

NEW SAINT ANDREWS COLLEGE  
MOSCOW, IDAHO



2019-2020

# RESIDENT STUDENT HANDBOOK

*Updated 4/26/2019*

# NEW SAINT ANDREWS COLLEGE

## RESIDENT STUDENT HANDBOOK

2019-2020

New Saint Andrews College  
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### ***Non-discrimination Statement***

New Saint Andrews College affirms that mankind was created in the image of God (Gen. 1:26-27). Though thoroughly corrupted by sin after the fall, all men retain dignity and worth as image bearers (Psalm 8, Rom 1:20-2:11). In submission to the absolute authority of Scripture, therefore, New Saint Andrews will not discriminate on the basis of race, color, national or ethnic origin, sex, age, or physical disability with respect to (1) student admissions, (2) use of facilities and exercise of student privileges, (3) scholarship programs, and (4) the hiring and employment of its faculty, administration and staff (see Matt. 7:12, 22:37-40, Rom. 2:11, Gal. 3:28, Eph. 4:1-6:9, Col. 3:10-25, I Pet. 2:17). The College maintains its constitutional and statutory right to discriminate on the basis of religion in order to accomplish the Christian mission of the College. New Saint Andrews maintains its right to obey Scripture rather than men by esteeming women as created in the image of God as the glory of man, fully equal yet complimentary to him (Gen. 2:18, Ex. 20:12, 1 Cor 11:7, 1 Tim 5:3, 1 Peter 3:7). Sexual harassment of any form is a violation of this biblical requirement and will in no way be countenanced. New Saint Andrews maintains its right to obey Scripture rather than men by honoring the disabled and the elderly as persons worthy of great honor, care, and respect (Ex. 20:12, Lev. 19:32, Eph. 6:2-3). The College also maintains its right to obey Scripture rather than men by regarding children, including the unborn, as a great blessing from God and precious in His sight. As parents and educators, we maintain the right to treat them with all tenderness and compassion, and to bear full covenantal responsibility to nurture, educate, love and discipline them in the Lord as Scripture requires (Deut. 6:6-9, Matt. 19:13-15, Eph. 6:4). According to the Word of God, this responsibility rests solely with parents and educators, not with civil authorities.

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# Table of Contents

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Student Questions and Services .....	4
Institutional Overview.....	5
New Saint Andrews College’s Core Principles .....	5
Facilities & Library Resources .....	8
Code of Conduct .....	10
Code of Conduct.....	10
Dress Code.....	12
Violations of the Code of Conduct.....	13
The Student Pledge .....	14
Academics.....	15
Policies .....	15
Terms in the Academic Year.....	15
Calendar for the Regular Academic Year 2019-2020 .....	15
Student Services.....	17
Director of Student Affairs .....	17
Faculty Advisors .....	17
Learning Assistance and Tutoring.....	17
Populi .....	17
Library .....	18
Bookstore.....	18
Records and Privacy Policy.....	19
Notification of Rights Concerning Educational Records .....	19
Student Addresses & Mail.....	19
Student Identification Cards .....	19
Computer Networks and Resources .....	19
“The Book” .....	20
College Name, Symbols & Academic Property.....	20
Privacy.....	20
Student Life .....	22
Community and Practical Considerations .....	22
Student Housing.....	22
Social Activities.....	23
Opportunity for Christian Growth & Service .....	23
Advice to Students .....	23
Student Government – Whips .....	26
Whips.....	26
Grievance Policy.....	27
Academic .....	27
Personal (Non-Academic).....	27
Campus Safety and Emergency Plan.....	29

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## Student Questions and Services

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New Saint Andrews seeks to provide the most effective service to our students. For administrative appointments, please call the main office at (208) 882-1566.

*For questions about ..... Contact*

Prospective Student Inquiries.....*Mr. John Sawyer, Graduate Program Recruiter ([jsawyer@nsa.edu](mailto:jsawyer@nsa.edu) x 100)*  
*Miss Grace Hendrix, Undergraduate Program Manager of Recruiting ([ghendrix@nsa.edu](mailto:ghendrix@nsa.edu) x 114)*  
*Mr. Jacob Rush, Undergraduate Program Recruiter ([jrush@nsa.edu](mailto:jrush@nsa.edu) x 114)*

Course Registration ..... *Miss Grace Burnett, Registrar ([registrar@nsa.edu](mailto:registrar@nsa.edu) x 115)*

Financial Questions .....*Mrs. Brenda Schlect, Bursar and Director of Admissions ([admissions@nsa.edu](mailto:admissions@nsa.edu) x 113)*

Coursework Questions .....*Faculty member teaching the course (See course syllabi for contact information)*

Academic Advising/Progress towards Graduation.....*Assigned Faculty Advisor*  
.....*Timothy Edwards, Academic Dean ([tedwards@nsa.edu](mailto:tedwards@nsa.edu)) x108*  
.....*Miss. Grace Burnett, Registrar ([gburnett@nsa.edu](mailto:gburnett@nsa.edu)) x 115*

Bookstore.....*Miss Lydia Sorrell, Bookstore Manager ([lsorrell@nsa.edu](mailto:lsorrell@nsa.edu) x 110)*

Library.....*Mrs. Helen Howell, Head Librarian ([hhowell@nsa.edu](mailto:hhowell@nsa.edu) x110)*

Parking Permits, Parking Issues ..... *College Administration Office*

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# Institutional Overview

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## **New Saint Andrews College's Core Principles**

### ***Mission***

Our mission at New Saint Andrews is to graduate leaders who shape culture living faithfully under the Lordship of Jesus Christ.

### ***Vision***

New Saint Andrews College is an academic community centered on the lordship of Jesus Christ over all things. The College is pursuing a robust liberal arts education in the classical Christian tradition in the context of real Christian community.

We provide young men and women with the highest quality undergraduate and graduate education in liberal arts and culture from a distinctively Christian and Reformed perspective, to equip them for lives of faithful service to the Triune God and his Kingdom, and to encourage the use of their gifts for the growth of Christian culture.

The classical Christian paradigm for higher learning emphasizes wisdom and truth more than pragmatism, integration and beauty more than specialization, and service and goodness more than power. The College honors this classical Christian heritage and stresses a Trinitarian perspective on truth, beauty, and goodness. In its classical Christian approach to higher learning, the College stresses the integrated nature of knowledge (all things cohere in Christ) and the servant-leader nature of every calling before God (Christ is Lord of all) at both the undergraduate and graduate levels.

