director of Student Services. To help in the development of Christian morality and educational integrity, the following Code of Student Conduct describes the behaviour and practices expected of Helderberg College students.

### A. Dress Code

“No education can be complete that does not teach right principles in regard to dress. Without teaching, the work of education is too often retarded or perverted.

“In dress, as in all things, it is our privilege to honour our Creator. He desires our clothing to be not only neat and healthful, but appropriate and becoming.

“A person’s character is judged by his or her style of dress. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire. It is right to love beauty and desire it; but God desires us to love and seek first the highest beauty – that which is imperishable. The choicest productions of human skill possess no beauty that can bear comparison with that beauty of character which in His sight is of great price”. E.G. White, *Education*, pp. 246-249.

Helderberg College students are expected to develop a personal philosophy of dress and grooming that exhibits simplicity and cultural refinement and eschews that which draws undue attention to oneself. Without prescribing all of the particulars of the dress code, the College expects students to adopt a philosophy that embraces at least the following principles:

1. **Balance:** Avoiding the extremes of carelessness and untidiness, and of overdressing and showiness.
2. **Appropriateness:** Wearing casual clothes for work and recreational purposes; and selecting more formal clothes for classes, meals, and group worship. Thus the following attire may not be worn when attending classes, in the cafeteria, library and in group worship: Hot pants, low cut (front or back), bare midriff blouses/shirts, sheer or any tight clothing worn in a way that exposes undergarments or intimate body parts (back, chest, thighs, abdomen, etc.), no headgear may be worn by males at the aforementioned services or places.
3. **Modesty:** Not drawing attention through dress to oneself as an object. Acceptable swim attire for men is boxer style swimsuits; acceptable attire for women is modest, one-piece swimwear. Clothing may not display obscene and offensive slogans or graphics; other examples include: revealing the cleavage, extremely short skirts, or sagging pants by male students
4. **Beauty:** Clothing selected and worn should give expression to our God given ability to appreciate beauty, creativity, harmony, and good taste.
5. **Self-confidence:** A demonstrated security in the inner beauties of character and self-worth, without needing to “supplement” such beauty with external adornments. Therefore, conspicuous cosmetic, faddish clothes and ornamental jewellery, such as necklaces, rings, body piercing (including string, metal, plastic, or beads) and ankle, arm, or wrist bracelets, are prohibited. The display of tattoos is unacceptable.

## **B. Drug, Tobacco and Alcohol Free Policy**

Helderberg College is committed to an environment of learning that supports the fullest possible human development. In keeping with its philosophy, Helderberg College promotes an alcohol, tobacco, and drug-free environment. The College has established a Drug-Free Policy to provide a framework for education of its student body about the advantages of avoiding illegal drugs and to establish the basis on which to discipline users.

Choosing to adhere to the drug-free policy has many positive benefits for you, including:

1. A clear, well-functioning mind for your studies,

2. A chance to develop effective personal relationships without chemical assistance,
3. The ability to maintain control of your life,
4. The protection of your health,
5. An opportunity to set a positive example to others, and
6. A sensitive and responsive spirituality.

### **Consequences of violating the Drug-free Policy**

You have the choice of voluntarily seeking assistance to be drug-free. A student who needs help is encouraged to talk to a staff member, Residence Hall Dean, Counsellor or Chaplain, with the assurance that they will do all they can to assist the student. No disciplinary actions will result if the student makes this first move. However, this assistance does not give the student a license to continue using drugs; any student found to be using drugs will be subject to discipline even though he/she may be under an assistance programme.

The College reserves the right to perform unannounced and random tests and checks to curb any trafficking and use of alcohol, drugs and tobacco.

### **C. Decorum and Lifestyle Code**

The Helderberg College student must be conscious of and sensitive to Christian Values that pertain to human relationships, namely: politeness, courtesy, patience, respect, pleasantness, kindness, collaboration, cooperation, and morality.

Therefore, students will:

1. Engage in **NO** inappropriate displays of affection in public or private or intimate sexual exchanges.
2. Engage in **NO** sexual intercourse with a person to whom they are not married.
3. Comply with Christian standards when decorating their rooms with wall posters and artistic hangings.

4. Commit no act of vandalism which includes damaging or defacing College property or equipment.
5. Maintain a high standard of cleanliness and orderliness in their rooms.
6. Refrain from playing music or watching audio and/or videos that do not reflect the standards and Christian values of the institution.

## **Marriage**

A decision to marry is one of the most important in life. Therefore, all students contemplating marriage during their college experience are encouraged to seek counsel and to participate in premarital counselling.

Students are encouraged not to marry during the already busy college term. Those students desiring an exception to this position should first consult the Director of Student Services.

## **Health**

All students are encouraged to maintain a healthy lifestyle through proper diet, exercise, outdoor activities, the balance of work and study, and other healthful practices.

## **Diet**

A vegetarian lifestyle is encouraged at Helderberg College. Therefore, flesh or meat products or any unhealthy foodstuff will not be served at the Cafeteria.

The College also features only vegetarian food at official student functions off-campus where a set menu is selected by the College (“official” here meaning: college-funded at 51% or more). No control is attempted, however, in off-campus situations where a standing buffet is utilized, or in off-campus situations where individuals order their own entrées from a menu.

## **D. Devotion and Spiritual Life**

Devotion and worship are the backbone of the Christian experience. For this reason, Helderberg College students are encouraged to maintain regular prayer and Bible study habits; to engage in service to others; to give of their time, resources, and talents to the cause of God among others; to attend regular religious gatherings; and to freely share their faith. It is therefore required that:

1. All registered students attend weekly assemblies/chapel.
2. A register be kept of students' worship attendance for counselling purposes.
3. Students living on campus and in college residences and those who happen to be on campus during worship periods, attend worship conducted in the residence hall.
4. The Sabbath will be appropriately observed (see below).