New Saint Andrews is a classical and Christian college committed by policy and practice to the pursuit of truth, beauty, and goodness through the rigorous study of classical antiquity, Western civilization, Christian culture, and the liberal arts in the light and freedom of the Gospel and under the sovereign authority of the Lord Jesus Christ. At New Saint Andrews, the Triune God revealed in the Bible is our ultimate source and standard of truth, beauty, goodness, liberty, and freedom. Without Him, truth and freedom dissolve into relativism and chaos. We believe historic, biblical Christianity, as contained in the Scriptures of the Old and New Testaments, to be the only basis on which the search for truth and the exercise of liberty are meaningful or possible. Liberty is found not in the absence of law, but in keeping the letter and spirit of the Law of God: "Where the Spirit of the Lord is, there is liberty" (2 Cor. 3:17). For this reason, New Saint Andrews encourages genuine liberal education and protects an environment of genuine liberty of thought and expression within the parameters of our Statement of Faith for faculty and administrators, and the Student Code of Conduct for students.

### **TRINITARIAN**

The College's integrative approach to classical Christian higher education stresses the interrelationships between disciplines, since both their unity and their diversity are rooted in the Holy Trinity.

### **CULTURAL LEADERSHIP**

The College seeks to equip its students with the biblical wisdom, integrative knowledge, creative insight, and humility to lead our culture faithfully as the servants of all, through excellence in the arts, letters, sciences, business, government, the church, and all lawful vocations.

### **VOCATIONS**

A vocation entails much more than a "job" or "career." Vocations include all our lawful callings, responsibilities, and labors before God in our different stations and stages of life as sons and daughters, spouses, parents, providers, citizens, and church members. The College seeks to prepare students for faithful servant leadership in all their God-given callings through all stages of life for the glory of God and the advance of His Kingdom.

## THEOLOGICAL PERSPECTIVE

All who teach courses at New Saint Andrews, and all who sit on our Board of Trustees, must pledge in writing their commitment to uphold the Statement of Faith (found in Appendix A). Students are not required to pledge their assent to it, but instead are required to affirm the Code of Conduct by means of the Student Pledge. Students indicate their agreement electronically in the “Other Info” section under the “Info” tab in Populi.

### ***Statement of Faith***

#### PREAMBLE: AUTHORITY AND WITNESS

The Scriptures of the Old and New Testaments are our only infallible rule of faith and practice. The Lord Jesus Christ committed these inspired Scriptures to His Church. We therefore defer to the witness of the historic Christian Church as a genuine but fallible authority, subordinate to the Scriptures themselves, in discerning what the Scriptures teach. Because they faithfully witness what is taught in the Word of God, we receive the great creedal statements the Church has affirmed throughout the ages: The Apostles’ Creed, The Nicene Creed, and the Definition of Chalcedon. Moreover, we believe that the Reformational confessions of the sixteenth and seventeenth centuries (including the Westminster Confession of Faith of 1646, the Heidelberg Catechism, the Belgic Confession, and the Canons of Dort), of all historic statements, most fully and accurately summarize the system of orthodox Christian doctrine revealed in Scripture. Therefore, the specific headings below do not exhaust our doctrinal understanding, but rather identify those doctrines that merit greater attention today.

#### THE TRIUNE MAJESTY

The Triune God is the one uncreated Creator of all things that exist in heaven and on earth, and there is a fundamental divide between the Creator and His creation. This one God is eternally existent in three Persons: Father, Son, and Holy Spirit. His Majesty is omnipotent, omnipresent, omniscient, and limited by nothing other than His own nature and character. He is holy, righteous, good, just, loving, and full of mercy.

#### CREATION

In the beginning, God created the material universe from nothing in six ordinary days. He spoke, and by the Word of His power, it was. Our science on the nature and time of this event must be determined in full submission to God’s Word.

#### SIN

Our first father Adam was our federal head and representative. He was created innocent, but through the temptation of Satan and his rebellion against the express Word of God, plunged himself and his entire posterity, represented in him, into the hopelessness of death in sin. This sin is lawlessness—an attempt to live apart from the law and Word of God. Since that first great apostasy, no descendant of Adam has escaped from the physical death of lawlessness and the judgment of hell apart from efficacious grace.

#### THE INCARNATE CHRIST

The Lord Jesus Christ is, according to the flesh, a descendant of David and sits on David’s throne. He is, at the same time, God incarnate, born of the Virgin Mary. He is one person with two distinct natures—fully man and fully God. As a man, He is our elder brother and High Priest before God, representing us to God the Father. As God, He is the visible image of the invisible Father, representing God to us.

#### SALVATION

Because all sons of Adam are spiritually dead, they are consequently incapable of saving themselves. But out of His sovereign mercy, God the Father elected a countless number to eternal salvation, leaving the remainder to their sinful desires. When the time was right, the Lord Jesus Christ died on the cross and was raised to life bodily from the grave as an efficacious redemption for the elect. Thus, He secured the salvation of His church, for which He laid down His life. And at the point of each individual’s conversion, the Holy Spirit brings resurrecting grace, effectually calling him by His power, with the result of repentance and faith.

#### REVELATION

The sixty-six books of the Old and New Testaments are the Word of God, infallible in all they affirm and exhibit. The Word has divine authority in everything it addresses, and it addresses everything. In no way should the Scriptures be brought to the judgment seat of human reason; rather, we must rationally and submissively study the Word granted to us.

#### LAW

The grace of God in the gospel does not set aside the law of God; rather, it establishes it. To the one who believes, the law of God is precious, and through faith the law is established. The law stands as God's testimony of His own righteous character; as such, it cannot be altered by anything other than God's express Word. Consequently, we receive the entire Bible, Old and New Testaments, as fully containing the will of God for us. To all who do not believe, the law of God condemns them in their self-righteousness.

#### COVENANT

When God is pleased to bless the proclamation of His gospel, the result will always be a visible collection of saints bound in covenant to Him. They will be characterized through their assembly around the preached Word, their faithful administration of baptism and the Lord's Supper, and their orderly and disciplined government according to the Word of God.

#### WITNESS

As believers present the gospel to those who remain in rebellious unbelief, there must be no halfway compromise with that unbelief. Every thought, which necessarily includes our teaching, apologetics, and evangelism, is to be made captive to the Word of God, in obedience to Christ, and every tongue is to glorify the Father.

#### ESCHATOLOGY

As the gospel of Christ is proclaimed throughout the world, the result will be the gradual transformation and salvation of the world. Prior to Christ's return, the earth will be as full of the knowledge of the Lord as the waters cover the sea, and the whole earth will be full of His glory.

#### MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.

We believe that in order to preserve the function and integrity of New Saint Andrews College as a Christian ministry, and to provide a biblical role model to the students of New Saint Andrews College and the community, it is imperative that all persons employed by New Saint Andrews College in any capacity, or who serve as volunteers, or who attend as students, agree to and abide by this statement on Marriage, Gender, and Sexuality.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of New Saint Andrews College.

#### SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including unborn babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

#### FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of New Saint Andrews College's faith, doctrine, practice, policy, and discipline, the session of elders of Christ Church, Moscow, is the college's final interpretive authority on the Bible's meaning and application.

## Facility and Library Resources

### ***Facility at 405 S. Main Street***

New Saint Andrews occupies an historic downtown building in Moscow known as the Skattaboe Block, which was built in 1891 on the city's central Friendship Square at Main and Fourth Streets. This building holds our main classrooms, Tyndale Library, the Commons area, and offices for our faculty and administration.

When not in use, classroom spaces are available to registered New Saint Andrews students for school-related academic uses (e.g., study groups). Such use may take place only when the library is open, and must be prearranged through the Registrar. Special permission from the Registrar is required for any other uses, or uses at any other times; requests are made using the facilities use form available in the Admin Office.

No food is allowed in the library and drinks must remain in capped containers. While library staff will enforce this rule, we expect our students to police one another so that the staff will have no need to address this issue.

The Commons (sometimes referred to as the Tea Room) is a place for formal and informal public gatherings, but it is not to be treated as though it is a student's private residence. It is therefore an inappropriate location for napping. Nor is it to be used for private storage or as a drop-off place for clothing, books, or other personal articles. Items left overnight in the room or refrigerator may be thrown away. Students are expected to clean up after themselves (i.e. wash their dishes, throw away their trash, etc.).

Each student will be issued his or her own "pidge box," which will be used by instructors and administrators for distributing materials to the student. Students are welcome to use the pidge system for passing materials to classmates, but must respect the privacy of their classmates by not removing or examining the contents of their classmates' pidge boxes.

### ***Facility at 112 N. Main Street***

During 2018 NSA purchased 112 N. Main, a 30,000 square-foot shuttered nightclub formerly known as Cadillac Jack's (CJ's). Our goal is to remodel it so that it serves as a venue for classrooms, events, and musical performances that glorify God.

### ***Nuart Theater***

The Nuart Theater is located at 506 South Main in downtown Moscow. New Saint Andrews students are guests there. Because *Disputatio* sessions are open to the public, and other groups use the facility after us, it is particularly important for students to take responsibility for picking up after themselves, thereby keeping the Nuart clean and orderly; one hundred little messes make one big mess. Students should not leave their belongings in the lobby during *Disputatio*, but instead keep their things with them.

Students represent New Saint Andrews not only in class, but outside of class as well. Therefore, they should take pains to carry themselves well in all contexts.

### ***General Principles for Facilities Care***

To maintain harmony with those communities within and around which New Saint Andrews College operates, and to foster a godly culture of Christian scholarship, students should observe the following protocols:

1. Students should comport themselves appropriately in the areas around all school facilities, when going to and coming from class and *Disputatio*. This is important for the school's culture and reputation.
2. Students should dress to show respect whenever they are in the NSA building, even when not attending classes.
3. Students should not take food or drink from the Nuart lobby into the theater during *Disputatio* or other school events. All student food and drink at the New Saint Andrews Building should be limited to the Commons unless specified elsewhere.
4. Students should enter a classroom shortly before class begins and depart shortly after class adjourns. They should avoid loitering and talking loudly outside the classroom unless they are in an approved location for study groups. They should not raise any excessive noise in any classroom, study area, or the library. They should avoid loitering in office areas.
5. Students should police their own waste and pick up after themselves.



6. Students may not use college facilities (classrooms, library, foyers, the Nuart Theatre, etc.) as places to leave messages for one another, or to leave things (e.g., borrowed books) for someone else to pick up later.
7. Students may post notices or leave fliers in designated areas only with the permission of the Dean or Registrar.

### ***Parking***

The College requires all students with a car in Moscow to register the car with the NSA office: students are given NSA parking stickers and access to designated NSA parking lots. A map is available at registration. Students are encouraged to park in the Jackson Street parking lot behind the College when using the services of other downtown businesses; if that isn't feasible, please park in spaces furthest from the buildings as a way of loving our neighbors. The downtown parking ordinances are diligently enforced by the Moscow Police.

Because NSA does not provide off-site security, we encourage the students to guard each other's safety. The gentlemen are encouraged to escort women students to their cars after dark.

### ***Accreditation***

New Saint Andrews College is accredited by the Transnational Association of Christian Colleges and Schools.

Transnational Association of Christian Colleges and Schools  
15935 Forest Road  
Forest, Virginia 24551  
Phone: (434) 525-9539; fax: (434) 525-9538  
E-mail: [info@tracs.org](mailto:info@tracs.org)

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# Code of Conduct

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## Code of Conduct

The College has designed its Code of Conduct to nurture a healthy Christian academic environment characterized by the zealous pursuit of biblical knowledge and wisdom. Our hope is that students will follow God's law without being legalistic and exercise their Christian liberties without being worldly.

New Saint Andrews College students must pledge annually their commitment to personal holiness, sound doctrine, cultural reformation, and academic integrity. By their pledge, students join the faculty and staff in submitting themselves to Scripture's clear standards for our labors together as a community of Christian scholars.

### *Personal Holiness*

The College encourages students to cultivate with all diligence the fruit of the Spirit: love, joy, peace, patience, gentleness, goodness, faithfulness, meekness, and self-control (Gal. 5:22-23; Eph. 5:8-21). As holy and loved children of God, students should clothe themselves with compassion, kindness, humility, forgiveness, and most of all brotherly love, and do everything, whether in word or deed, in the name of the Lord Jesus with thanksgiving (Col. 3:12-17).

The College provides no lists of extra-biblical rules for students to follow lest they should foster a spirit of legalism or pietism. Rather, the College expects students to live quiet and peaceable lives, devoted to the Word of God as their only ultimate rule for faith and practice, and to submit themselves fully and respectfully to all lawful familial, academic, ecclesiastical, and civil authorities.

The College expects that students will regularly worship God with the assembled saints of His church (Psalm 95:6-7; Heb. 10:25), pray with praise, confession, thanksgiving, and petitions to our Heavenly Father (Matt. 6:9-13; I Thess. 5:17), read and submit to God's Word (Psalm 119:89-112), and encourage their fellow students to pursue peace, godliness, and reverence (I Tim. 2:1-4). Students should exercise their Christian liberties not as an occasion to indulge the flesh, but to serve others out of love through the wise and moderate exercise of their liberty (Gal. 5:13-14; I Peter 2:13-16). By God's grace and through the church's instruction and discipline, students should abstain from the works of the flesh, such as sexual immorality, idolatry, hatred, discord, jealousy, wrath, selfish ambition, drunkenness, or debauchery, and to flee all temptations to those sins (Gal. 5:19-21, 24, 26; Eph. 5:3-7). The College expects students to conduct themselves in sexual purity as described by the College's Statement of Faith.