## **Sabbath**

The seventh-day Sabbath, which extends from sunset Friday till sunset Saturday, will be regarded with reverence as the sign of God's creative and redeeming power. Students should view these sacred hours as a special time for worship, Bible study, meditation, prayer, fellowship and missionary endeavour. The students' dress will give evidence of their commitment to please and honour God. All gatherings should be appropriate and spiritually uplifting.

Regular and punctual attendance at Friday night programmes, Sabbath school, divine worship, and vesper services is expected. Purchasing food on campus or off-campus during Sabbath hours is prohibited.

## **E. Recreation and Entertainment**

Students are urged to guard the avenues of their mind. Knowing this, the Helderberg College student will:

1. Refrain from viewing DVD's, television, internet and computer programs, or listen to music that promotes violence, nudity, sexually explicit language or behaviour, vulgarity or ideas and behaviour not in keeping with Christian principles and values.
2. Seek approval for all movies to be shown and social events to be organized on campus from the Office of Student Services.
3. Avoid letting personal recreational or entertainment pursuits intrude upon the peace of others or be considered disruptive in any way.



## STUDENT CODE OF CONDUCT

Regulations of Helderberg College are formulated to meet changing student needs within the framework of College policy. These regulations come into effect when the student enrolls. Some regulations may not be agreeable to everyone because they have been formulated to meet the needs of the entire group. This, however, does not lessen the individual's obligation to uphold them. By enrolling at Helderberg College, all students pledge to abide by this code of conduct.

Any action that prevents Helderberg College from fulfilling its purpose as a Seventh-day Adventist educational institution cannot be condoned. Disruptive conduct or unethical behaviour, should it occur, must be terminated by whatever action that may be required, including the possible suspension of students involved in such activity. Helderberg College reserves the right to dismiss, at any time, any student who in its judgement, is undesirable and whose continuation in the College is detrimental to himself/herself or to fellow students.

While all consequences or discipline will be redemptive in nature, dismissal or suspension from the College (or lesser action) may result from the commission of any of the following offences or violations occurring on or off campus:

1. Possession, distribution, or use of firearms, ammunition, explosives, fireworks, knives, or any other instruments capable of inflicting bodily injury upon oneself or others.
2. Personal involvement or assisting other persons in the forgery, theft, alteration, destruction, or misuse of College documents, records, or properties; embezzlement; defrauding, procuring any money, goods, or services under false pretences; misappropriation, or the unauthorized taking of another's property, including the property of the College; possessing, purchasing or receiving property, money, or services known to have been stolen or embezzled; duplicating keys, and using computer and telephone access codes and other devices without proper authorization.
3. Helderberg College shall maintain **ZERO TOLERANCE** for possession of drug paraphernalia and/or use of marijuana, tobacco, hallucinogenic drugs, alcohol and narcotics or dishonestly acquired or misused prescription drugs or stimulants, except by prescription from a bona fide, currently licensed physician or chemist. A student found contravening this code of conduct will be subjected to immediate suspension or expulsion or dismissal. Helderberg College will continue to pursue a redemptive approach in each case.

4. Violation of the biblical teaching regarding sexual morality under any circumstances, engaging in premarital sex or falling pregnant when one is not married, sexual abuse, date/acquaintance rape, or any form of sexual harassment.
5. Entering the room of a person of the opposite sex, and/or accommodating persons of the opposite sex in family housing without the permission of the Residence Halls Deans and/or Director of Student Services.
6. Physical abuse, violence, assault and battery to others or oneself. The commission or threatened commission of physical abuse or violence with respect to a college person anywhere, or with respect to a non-college person on college property, or at any activity sponsored by the college. A threat shall be understood to mean any act, gesture, or words directed toward any person that convey intent to commit bodily harm.
7. Unlawful entry, misuse of college keys, unauthorized use, possession, duplication, and/or distribution of one or more keys to any College building or structure or any part thereof.
8. Conduct which is disorderly or which breaches the peace, fighting or engaging in violent behaviour, making unreasonable noise, obstructing vehicular or pedestrian traffic, or disturbing normal college operations.
9. Being continuously delinquent in attendance at required services and college appointments and/or making no serious effort to meet the scholastic and/or citizenship requirements of the college.
10. Insubordination; wilful and obvious disrespect of and failure to comply with a directive of an official of the college or duly authorized agent, or intentionally creating public disorder, and/or inciting other students to disregard college policies and regulations.
11. Absence from the residence hall overnight or a major portion of a night (AWOL) without the knowledge of the Residence Hall Deans or Assistant(s).
12. Obstruction of or disruption of teaching, research, and administrative and/or disciplinary procedures or services.
13. Spreading ideas or taking actions that undermine the College's religious teachings and ideals.

14. Any criminal offence which may or may not involve the South African Police Services (SAPS).
15. All forms of dishonesty—academic (for information on academic dishonesty, refer to the Helderberg College Yearbook or contact the Office of Academic Administration) or otherwise, including cheating, plagiarism, fabrication, academic misconduct, alteration or misuse of identification cards, writing worthless cheques, knowingly furnishing false information to the institution or one of its officers, or the withholding of necessary information in connection with a student's admission, enrolment, or status in the College. (This includes the use of technological or electronic devices to accomplish these means.)
16. Fire mischief, including tampering with such fire safety equipment as fire extinguishers, smoke detectors, fire exit doors, and fire alarms.
17. Misuse of College student identification cards or lending a College student card to anyone for reasons not authorized by the College.
18. Persistent refusal to adhere to the college standard of dress, including the wearing of jewellery.
19. Failure to evacuate college facilities when ordered to do so by any official of the College and/or wilfully disregarding any emergency or fire alarm signal.
20. Going to questionable places of amusement and entertainment; gambling in any form; and attendance at nightclubs, dances, bars, and taverns.
21. Misuse of telephones, computers and/or other communication technology that includes, but is not limited to, retrieving information dealing with explosives and pornography. In a nutshell, usage should be professional and appropriate to the College's mission.
22. Persistent refusal to adhere to College rules and regulations as stipulated in the Student Handbook, or any other published policies or guidelines.
23. Sexual harassment is unwanted conduct of a sexual nature, or other conduct based on gender or sexual orientation, affecting the dignity of women and men studying, working, or living at Helderberg College. This conduct can include physical, verbal or non-verbal conduct which is perceived as unwelcome. Sexual harassment covers a wide range of