### *Sound Doctrine*

New Saint Andrews expects students to hold to sound doctrine understood biblically within historic evangelical and orthodox Protestantism. The College expects students to embrace the Scriptures as their only ultimate rule of faith and life, on all matters of doctrine. While we affirm our fundamental unity with all the saints within the body of Christ, including those in the Roman Catholic and Eastern Orthodox churches, as well as our great appreciation for the many gifts, insights, and contributions they bring to the broader Church, we also affirm with great thankfulness our own Protestant history and Reformed tradition and strive for our college to be in the forefront of modeling and promoting a vigorous Protestantism, while remaining free of a narrow or sectarian spirit.

To cultivate and preserve that tradition on which the College stands, we require matriculating students to be members of a confessionally evangelical and orthodox Protestant church, to seek out the same while in the Moscow area, and to attend church regularly while a matriculating student of the College. Students who have any questions about appropriate church attendance should contact the Director of Student Affairs.

Students at New Saint Andrews will study the great historic Christian creeds, confessions, and councils, and the great theological debates in Church history. We do not expect students to arrive with a thorough understanding of doctrine and theology, but encourage free and open discussion and debate on these matters within the framework of our common Christian faith. Our students are not required to pledge their assent to any particular orthodox creed or confession within the wide realm of the historic Christian faith, and the College will not require students to violate their consciences with regard to Christian doctrine.

However, students should avoid theological liberalism and other false gospels (and the churches that embrace them) and abstain from actively promoting doctrines contrary to the Reformed mission and goals of the College. All students, regardless of their personal creed or confession, must pledge to maintain a teachable spirit while they are instructed by faculty confessionally committed to Reformed theology.

The College also warns students, for the protection of their souls and the peace of the College, to avoid false teaching and errant doctrine. If students do come to embrace such errant doctrines personally, they promise by their signed pledge to inform the College administration immediately and honestly in a letter offering to withdraw from the College.

For more information about these doctrinal errors, see Berkhof, *The History of Christian Doctrines* (Baker); Piper and Grudem, *Recovering Biblical Manhood/Womanhood*; Seraiah, *The End of All Things* (Canon Press); Beisner, *Evangelical Heathenism* (Canon Press); and Wilson, ed. *Bound Only Once* (Canon Press).

### ***Cultural Reformation***

The College encourages students to diligently maintain and to encourage habits becoming faithful Christian young men and women: hard work, thankfulness, promptness, neatness, respectfulness, honesty, maturity, and self-discipline. The College expects students will cultivate holy and edifying social relationships with their fellow students and with the College faculty and staff, avoiding even the appearance of unruly behavior, inappropriate conduct, disrespect, rebellion, or sinful and unlawful activities commonly associated with ungodly college students (e.g., drunkenness, sexual sins, use of illegal drugs, use of marijuana, disrespect to teachers, etc.).

Students should embrace and encourage the development of distinctively Christian music, art, literature, poetry, drama, and crafts. The College expects students to participate cautiously and critically in our predominantly pagan popular culture, and to avoid and to repudiate the culturally destructive (but often "socially acceptable") glorification of sin found in contemporary films, music, video games, web sites, and so forth. The College expects students to exercise proper manners and social graces, as befit Christian gentlemen and ladies, and so treat others with dignity and respect, especially those to whom honor is due. Students should present themselves in public in such a way that considers the comfort and ease of others more important than their own. The College expects students to keep well-groomed and clean, to dress neatly and modestly, and to present themselves in a manner appropriate for the dignity of the occasion.

### ***Commitment to Academic Integrity***

The College expects students to express themselves truthfully and honestly in all facets of their academic work and personal relations with the College faculty, staff, and fellow students, and to pledge themselves to the practice and preservation of the highest standards of academic integrity. This means students must not only do their own work honestly, but also do it to the best of their abilities. Students who fail coursework because of laziness, gross negligence, lack of self-discipline, or other forms of academic and personal irresponsibility violate the principle of academic integrity. If students (especially upperclassmen) who fail for these reasons do not make substantive improvement (achieving marks of CH or better) in all classes during a one-term probationary period, following due process, they may be dismissed from the College.

Students must do their own work, and their work alone, on all assignments, exercises, and examinations, oral or written, except where disclosed properly and fully in citations, footnotes, endnotes, bibliographies, and/or other appropriate forms, and only within the limits allowed by the instructor and commonly recognized academic standards.

Students must avoid plagiarism, misrepresentation, misappropriation of the work of others, or any other form of academic dishonesty, whether intentional or the result of reckless disregard for academic integrity (see "Plagiarism" in Kate L. Turabian, *A Manual for Writers*, 6th ed., p. 74 [5.2]). Plagiarism, lying to the faculty, and other forms of academic dishonesty undermine the ethical foundation for academic work, and violate basic biblical ethics. Such conduct is an act of rebellion against the mission and vision of New Saint Andrews. Such conduct will not be tolerated and merits immediate expulsion from the College. Therefore, any student who has been found to be academically dishonest, following due process, may be automatically dismissed from the College.

Because computers are prominent tools for academic work, it is each student's responsibility to keep their academic login passwords (e.g. Populi and Biblemesh) confidential so as to avoid even the appearance of impropriety. We expect students neither to give nor receive any assistance on their assignments, exercises, or examinations, oral or written, beyond that allowed by their instructor.

## Dress Code

Students are expected to dress in a way which honors God and themselves at all times and are required to dress appropriately for all New Saint Andrews meetings, gatherings, and classes, as well as appearances at school. This includes all seminars, recitations, disputations, etc. In all respects, the students must strive to have their dress be neat, clean, modest, dressed up, and not shockingly idiosyncratic. The design of this dress code is not to stamp out students' creativity and individuality, but to provide a standard of dress that reflects the college's mission to raise up leaders and shapers of culture. In dress--as in all things--strive for truth, goodness, and beauty.

We recognize that any specific dress code can always be circumvented in effect while obeyed in the letter, and a student may technically carry out these rules without achieving the appropriate standard of dress. Therefore, we urge our students to embrace the spirit of the dress code in their appearance. That said, the following rules are rules as such--not guidelines. All students are expected and required to observe them.

### *General Dress Rules:*

- Students must maintain good hygiene and grooming, both for the sake of the student's appearance and for the comfort of others nearby. Hair, skin, nails, and teeth should be clean. Facial hair for men and makeup for women may be worn so long as it remains neat, pleasant, and not shockingly idiosyncratic. Clothes must be clean and in good condition, free of odors, stains, rips, fraying, and noticeable holes; neither excessively tight nor wrinkled.
- Black academic robes (available for purchase from the college bookstore) are required at disputatio, convocation, commencement, and oral finals for matriculating students who have earned 32 credits toward their degree program. Robes do not replace proper dress and must be worn over the top of correct clothing as required by the dress code.
- Students must adhere to the dress code while at school during regular business hours, even if not attending any classes or finals that day. This includes using the library, visiting office hours, and hanging out in the commons.
- Students must keep their shoes on at all times.
- Students are to follow the dress code, even if their peers or professors do not. Others' laziness is no excuse for one's own.

### *Standards for Men*

Required for all men:

- Button-up dress shirt (no polos)
- Dress pants (khakis, corduroys, chinos, etc.)
- Dress shoes (no athletic shoes, sneakers, sandals, flip-flops, slippers, etc.)
- At least one extra item (tie, vest, sweater, blazer, etc.)

Freshmen:

- Jeans of any color are prohibited.

Upperclassmen:

- Jeans are permitted in a dressy cut and dark wash (or solid color) instead of dress pants. Tears, holes, fading, light washes, and frayed edges are prohibited.
- If jeans are worn, the student must elevate his outfit with at least two different extra items instead of just one.

### *Standards for Women*

#### **Standards for Women**

Required for all women:

- Dress
- OR
- Dressy top (no sweatshirts, hoodies, graphic tees, or casual t-shirts) and skirt.
- OR
- Dressy top and dress pants (slacks, khakis, corduroys, etc. Leggings or tights as pants are prohibited).
- WITH
- Dress shoes (no Uggs, Birkenstocks, combat boots, athletic shoes, flip-flops, slippers, sneakers, etc.)
- At least one extra item (scarf, visible and dressy jewelry, dressy jacket, blazer, cardigan, etc.)

Freshman:

- Jeans of any color are prohibited.

Upperclassmen:

- Jeans in a dressy cut and dark wash (or solid color) are acceptable instead of dress pants or a skirt.
- Tears, holes, fading, light washes, and frayed edges are prohibited.
- If jeans are worn, the student must elevate her outfit with at least two different extra items instead of just one.

## CONCERT PERFORMANCE WEAR FOR CHOIR MEMBERS

*Required for all*

- Black choir binder
- Hair must be neat, off the face, and out of the eyes
- Do wear deodorant, maintain fresh breath, practice good hygiene
- Do not wear perfume, hairspray, or strong scents

*Standards for Men*

- White dress shirt (must be free of wrinkles; sleeves must be worn down and buttoned – rolled up sleeves are not permitted)
- Solid black dress pants
- Solid black tie
- Black dress shoes

*Standards for Women*

- Long black dress
- Dress must be at least mid-calf length, preferably floor length
- Black tights must be worn if dresses are shorter than floor length
- Sleeves must be at least three-quarter length

OR

- Black dress top and long black skirt (must meet same sleeve and length requirements as a dress)

WITH

- Flat, black dress shoes
- Minimal jewelry is acceptable

## Violations of the Code of Conduct

Students who are accused of or confess to violations of the Code of Conduct will normally be called to appear before the Disciplinary Hearing Board, which includes two faculty members, and one student representative. This Board will hear the accusation and supporting evidence, and will also hear any denial or other remarks offered by the accused. This Board will then present a recommendation to the Dean, who will make a final determination of appropriate action(s) in the matter.

In the event of an egregious violation of the Code of Conduct, the facts of which are not disputed by the student and/or the timing of which warrants immediate disciplinary action, the Dean and the President have the authority to make a unilateral disciplinary decision without a recommendation from the Disciplinary Hearing Board if they consider it necessary for the protection of the students, staff, standards and reputation of the College. Such executive disciplinary decisions may be appealed through the Grievance Policy, which is set forth elsewhere in the *Student Handbook*.

When disciplinary action for violations of the Student Code of Conduct are warranted, the Hearing Board may recommend:

- To place the student on probation, with appropriate conditions stipulated by the Dean to encourage the student to improve his conduct and meet the standards of the College.
- To suspend the student for a limited, fixed period of time (with or without conditions to be stipulated by the Dean), or
- To dismiss or expel the student from the College, especially in the case of egregious or repeated violations of the Code of Conduct.

- Students may receive formal discipline without a prior probationary period. Students under formal discipline may be subject to special restrictions or terms of accountability.
- To be removed from disciplinary status, students must demonstrate to the satisfaction of the Dean that they have met the terms of the discipline and are adhering faithfully to the standards of student conduct at the College by their cheerful compliance and documented good behavior.

## The Student Pledge

As a New Saint Andrews student, I represent by my words, actions, and attitudes the Lord Jesus Christ and before the local community, the academic community, the church, and the watching world. Therefore, I freely and solemnly pledge, with God as my Witness, to uphold the honor of my Lord and of the College by honoring and cherishing the principles of the Code of Conduct outlined above in their application to all facets of my life, in or out of the academy, as long as I remain a New Saint Andrews student.

**Commitment to Personal Holiness:** I pledge to conduct myself with all holiness and reverence in word, deed, and attitude, as Scripture requires.

**Commitment to Sound Doctrine:** I pledge to maintain sound Christian doctrine, to regularly attend a confessionally evangelical and orthodox Protestant church, and to maintain a teachable spirit. I pledge to abstain from actively promoting doctrines contrary to the mission and goals of the College. I pledge to resist temptations to entertain or to encourage vain speculations and historic or contemporary doctrinal errors.

**Commitment to Cultural Reformation:** I pledge to nurture a reformational Christian culture in my role as a student by submitting to the lordship of Christ in all areas of my life, especially in my social activities and entertainments, my personal habits and manners, my conversation and dress, and other cultural practices.

**Commitment to Academic Integrity:** And I pledge to commit myself to the practice and preservation of the highest standards of academic integrity.

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# Academics

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## Policies

Current tuition, fees and financial policies (including refund policies and information about scholarships) appear in the current College catalogs, which are published on the College web site. The College urges students to acquaint themselves with these policies.

Degree requirements and policies governing course registration and enrollment appear in the current college Catalog, which is published on the College web site. The College urges students to acquaint themselves with these policies.

## Terms in the Academic Year

The regular academic year at New Saint Andrews is divided into four eight-week terms, each named after a great council of the Christian church. The first is Jerusalem Term, named for the great council recorded in Acts 15 that confronted the heresy of the Judaizers. The second term is called Nicea, deriving its name from the council held in A.D. 325 that definitively addressed disputes regarding the Trinity. The third is Chalcedon Term, named after the council which convened in A.D. 451 to address Christological controversies. The fourth is Westminster Term, named for the assembly of divines that met in London from 1643 to 1652 and gave us one of the great systematic expressions of the Reformed faith.

Occasionally, students may complete course work during special non-standard terms (e.g. January or Summer terms). There is no guarantee that courses will be scheduled during these times. Such work may be done only by special arrangement with the Instructor and the Registrar. Work in a January term takes place in early January, prior to the commencement of Chalcedon Term. Work in a Summer Term takes place during the summer holiday. Special fees are assessed for January or Summer course work; such fees are not determined by the student's normal tuition schedule. Consult the Bursar for the current Summer Term and January Term fees.

Each standard term has its own unique schedule. Schedules are available in the forms area of the admin office and in the files tab of Populi.