behaviour, from offensive staring, gestures or comments, to physical assault and rape. Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature occurring between people who are not married are regarded as sexual harassment. See the procedures for dealing with sexual harassment on page 49.

24. Helderberg College reserves the right to modify the Code of Conduct for Students detailed above when deemed necessary. Further, all regulations, amendments, and addenda announced in College assemblies and/or residence halls carry the same weight as those printed in college publications.

## **ROLE OF THE FACULTY OF THEOLOGY MANAGEMENT COMMITTEE IN DISCIPLINARY MATTERS WITH REGARD TO BA THEOLOGY STUDENTS**

“There has been too little done in examining ministers; and for this very reason churches have had the labors of unconverted, inefficient men, who have lulled the members to sleep, instead of awakening them to greater zeal and earnestness in the cause of God. There are ministers who come to the prayer-meeting, and pray the same old, lifeless prayers over and over; they preach the same dry discourses from week to week and from month to month. . . . The only way in which we can correct this wide-spread evil, is to examine closely everyone who would become a teacher of the Word. Those upon whom this responsibility rests, should acquaint themselves with his history since he professed to believe the truth. His Christian experience and his knowledge of the Scriptures, the way in which he holds present truth, should all be understood. No one should be accepted as a laborer in the cause of God, until he makes it manifest that he has a real, living experience in the things of God.”—*Gospel Workers*, pp 437, 438.

The Faculty of Theology has a role in preparing future pastors and leaders for the Seventh-day Adventist Church. This role is a part of the process of what has been named the ordination track. In this regard the Faculty of Theology has the responsibility of confirming that prospective graduates of the theology programme at Helderberg College remain on the ordination track and has the authority to remove students from the programme:

- a. Any student who is enrolled in the theology programme is expected to conform to the moral standards expected of a leader in the SDA Church.
- b. If a student enrolled in the theology programme is found to be in violation of these standards, they automatically cease to be on the ordination track and as such are ineligible to continue in the theology programme.
- c. The student will, therefore, be deregistered from the theology programme. This is not to be made synonymous with expulsion from the college, since Helderberg College has other programmes that have no direct bearing on either being a Seventh-day Adventist in good and regular standing or a pastor/leader in the SDA Church.
- d. It is outside of the Helderberg College Disciplinary Committee’s (DC) purview to evaluate a student with regard to their relation to the ordination track and consequent fitness for employment as pastors in the SDA Church.
- e. Further disciplinary action and sanction as pertains to the student’s status with regard to the College in general is the task of the DC.

## **Behavioural Expectations and Standards of Moral Conduct required of Theology Students.**

Theology students are expected to adhere to the highest code of moral practice. A general explication of belief and behaviour is encapsulated in the “Fundamental Beliefs of Seventh-day Adventists” found in Chapter 14 of *The Seventh-day Adventist Church Manual*, 18<sup>th</sup> Edition. Furthermore, theology students are expected to adhere to the specific standards as outlined in *The Seventh-day Adventist Church Manual*, 18<sup>th</sup> Edition, 60-61 under the heading “Reasons for Discipline” and *The Seventh-day Adventist Minister’s Handbook*, 2009, 40-41 in Chapter 9 “Pastoral Ethics.” These moral requirements that apply specifically to theology students are additions to those already outlined for all Helderberg College students in the *Student Handbook*:

1. Theology students must adhere to the baseline of moral conduct as outlined in *the Seventh-day Adventist Church Manual*, under the heading “Reasons for Discipline” (*Seventh-day Adventist Church Manual*, 18<sup>th</sup> Edition, page 60-61), listed below:

- a. Denial of faith in the fundamentals of the gospel and in the fundamental beliefs of the Church or teaching doctrines contrary to the same.
- b. Violation of the law of God, such as worship of idols, murder, stealing, profanity, gambling, Sabbathbreaking, and willful and habitual falsehood.
- c. Violation of the seventh commandment of the law of God as it relates to the marriage institution, the Christian home, and biblical standards of moral conduct.
- d. Sexual abuse of children, youth, and vulnerable adults, fornication, promiscuity, incest, homosexual practice, the production, use, or distribution of pornography, and other sexual perversions.
- e. Remarriage of a divorced person, except the spouse who has remained faithful to the marriage vow in a divorce for adultery or for sexual perversions.
- f. Physical violence, including violence within the family.
- g. Fraud or willful misrepresentation in business.
- h. Disorderly conduct which brings reproach upon the church.
- i. Adhering to or taking part in a divisive or disloyal movement or organization.

- j. Persistent refusal to recognize properly constituted church authority or to submit to the order and discipline of the church.
- k. The use, manufacture, or sale of alcoholic beverages.
- l. The use, manufacture, or sale of tobacco in any of its forms for human consumption.
- m. The use or manufacture of illicit drugs or the misuse of, or trafficking in, narcotics or other drugs.