Seminars, Recitations, Declamations, and Disputatio are not held during examination week (the eighth week of each term). Instead, oral and written examinations are administered Monday through Friday. Students wanting to leave town for breaks must not make plans to leave early unless they have conferred with the exam schedule. The exam schedule will normally be posted by the end of the third week of each term.

Because of the nature of our weekly schedule, New Saint Andrews takes no three-day weekends (except for Easter weekend, when all school activities are canceled for Good Friday). Fall, Thanksgiving and Spring breaks are each a full week in duration. Thus, classes remain in session on Labor Day, Columbus Day, Martin Luther King Day and Presidents' Day.

## Calendar for the Regular Academic Year 2019-2020

August 6-9, 2019 T-F	Prologus Studiorum
August 9, 2019, F	Orientation & Convocation
August 12, 2019	Jerusalem Term Begins
Sept. 30-Oct. 4, 2019	Final Examination Week
October 4, 2019	Jerusalem Term Ends
October 7-11 2019	Fall Break
October 14, 2019	Nicea Term Begins
November 25-29, 2019	Thanksgiving Break
December 9-13, 2019	Final Examination Week

December 13, 2019	Nicea Term Ends
December 16, 2019	Christmas Break Begins
January 13, 2020	Chalcedon Term Begins
March 2-6, 2020	Final Examination Week
March 6, 2020	Chalcedon Term Ends
March 9-13, 2020	Spring Break
March 16, 2020	Westminster Term Begins
April 10, 2020	Good Friday
May 4-8, 2020	Final Examination Week
May 7, 2020, Thursday	Commencement
May 8, 2020	Westminster Term Ends



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# Student Services

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## Director of Student Affairs

This office is available for counseling in non-academic matters. Disciplinary matters of a non-academic nature routinely find their way to the Director of Student Affairs. The office coordinates and supervises the activities of the Class Whips (for more information, see “Student Government” section.)

## Faculty Advisors

Each student is assigned a member of faculty as their Faculty Advisor. The advisor will monitor and guide their students throughout their time at NSA and will be the first point of contact for a student in all matters, academic and pastoral. Students can see which faculty member is assigned to them in Populi.

### *Academic Advising*

Students are strongly encouraged to seek advice regarding academic concerns from any or all members of the faculty and college administration. For questions or concerns about specific course work, students should consult the relevant individual faculty member. Faculty members keep regular office hours which are posted outside of their offices. For academic concerns of a more general nature, and for questions regarding progress toward graduation, students should seek an appointment with their Faculty Advisor.

## Learning Assistance and Tutoring

Students in need of more intensive, specific, and personalized academic assistance than that which the individual college instructors, the Freshman Guide, and the Academic Advisor are able to provide, are encouraged to seek additional, paid tutorial services from other students, alumni, or other members of the academic community; students may ask their instructors for names of recommended tutors and referrals.

## Populi

Populi is the College’s online information management software and is an important tool in the life of a New Saint Andrews College student. Through Populi, for example, a student can update his or her personal information; access academic transcripts with degree, audit, and course grades; find assignments and other course materials; view the academic calendar and daily/weekly class and activities schedule; register for courses; review their financial balances; buy a parking permit; and so much more.

Students also receive information about school events (such as Photo Day), internship opportunities, etc. over the Populi feed. To avoid email overload, most college-wide communications are posted in Populi rather than being pushed out over email. Students are expected to be aware of all events posted on the Populi feed and calendar.

Students may login to Populi by going to <https://nsa.populiweb.com> and entering their username and password. (Students who have lost or forgotten their password should contact the Registrar to have their password reset.) For further instructions and helpful video tutorials on how to use some of the more important features of Populi, go to:

<http://support.populiweb.com/forums/20822261-Videos>

## **Library**

For library services, see Tyndale Library under Facilities and Library Services.

## **Bookstore**

The New Saint Andrews College bookstore is located on the main floor of the College building. Its mission is to serve the College's academic purpose in the following ways: primarily by providing required texts and materials to students at a discount; also by providing supplementary books and other educational supplies to faculty and students, and by promoting collegiality among students, alumni, and friends of the College through the sale of appropriate attire and memorabilia which bear the College's name, motto, or symbols. Proceeds from these secondary sales support the Bookstore's primary purpose of providing required texts and materials to students at reasonable cost. The Bookstore procedures and policies are available to students via Populi with hard copies available upon request.

The student reading load at New Saint Andrews is significant. Faculty lectures will orient students to their readings, but are not a substitute for them. Our instructors teach valuable material, but most importantly they teach how to learn from books. Full-time students will be responsible for more than fifty books in their first year alone. Purchasing required books is a significant expense for New Saint Andrews students. Students who buy books from the bookstore must do so at the scheduled sale times each term. Because we do not keep extra copies in our inventory, students who miss the sale will not be able to purchase titles later.

Some students borrow from or share books with one another, and they are welcome to do so. However, these students are often hindered or frustrated by not being able to write in borrowed books (or the owner is frustrated because they do)

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# Records and Privacy Policy

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New Saint Andrews maintains academic and personal records on all matters necessary for the efficient functioning of the College and its operations. Admissions materials, academic records, and related correspondence for each student are kept confidential, accessible only to those whose job it is to make use of them. Only the student transcript is kept for the life of the college, all other documents are destroyed following the schedule and guidelines set forth in the *Idaho Dept. of Administration, Higher Education Records Retention Schedule of the Records Management Guide* (an average of five years). Students may seek permission, in writing, to get copies of documents that remain in their active files. No confidential documents (such as pastoral recommendations) will be released to the student. See the Registrar for more information.

## Notification of Rights Concerning Educational Records

New Saint Andrews College affords students certain rights with respect to their education records. Educational records include: grades, transcripts, comments, earned honors, and directory information corresponding to duration of their enrollment. The student is afforded the following rights concerning their education records:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
  - a. A student who wishes to ask the college to amend a record should write the official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
  - b. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.
3. In most cases, the right to provide written consent before the college discloses personal information from the student's education records.

## Student Addresses & Mail

For the faculty and other college personnel to effectively communicate with students, the office must have correct local and permanent addresses, phone number(s) and e-mail address(es) of each student. It is the responsibility of the student to keep their contact information up to date in Populi, the College's online student information system. Students may not, for any reason, have personal correspondence or personal shipments sent to New Saint Andrews.

## Student Identification Cards

New Saint Andrews will provide one photo identification card to each student. Should a student need to replace his I.D. card, a fee will be assessed. Students who are not present at the time designated for I.D. photos will not be issued a card, unless other arrangements have been made ahead of time.

## Computer Networks and Resources

All students are to access college management resources by using their own unique login and password. All students are to safeguard the associated wireless network access passwords. Passwords are considered confidential information and shall not be shared with or transferred to others. The college's computing, management, and networking resources may not be used either to commit or facilitate academic dishonesty, or to compromise the privacy of personal or academic information.

## **“The Book”**

“The Book” is a giant leather bound book, which holds the signatures of all degree-seeking resident students who have been enrolled at the college. The list of names reaches all the way back to NSA’s very first class. Each year, as part of the “pomp” of the new school year, matriculating freshmen sign this book for the first time during the opening ceremony of the school year—Convocation. Continuing students sign it each year at registration. Graduates also sign the book at Commencement—the closing ceremony of the year—upon the completion of their degree program.

We consider the act of signing “The Book” at Convocation the matriculating student’s formal initiation into the college. It is a rite, a ceremony invested with meaning. Like a military salute, or singing “The Happy Birthday Song,” it is an event that points to something much larger. It is a symbolic representation of the process by which a student becomes part of the collegium, literally, the college community. In fact, it should be noted that those who sign out of “The Book” upon receiving their degree are considered lifelong members of the college.

Historically, institutions have always used lists, registries, charters, compacts, etc. to do the practical work of documenting the *who*, *what*, *when*, and *where* of their formation and existence. As the inheritors of these documents, we have learned from our forbearers that there is an added value of meaning gained when an event, such as enrolling in classes, has been invested with a certain care and seriousness. The college believes that signing this book in the presence of one’s academic colleagues provides an appropriate “vestment” over the beginning and end of the school year. It is the college’s hope that, for all who participate in or witness the event, a proper weightiness might be felt.

## **College Name, Symbols & Academic Property**

The New Saint Andrews Board reserves all rights for the use of the College names, New Saint Andrews College, New Saint Andrews (when used in reference to the College and its associated operations), symbols and its academic property. The name or the symbols of New Saint Andrews College may not be published, reproduced, stored, transmitted, or appropriated, in any form by any means, electronic, mechanical, photocopying, recording, or otherwise, for commercial or academic use without prior written permission of the Board of Trustees or its duly appointed agent.

New Saint Andrews limits the use of its name, symbols and academic property to official documents, materials, events, publications and academic offerings authorized by the Board of Trustees or its duly appointed agents. All other unauthorized uses of the College name and symbols are prohibited.

## **Privacy**

Because New Saint Andrews takes no federal funding, it is not bound by FERPA. However; to ensure the privacy of our students, we have put into effect the following privacy policies:

The College’s Privacy Policies requires that the College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the College may disclose "directory information" without written consent, unless you have advised the College to the contrary. The primary purpose of directory information is to allow the College to include this type of information in certain publications, such as the College Directory, honor roll or other recognition lists, and commencement programs. If you do not want the College to disclose directory information from your educational records without your prior written consent, you must notify the Registrar’s Office in writing by September 1. The following student information is considered directory information by the College: name, telephone, e-mail address, photograph, degrees, honors, and awards received, parent’s names, hometown, dates of attendance, attendance at past and future educational institutions, participation in officially recognized College activities, graduate school attendance and/or employment.

Recording of lectures, presentations, discussions, or any other College-sponsored activity or event, in any form (e.g., audio, video, photograph, stenograph) is prohibited without the express permission of the appropriate instructor or the Dean. If granted, such permission extends only for individual, private and temporary use. Such recordings may neither be copied, permanently stored or archived, published, nor distributed in any form, including (but not limited to) e-mail and personal web sites, without the express permission of the Dean. In accordance with this policy, students should be aware that any class, and discussions held therein, may be subject to recording.

All students are advised that New Saint Andrews College takes photos, videos, and sound recordings throughout the year. These photographs, videos, and sound recordings include New Saint Andrews classes, study areas, events, and other College related activities for the purposes of publicity and marketing. Students grant New Saint Andrews College, and its employees and agents, the right to make, use, and publish any recorded footage in which their name, likeness, image and/or voice may be included. Students waive any and all right to inspect and approve the finished product.

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# Student Life

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## Community and Practical Considerations

### ***Health Insurance***

Because New Saint Andrews expects students to live independently, we do not provide medical insurance and health services as an institution. We urge students and their families to make sure that they have adequate health insurance coverage. Students desiring a local referral to an insurance agent may ask the CFO.

### ***Medical***

As examples of the variety of care available here, we've given information below on three different options frequently used by our students:

Walk-in care: "Quickcare" – a full service walk-in clinic approximately two miles from NSA.

Direct Primary Care – Rod Story, MD, is a sole practitioner two blocks from NSA who has a registration fee and a monthly charge, in exchange for unlimited visits/calls/texts plus wholesale prices on labs and medications (see flyer attached).

Conventional provider - Moscow Medical is a traditional family practice a few blocks from NSA which accepts insurance, offers a sliding fee scale, and will schedule same day appointments (see flyer attached)."

### ***Dental***

Two local dental offices welcome New Saint Andrews students. Students should call for an appointment:

Moscow Family Dentistry	Bearable Dentistry
1215 E. 6 <sup>th</sup> Street	1410 S. Main
Moscow, ID 83843	Moscow, ID 83843
Phone: 882-6570	Phone: 882-3214

### ***Counseling***

Students with personal counseling needs may visit the Director of Student Affairs in the academic offices (see statement under Student Services). The Director of Student Affairs may encourage students to seek more involved counseling than the school is able to supply and may encourage students to seek biblical counsel from the pastors of Christ Church and Trinity Reformed Church. The Director of Student Affairs may also refer students in need of licensed professional counseling to Dr. Rand Walker, a local Christian counselor. However, the College encourages students to constantly seek wise, biblical, pastoral care, and to consider professional counseling as working in concert with (rather than as a replacement for) pastoral care.

Rand W. Walker, Ph.D.  
2301 W. A Street, Suite C  
Moscow, ID 83843  
Phone: 883-1144

## Student Housing

New Saint Andrews encourages students to become members of the wider local community because we expect students to be mature enough to live independently and faithfully. Thus, students are responsible for their own housing arrangements. In addition, we encourage students to live in the community as Christians, with due respect and charity, as they encounter many people of various ages, callings, and circumstances.

### ***Housing Information***

New Saint Andrews provides no student housing, and offers limited assistance in locating housing opportunities in the Moscow community. Students who have been admitted and who have submitted their tuition agreements and deposits will be provided

with contacts and offered leads on housing opportunities. Christian families in the area regularly open their homes to our students in Christian hospitality.

Students and their parents are responsible for making appropriate inquiries as to the quality and suitability of their various housing options. New Saint Andrews assumes no responsibility for creating housing opportunities or for making recommendations among a student's various options.

Students from the University of Idaho and Washington State University also compete for rental space in Moscow, so spring is usually the best time to secure an apartment for the following academic year.