2. Theology students are expected as far as is possible in the college context to adhere to the “Pastoral Ethics” as outlined in *The Seventh-day Adventist Minister’s Handbook*, 2009, 40-41. These requirements, as outlined below, are adaptations from the *Minister’s Handbook* made relevant to those in preparation for church ministry

- a. Maintain a meaningful devotional life.
- b. Give complete dedication to the process of preparing for ministry.
- c. Be committed to continuing spiritual and professional growth.
- d. Initiate and maintain supportive relationships with fellow students recognising that these are future peers in the ministry.
- e. Practice strictest professional confidentiality.
- f. Support the SDA Church and its employing organization.
- g. Manage church and personal finances with integrity and transparency.
- h. Theology students should perceive and treat their families as a primary part of their ministry.
- i. Practice healthful living.
- j. Relate with propriety to both men and women.
- k. Respect the personhood of every individual, without bias and prejudice.
- l. Theology students should love those to whom they minister, and be committed to their spiritual growth.

## **DISCIPLINARY PROCEDURES**

### **PHILOSOPHY OF REDEMPITIVE DISCIPLINE**

Redemptive discipline is the mindset and method by which Helderberg College consistently upholds and enforces its values and standards. It is a special and inclusive emphasis given to the regular judiciary process. It endeavours to awaken the moral and spiritual sensitivities of the student relative to the infractions committed. It is firm and deliberate, simultaneously student-centred and compassionate. It intends to convey to the student that the infraction does not end his/her relationship with God and/or the College. By deliberately emphasizing redemptive discipline, the College models God's attitude toward wrongdoing, His forgiveness, restoration, and desire for character building.

Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. "Helderberg College is a Seventh-day Adventist college where it is our purpose to provide higher education in a distinctive Christian environment, to apply church standards to behaviour, morals, and modesty in dress. Acceptance of admission to Helderberg College is therefore a voluntary commitment to uphold Helderberg College standards." Therefore, Helderberg College expects students to comply with civil laws, God's laws, and College regulations. Student conduct that violates these laws and regulations will result in college disciplinary action.

Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to remind students of the spiritual implications of their behaviour, to foster a respect for the rights of others, and to protect the rights, freedoms and safety of members of the campus community.

Disciplinary proceedings conducted pursuant to the Code of Student Conduct shall be informal, fair, and expeditious under the circumstances. They are not legal proceedings in which general rules of civil or criminal proceedings apply. For example, formal rules of evidence or procedure shall not be applicable.

By providing this redemptive disciplinary process, Helderberg College is not offering or agreeing to provide students charged with misconduct "due process" as that term is used in legal proceedings. The College reserves the right (through the Office of the Director of Student Services) to modify and/or deviate from these procedures when circumstances warrant it. Deviations from prescribed procedures shall not invalidate a proceeding or decision, unless that decision was materially influenced by the deviation. Further, the college will proceed with its review of infractions regardless of external or criminal proceedings.



## **Incident Report**

An incident report is a written narrative that details a particular complaint, concern, personal account of an incident, or witness report. An incident report should be submitted when a member of the college community has suffered a wrong or an infraction of college rules or principles is committed. The report of that incident should be prepared by the individuals involved and by those who witnessed it. **It is to be submitted within one workday of the incident to the Office of the Dean of Men/Women where applicable or to the Office of Student Services.**

When warranted by the severity of an infraction or the frequency and nature of infractions, the matter shall be referred to the Office of Student Services for a hearing before the Disciplinary Committee. **Serious and/or repeated violations of the Code of Conduct for Students that may subject offenders to suspension, expulsion, or dismissal are heard by this Committee.** The Office of Student Services reserves the right to initiate an inquiry into any matter pertaining to student life and to refer the matter to the Disciplinary Committee when appropriate. The committee will thoroughly review the incident to determine the degree of culpability and the continuing needs of the student, and then determine the appropriate sanction. The decision of the committee will be communicated to the college administration and the student.

Prior to the convening of the Disciplinary Committee to hear a particular case, and depending upon the nature of the incident, the College reserves the right to suspend a student until the Disciplinary Committee has completed its deliberations and made a decision. While the verdict is pending, the offending student(s) will be barred from all academic, social, and intramural events and may not participate in public programmes or performances on or off campus. They will also not be eligible for campus leave.

## **Disciplinary Committee**

The Disciplinary Committee is the adjudicating body drawn from faculty, staff, and students to interview, evaluate, and decide the degree of culpability for a reported incident. It functions under the chairmanship of the Director of Student Services, who is a non-voting member.

Hearings should be scheduled within 5 workdays of receipt of the incident report by the Office of Student Services and conducted within a calendar week. The offending student(s) must appear in person to discuss the behaviour in question. They may come with witnesses or representatives or any other members of the College community who can help clarify the truth of the matter and/or help the student(s) to articulate their need(s). The Disciplinary Committee will hear and/or

act on a case even if the student fails or refuses to appear. **No attorneys are permitted to attend the proceedings of the Disciplinary Committee.** The Committee has the right to control the proceedings and the presentation of the case.

The Committee will evaluate the information, decide on the actions to be taken, and communicate its decision to the college administration, the appropriate student(s), and staff.

## DISCIPLINARY SANCTIONS

### OVERVIEW

Sanctions for violating college regulations are many and varied. The following sanctions are adopted by Helderberg College with the intent to provide flexibility to the disciplinary process (so that those responsible for student conduct can consider the nature of the violation, the circumstances under which it was committed, and the culpability of the offender, and then choose the appropriate penalty from a range of possibilities). Helderberg College reserves the right to amend, change, and/or determine what sanctions are to be imposed.

#### A. Sanctions may include the following:

1. **Disciplinary Warning:** A verbal or written notification that a student's behaviour is in violation of college regulations or standards, and which will clarify expected behaviour in the future. Further misconduct will be treated with more serious sanctions.
2. **Disciplinary Probation (Citizenship Probation):** Probation for a specific period, implying that the student's standing within the college is in jeopardy and that further negligent or wilful violations will normally result in suspension or expulsion.
3. **Suspension from the College:** Separates the student from the college for a specific period of time. Such separation prohibits attendance at any classes, social events or other functions, or visiting college grounds or buildings unless with written permission. Reapplication is not required following suspension.
4. **Community Service:** When deemed appropriate, the college may require the performance of a specific number of community service hours to be fulfilled on or off campus.
5. **Educational Sanctions:** When deemed appropriate, the college may require the performance of a variety of educational sanctions. These may include a formal apology (in writing and/or in person) or a public presentation or research paper on a designated topic.
6. **Restitution:** When deemed appropriate, the college may require restitution for damages done or other payment for expenses incurred as a result of the student's actions.

7. **Fines:** When deemed appropriate, the college may levy fines payable to the college for selected policy violations.
8. **Expulsion:** Separates the student from the college indefinitely. An individual wishing to resume studies after having been expelled must reapply for admission to the college. Expulsion will be noted on the student's permanent record (transcript).
9. **Dismissal:** An individual who has been dismissed is ineligible for readmission. Dismissal will be noted on the student's permanent record (transcript).
10. **Repeat Violations:** In the case of repeated violations or violation in deliberate disregard of a specific warning, a student will be subject to more serious sanctions than otherwise would be the case. A prior disciplinary record is never relevant in determining the facts of an incident, but once the facts have been established, it may be relevant in determining the appropriate sanction.

## **B. Sanctions Related to Group Behaviour**

The College may recommend that a College-based group be required to make restitution of damages or pay additional fines. In addition, the college may recommend the imposition of one of the following sanctions:

1. A written **Disciplinary Warning** with a copy filed in the Office of Student Services. The warning should specify corrective measures that can help the group avoid similar complaints in the future.
2. **Disciplinary Probation** for a period to be established by the College, implying that the group's standing within the college is in jeopardy and that further negligent or wilful violations will normally result in withdrawal of College recognition. Disciplinary probation may include restrictions on the group's functions during the probationary period. The group should also be informed of corrective measures that must be undertaken during the probationary period and maintained after its conclusion.
3. **Withdrawal of College recognition and suspension of privileges**, including the privilege of access to the resources of the College. A group desiring to re-establish a relationship with the college must apply for recognition by the College.

### C. Residence Hall Level Discipline

The Residence Hall Level Discipline shall be composed of the two Deans (one of which shall serve as a Chairperson on a rotational basis), Assistant Deans, Resident Assistants, SRC Representative, and One Staff member. The Staff Member shall be appointed annually by the Administration Committee, and the Deans' Council shall appoint or review positions of the Assistant Deans and Resident Assistants every semester. Hearings should be scheduled 2 days after receiving an incident report. The Disciplinary Committee shall serve as the appellate in the event of an appeal, and the appeal procedures shall apply. Recommendations for more serious sanctions (suspension, expulsion, or dismissal) shall be referred to the Disciplinary Committee. The following sanctions may be adjudicated by the Residence Hall Discipline Level:

1. **Warning:** Notice, in writing, that the student is in violation or has violated institutional rules and that continuation or repetition of similar misconduct, within a prescribed period of time, may be cause for further disciplinary action and more severe sanctions.
2. **Restitution or Reimbursement:** Reimbursement for damage to or misappropriation of property or for personal injury costs.
3. **Fine:** Monetary penalty appropriate to the severity of the offence.
4. **Mandatory Community Work:** Assigned campus and/or community service appropriate to the offence.
5. **Mandatory workshop for alcohol or drug-related misconduct.**
6. **Personal counselling referral.**
7. **Restriction or Revocation of Privileges:** Restriction or revocation of certain student privileges for a specific period of time.
8. **Residence Hall Social Probation:** Warning that further violations of residence hall guidelines will result in further disciplinary action.
9. **Disciplinary Probation (Citizenship Probation):** Warning that further violation of specified regulations within the probationary period are likely to result in more severe disciplinary sanctions being adjudicated by the higher level of administration. The stipulations for probation include, but are not limited to, some or all of the following:

- a) Suspension of all leave: weekend, late, extended and standing late leave, except in an emergency and/or with the approval of the residence hall director.
- b) Presence in the Residence Hall every night at curfew.
- c) Attendance of all mandatory worship services.
- d) Suspension from intramural Sports/Recreational activities or any public performance.
- e) Loss of all student leadership positions, including SRC and religious organizations.
- f) Requirement to undertake pastoral and/or personal counselling.
- g) Ineligibility to live off campus.

## **STUDENTS' RIGHT OF APPEAL**

### **A. Grounds for Appeal**

An appeal will be considered valid only if it meets one of the following criteria:

1. Information is available which was not available at the time of the decision, but which may have affected the decision.
2. The case was initiated or conducted according to improper procedure and the decision was materially influenced as a result of the improper procedure.
3. The decision carries a sanction that is inconsistent with or disproportionate to the nature of the offence. (That is the degree of severity of the sanction is not reasonable in light of the offence.)
4. The available facts do not justify the findings.

### **B. Limitations on Appeals of Sanctions**

Appeals of sanctions and related specific restrictions/conditions, imposed at any given level of authority, are as follows:

1. Probation, Social Restriction, Monetary Fines, Community Service Work and Suspensions may be appealed one administrative level in the system removed from the authority imposing the sanction. If the sanction begins with the Dean of Men/Women, it can be appealed to the Director of Student Services.
2. Expulsions and/or dismissals may be appealed to the College President.
3. The president to work with a committee so that the decision is not only his/hers.

### **C. Procedure**

The written appeal shall be submitted within 24 hours after the notification (written or oral) of a decision has been received by the student/s. The appeal should be addressed to the appropriate College official/authority with a copy to the College official/authority that rendered the decision being appealed. The appeal should clearly delineate:

1. The specific charges
2. The action or decision reached by the lower authority.
3. The ground(s) and rationale upon which the appeal is based.

All relevant materials pertaining to the case will be forwarded to the appropriate office within 48 hours after the appeal is filed. It is the responsibility of the authority from which the appeal is being made to provide the necessary information to the appellate authority.

#### **D. Responsibility of the Appellate Authority**

The appellate authority will normally render a decision on the appeal within 72 hours after it is received. The decision may be to:

1. **Reject the Appeal** – a decision to reject an appeal should be based on and is indicated by a finding of no procedural and/or substantive discrepancies in the action(s) and/or decision(s) of the lower authority. This action implies agreement with the lower hearing authority.
2. **Uphold the Appeal** – a decision to uphold an appeal should be based on and is indicated by a finding of procedural or substantive discrepancies in the action(s) and/or decision(s) of the lower authority. This action implies disagreement with the lower hearing authority. If the appeal is upheld, the appellate authority may:
  - a) Alter or modify the sanctions imposed by the lower authority. This action implies agreement with the findings and disagreement with the sanctions. Any changes to the sanctions should be within the specified parameters for the type of infraction involved; or
  - b) Reverse the findings. This action implies disagreement with the findings and, consequently, the sanctions imposed by the lower authority. A review of the initial hearing is indicated and, depending on the circumstances, may be conducted by the appellate authority or ordered reheard by the lower authority; or
  - c) Send it back to the original authority to conduct further investigation of the matter or ask for a completely new hearing.



If it is determined that grounds for a valid appeal exist, the appellate authority will notify, in writing, all concerned parties of the action he/she is taking. If a new hearing is ordered, it should be scheduled as soon as possible. In these instances, the case will be presented in its entirety.

Students who have been suspended/expelled/dismissed by the initial authority and choose to appeal the decision may be required to leave campus or be subjected to restrictions during the course of the appeal. In these cases, every effort will be made to expedite the appeal process. Further, the College reserves the right to deny readmission to any student who has been sanctioned.

**Note:** Exceptions to the specified time limitations should be allowed when in conflict with weekends, holidays, and other times when administrative and academic offices are closed. In the absence of administrative officials, the 72 hours rule may be waived.

### **Rules of Departure**

Resident students who receive final notification of suspension, expulsion, or dismissal are to leave campus immediately (within 24 hours). International students' study visas will be cancelled with the Department of Home Affairs and the student must arrange to leave the country within seven (7) days according to Home Affairs regulations.

Any hardship rendered by this time constraint should be discussed with the Resident Hall Dean and/or Director of Student Services, who will assist with any arrangements that must be made. Students who are suspended, expelled or dismissed are restricted from all campus properties, functions, and events. Failure to abide by these rules may subject offenders to criminal charges and subsequent arrest and will result in the forfeiture of room deposit.

A student involved in activities requiring disciplinary action will likely experience both financial and academic loss. Instructors are under no obligation to extend special assistance to students under discipline. Further, students should consider the financial implications of their behaviour since disciplinary actions have financial implications.

The deadlines set for tuition refunds will be the same as that used in determining what refund, if any, a sanctioned student will receive when being separated from the college.

## **STUDENT ORGANIZATIONS**

### **General Policies**

Any new student organization must have its constitution and activities approved by the Administrative Committee of the College. Students seeking approval to function as a campus organization must submit, to the Office of Student Services, a fully developed constitution or a statement regarding the scope and purpose of the organization, its membership requirements, and general policies.

Organizations with less than 10 members will not be given any official recognition by the College.

The following student organizations function on campus at present: Helderberg Student Association, Exposure Club (business students' organization), ArtSci Forum, Office Administration Forum, Theology Forum, Lay Evangelist Club, Voice of Prophecy and Drama Club.

Permission to function will be granted on an annual basis. All student organizations must register annually with the Office of Student Services. This registration must be made either at the beginning of the first semester or second semester of each year.

Registration entitles the organization to the use of campus facilities and inclusion in the co-curricular programme of the College. All organizations shall have a faculty or staff sponsor/advisor who has been approved by the Office of Student Services. The advisor shall be responsible to the Director of Student Services for the activities of the organization.

Organizations are expected to render programmes and services which contribute to the social, recreational, spiritual, and cultural life of the College community. Any organization which promotes secret and exclusive relationships, immoral practices, or encourages violation of College regulations will be reviewed and if found out of compliance will forfeit the right to function on the College campus. Further, the officers of such organizations in violation of Helderberg College and Seventh-day Adventist principles will be subject to immediate disciplinary action by the College. The College reserves the right to withdraw its approval of any campus organization when the well-being of the college requires such action.

All organizations, with the help of their advisors/ sponsors, are asked to give an end-of-the year report on their organization's activities. This should include supporting documentation. Failure to do this could cause restrictions for the

ensuing year. (This report should be submitted to the Office of Student Services no later than October 15 of each calendar year).

### **Academic Qualifications of Officers and Members**

Students holding office in any organization must have an accumulative or overall average of 65%.

Members on academic probation may be limited to the degree in which they may participate in the activities of their organizations.

### **Organizational Leave**

Campus leave that is planned by any registered organization, including musical groups, for the purpose of fulfilling an engagement off campus, is considered an organizational leave. A request for organizational leave must be submitted in writing by a responsible officer of the organization to the Office of Student Services for approval before the proposed activity in accordance with the following guidelines:

1. Allow no less than three working days for processing activity engagements in and around the Helderberg Basin.
2. Allow no less than one week for processing activity engagements that are scheduled for a weekend involving travel and/or accommodation.
3. In no case shall organization leave be taken or final commitment for activity engagement be finalized without the consent of the sponsor and written approval from the Director of Student Services.
4. The organization's president, sponsor, or chaperons shall be held responsible for any deviation from student organization policies and procedures.

The written request for the organizational leave must include the following:

- a) Purpose.
- b) Destination.
- c) Mode of transportation.  
(All public and private vehicles must be fully insured. Proof of ownership and insurance must be provided).
- d) A copy of the invitation.
- e) The name of the host(ess) and accommodation details (prearranged).

- f) Two telephone numbers for emergency use.
- g) The names of participants.
- h) The names of chaperons.
- i) Date and time of departure.
- j) Date and time of return.
- k) The method of finance for transportation.
- l) The signature of the organization's president.
- m) The signature of the faculty sponsor.

By enrolling at Helderberg College, a student signifies his/her support of and willingness to live in accordance with the codes, rules, regulations, and objectives of the College.

## **SEXUAL HARASSMENT POLICY AND PROCEDURES**

### **STATEMENT OF POLICY:**

Sexual harassment is inconsistent with the principles of Biblical morality and human dignity demanded by Helderberg College. Such harassment undermines the dignity of an individual and erodes the atmosphere of trust and respect which is essential to academic, spiritual and personal well-being. Helderberg College commits itself to providing a safe environment which is free of sexual harassment and is conducive to learning and working, for all students and staff.

The College accepts the following definition of sexual harassment:

**Sexual harassment is unwanted conduct of a sexual nature, or other conduct based on gender or sexual orientation, affecting the dignity of women and men working, studying or living at Helderberg College. This conduct can include physical, verbal or non-verbal conduct which is perceived as unwelcome. Sexual harassment covers a wide range of behaviour, from offensive staring, gestures or comments, to physical assault and rape.**

Not all sexual attention is harassment. Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature occurring between two people who are not married are regarded as sexual harassment when any one or more of the following conditions are met:

- a) Submission to such conduct is made, either explicitly or implicitly, a condition of an individual's employment or academic success;
- b) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals;
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, offensive, working or living environment;
- d) The recipient has made it clear that such conduct is considered offensive;
- e) Such conduct is persistent, unwanted or abusive, intimidating or oppressive.

Sexual harassment may be explicit or implicit. It may be a single incident or occur

over a period of time. In defining and identifying sexual harassment it is the effect of the behaviour that is relevant not the intent. It is the impact of the behaviour on the receiver that determines whether sexual harassment has occurred.

Examples of behaviour that may constitute sexual harassment include:

- a) Sexual jokes, lewd suggestions, whistling, foul language, leering, obscene gestures;
- b) Belittling comments on a person's anatomy or based on sex-role stereotypes;
- c) Persistent demands for participation in social activities or repeated requests for dates;
- d) Asking about a person's private or sex life, explicit sexual suggestions in return for 'reward';
- e) Unwanted physical contact of a sexual nature including touching, brushing, or kissing;
- f) Display of pornographic and/or sexually suggestive pictures, screen savers, jokes, etc and/or sexual objects;
- g) Sexually offensive written, telephone or electronic communications;
- h) Indecent exposure; and
- i) Sexual assault and rape.

Sexual assault and rape are criminal offences and the person assaulted will be advised to report the offence to the police.

Sexual harassment does not refer to behaviour that is mutually acceptable to the parties involved. Such conduct or behaviour is addressed elsewhere under the College's regulation and code of conduct.

In establishing appropriate standards of behaviour the College recognises:

- a) Social or cultural backgrounds may lead people to perceive the same conduct differently;

- b) Some people may accept, as reasonable, a behaviour that other people find offensive;
- c) Sexual harassment can arise where different values and beliefs are not respected;
- d) Both men and women may be sexually harassed by a person or persons of the same or opposite gender;
- e) Appropriate behaviour is behaviour which respects the rights and sensitivities of all people at the College in a work and study environment;
- f) All individuals have a responsibility to contribute towards an environment of trust and respect which forms the basis of appropriate professional relationships.

### **Reporting of Sexual Harassment Allegations**

Persons who believe they have been victims of sexual harassment should report the incident(s) immediately to appropriate administrative officials as set forth below. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behaviour.

#### **1. Confidentiality**

The College will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the complainant and the accused are treated fairly. Information about individual complaints and their disposition is considered confidential and will be shared only on a “need to know” basis.

#### **2. Assurance against Retaliation**

This policy seeks to encourage students, faculty, and other employees to express freely, responsibly, and in an orderly way opinions and feelings about any problem or complaint of sexual harassment. Retaliation against persons who report or provide information about sexual harassment or behaviour that might constitute sexual harassment is also strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by a College employee or by one acting on behalf of the College, violates this policy and will result in appropriate disciplinary action.

This sexual harassment policy shall not, however, be used to bring frivolous or malicious complaints against students, faculty and other employees. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action may be taken against the person bringing the complaint.

## **Reporting Channels**

The following sections identify appropriate sexual harassment resource persons and complaint-receiving officials whom students and employees should contact regarding sexual harassment.

### **1. Responsibilities of Supervisory Personnel**

All members of the college community have a general responsibility to contribute in a positive way to a College environment that is free of sexual harassment. Supervisory personnel (Head of Departments), however, have additional responsibilities. Supervisory personnel are also responsible for educating and sensitizing employees in their units about sexual harassment in their areas of responsibility. Supervisory personnel who are contacted by an individual seeking to file a complaint about sexual harassment in their unit area of responsibility shall assist the complainant in contacting the appropriate complaint-receiving officials identified below.

### **2. Student Complaints**

Students with complaints of sexual harassment against faculty members, and staff members in academic departments, should contact the following as Designated Sexual Harassment Resource Person in the College. A faculty member to whom a student has come with a complaint of sexual harassment should recommend that the student contact one of the following:

- a. Dean of Women or Men
- b. Director of Student Services
- c. The chaplain
- d. SRC Member

Student complaints of sexual harassment against other students that occurred off-campus, should also report the incident to the above-mentioned persons.

Students who believe for any reason that they cannot effectively communicate their concern through any of these channels may consult the office of the College President. Students who are victims of sexual assault or sexual harassment may seek advice and referral from the College's Counselling and Psychological



Services (Chaplain and College Resident Psychologist). These offices, that keep all information confidential, neither receive formal complaints nor conduct investigations.

### **3. Employee Complaints**

An employee who has been sexually harassed by a student should report this to the office of Human Resources or Designated Sexual Harassment Resource Person of the College.

Employees who believe for any reason that they cannot effectively communicate their concern through any of these channels any consult the chairman of the Council of Helderberg College or any other member of the College Council.

Employees who are victims of sexual assault or sexual harassment may seek advice and referral from the College's Counselling and Psychological Services.

#### **Procedures for Handling Complaints of Sexual Harassment**

Individuals who believe they are victims of sexual harassment in their working or academic environments are encouraged to respond to the alleged harasser directly, by objecting and by requesting that the unwelcome behaviour stop. Individuals may also seek assistance or intervention, short of filing a complaint, from their supervisor.

An initial discussion between the complainant and the complaint-receiving official will be kept confidential to the extent allowed by law, with no formal written record. The complaint-receiving official will explain the options available and will counsel the complainant. If the complainant, after an initial meeting with the complaint-receiving official, decides to proceed, the complainant will be requested to provide a written statement describing the complaint.

Complaints of sexual harassment will receive prompt attention. Complaints may be resolved through the informal or formal procedures described below, and appropriate action will be taken. Informal means are encouraged as the beginning point, but the choice of where to begin normally rests with the complainant. However, if the complaint-receiving official believes that the matter is sufficiently grave because it seems to be part of a persistent pattern, because of the nature of the alleged offence, or because the complainant seeks to have a sanction imposed, then the complaint-receiving official will initiate a formal procedure, or take other appropriate action.

## **1. Informal Procedures**

- a. The complainant may attempt to resolve the matter directly with the alleged offender and report back to the complaint-receiving official.
- b. The complaint-receiving official may notify the alleged offender of the complaint, paying appropriate attention to the need to maintain confidentiality. The complaint-receiving official may take whatever steps short of formal sanctions that he or she deems appropriate to effect an informal resolution acceptable to both parties.
- c. Where the alleged offender is a student, the complainant and accused may choose to participate in mediation.

If a complaint is resolved informally, no record of the complaint will be entered in the alleged offender's personnel file or student records. However, the complaint-receiving official will, in the form of a confidential file memorandum, record the fact of the complaint and the resolution achieved. A copy of this memorandum will be forwarded to the College's Human Resource Person or the Director of Student Services where it will be retained in confidential files.

## **4. Formal Procedures**

In formal resolution procedures, the written and signed complaint will be directed to the following officials:

- a. If the formal complaint is against a faculty member, other instructional personnel, or staff employed at Helderberg College, it should be directed to the office of Human Resources.
- b. If the formal complaint is against a student, not acting in an instructional or other employment capacity, it should be directed to the Office of the Director of Student Services.
- c. If conflicts or other problems exist with either the Office of Human Resources or the Office of the Director of Student Services in handling the formal complaint, the formal complaint may be filed with the Office of the President or the chairman of the Council of Helderberg College.

The officials listed directly above, or their appointed designees, will conduct whatever inquiry they deem necessary and will arrange conferences with the complainant, the alleged offender, and any other appropriate persons. The investigation will afford the accused an opportunity to respond to the allegations.

Those directing investigations will make a record of the case, including a record of their decision. The complainant and the alleged offender will be notified of the outcome of the investigation; however, that information should be treated by both parties as confidential and private.

All records of sexual harassment complaints will be retained by the President's Office in confidential files. A complainant not satisfied with the resolution achieved by the formal procedures may discuss the matter further with the President.

**BY ENROLLING AT HELDERBERG COLLEGE, A STUDENT SIGNIFIES HIS/HER SUPPORT OF AND WILLINGNESS TO LIVE IN ACCORDANCE WITH THE CODES, RULES, REGULATIONS AND OBJECTIVES OF THE COLLEGE.**

# HELDERBERG COLLEGE SONG

## Helderberg College Song

Jannie Kritzinger

Moderato

Be - neath the south - ern sky, In - spired by moun - tain high, Lies our Al - ma

Ma - ter dear: Hel - der - berg, our Hel - der - berg! Ruled by the Al - might - y God,

guid - ed by His High - er hand, learn - ing from our Sa - viour King, com - mit - ted to His

Word. Here to build the Church of God; lead - ers for e - ter - ni - ty.

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Here we learn to truly live; to serve, to love, to give. Hail Helderberg, our Helderberg! We pledge our love and loyalty. Guided by His Higher hand: united we shall stand!

## Helderberg College Song

Beneath the southern sky,  
 Inspired by mountain high;  
 Lies our Alma Mater dear:  
 Helderberg, our Helderberg!

Ruled by the Almighty God,  
 Guided by His Higher hand;  
 Learning from our Saviour King,  
 Committed to His Word.

Here to build the Church of God;  
 Leaders for eternity.  
 Here we learn to truly live;  
 To serve, to love, to give.

Hail Helderberg,  
 Our Helderberg!  
 We pledge our love and loyalty.  
 Guided by His Higher hand:  
 United we shall stand!