### ***Living with a Family***

Some NSA students live with host families. The common procedure for a student seeking such a situation is to contact an interested family directly. Students and their families seeking to find host families often arrange a visit to Moscow to search out their options, to evaluate their prospects, and to confirm personally the arrangements for the next academic year. Each situation is different, with various financial arrangements, house rules, and expectations, so students and their families should carefully arrange the right match. New Saint Andrews assumes no responsibility for creating housing opportunities or for making recommendations among a student's various options.

### ***Apartment Living***

Apartments in various price ranges are available in Moscow. Many of our students live in apartments that are clean, reasonably priced two or three-bedroom units (ideal for sharing). Two-bedroom apartments typically rent in the \$500 per month range, and duplexes and houses go for between \$750 to \$1,500 per month depending on size, location, utilities, and amenities. Contacts for available apartments are available by e-mail ([jsawyer@nsa.edu](mailto:jsawyer@nsa.edu)).

## **Social Activities**

Students are encouraged to initiate and lead community or college-specific activities, events, and clubs. At the same time, the College desires to sponsor certain co-curricular activities and to provide safe God-honoring management of events and activities associated with the College. For this reason, there are clubs and activities that have been granted ongoing support from year to year. Minimal financial backing is sometimes available from the College. Social activities are posted in the weekly announcements and the Populi listing.

## **Opportunities for Christian Growth & Service**

All students are encouraged to be a part of the community by active participation in the various ministries and programs supported by local evangelical and Reformed churches, such as evangelistic outreach to University of Idaho students through Collegiate Reformed Fellowship and International Student Fellowship, singing at area nursing homes, outreach to the poor and needy through the diaconal work of Christ Church and Trinity Reformed, and many other opportunities. For information about venues for Christian growth and service, contact any of the elders or ministers at the College or in the wider Christian community.

## **Advice to Students**

### ***On the Body***

College students are notorious for treating their bodies badly. First, we urge you to give yourself a true Sabbath. Keep the commandment and order your work to fill six days and not seven. Get rest. In the second place, eat. Eat right. Schedule your shopping so that your pantry and fridge remain stocked and ready. Remember that when God's enemies gather, He conducts warfare by means of table preparation (Psalm 23). Third, sleep. Get yourself to bed each evening, and rouse yourself each morning, on a set daily schedule. Many students appreciate a work schedule, but precious few appreciate a sleep schedule. Daunted by their workload, some students lose all sense of judgment. They sacrifice food and drink and sleep and Sabbath-rest at the altar of schoolwork. If this results in sickness, missed classes and deadlines will cause them to really fall behind.

### ***On Reading***

Study your syllabi and prepare a reading schedule. Set daily goals for your reading, and meet your goals by bedtime. If you cannot meet your goals on time, then you may be going too slowly. Read faster. Read faster regardless of the havoc this may wreak on

your comprehension level. The first thing is to train your eyes to move fast. In due time—it may take weeks or even months—your brain will catch up. But it will catch up, trust us.

Guard jealously your reading time and your reading space; make a place where you will not be distracted, and read at a time when you are alert. If your friend is trying to focus on his work, leave him alone.

### ***Learning Assistance and Tutoring***

New students should not be afraid to ask other students for help. Upperclassmen are all very philanthropic, and also like an excuse to show off their hard-won wisdom. In addition to this kind of peer assistance, upperclassmen, alumni, and well-educated members of the Moscow community routinely make themselves available as paid tutors. More than one student has found their way through Latin or retraced the paths of ancient lights with the help of academic tutors.

To find help like this, ask to the teacher in question or the Director of Student Affairs.

Discuss your progress with your instructors. Ask how you can improve. You must be quick to identify and own up to your own difficulties, and be straightforward to your instructors about them. Do not wait for an instructor to chase you down. Not only are your instructors paid to interact with you, they actually like doing so. You'll discover them to be rather benign, even friendly.

## **ACADEMIC HABITS**

### ***Attend Class and Recitation***

The teachers will provide information, elucidation, and argumentation, most of which will not be found in books or articles. They will introduce you to unfamiliar material, and try to convey some sense of their own enthusiasm for the subject. They will give you documentation for the course, including useful handouts. Of course, you benefit most when you show up to class and recitation having already completed your assigned reading. You may have to miss a session through illness or other grave cause, but try not to miss any more. Reasons such as oversleeping, an essay-writing crisis, your job, a social engagement, or some other commitment, are seldom compelling. Failure to attend lectures may put you at a serious disadvantage when it comes to preparing for your examinations. Never rely on others to attend lectures on your behalf; copying other people's lecture notes is no substitute for being present yourself. If you do have cause to be absent, communicate with your instructor in advance, if possible. If sickness comes on suddenly, phone the administrative office and leave a message on your instructor's voice mail. Following an absence, check in with your instructor as soon as possible, because you, not on your instructor, are responsible for identifying what you missed and compensating for it. Failure to receive an e-mail from you, see you at office hours, or note an attempt by you to set up an appointment immediately following an absence will be considered a bad sign by the instructor.

### ***Be a Courteous Scholar***

Plan your life so that you will not need an instructor's assistance during the evening hours, which may be the only time he has in his day for his family. If any trouble arises, don't discuss it with your classmates and thereby spread the trouble. Go to your instructor or to someone who is in a position to get to the bottom of the matter. We are such a small and close-knit college that we hope you will always feel free to raise any matter with one or other of us, on an informal basis. Less urgent concerns should be stated on course evaluations, which will be available to all students, normally at the end of each course. Please take the trouble to complete the questionnaire in a frank and constructive spirit.

### ***Lectures and Languages***

Language courses require your daily attention. Daily. Stay fresh. Believe your instructors when they tell you this. There is no set rule for taking notes on lectures, but try not write down so much that you have no time to attend to what is being said; concentrate instead on the main headings of discussions or the salient points your instructor makes so that the outline is clear. Make use of handouts to save on note-taking. After class, don't neglect your notes until just before an examination. Set aside time to review your notes every week. Better yet, compare notes with your fellow students. A wonderful habit is to type your notes the evening following each class.

### ***Recitations***

During recitations you should ask at once for clarification of any point which you do not understand; in a lecture setting it may be best to wait until the end, or when the instructor invites questions. Don't be afraid to voice your uncertainties: others may have similar questions, and will be grateful to you for speaking up. Besides, your instructors may not be as clear as they think they are. Although raising questions can seem intimidating, ignorance or misunderstanding should be feared more than embarrassment.



## ***Essay Writing***

Plan your essays before you begin. Don't just write down random thoughts in a stream-of-consciousness manner; arrange them in a rational order of progression, so that one leads on to and into another. But avoid the opposite error: don't wait to start writing until you feel that you have mastered the subject. That feeling will never come. Start your paper as a way to order your thoughts about how to proceed.

When constructing your papers, remember what you learned in school: use paragraphs, and give each paragraph its own clearly indicated mini-subject. Remember that especially in longer essays, paragraphs may be grouped into sections to allow contrasting or complementary arguments to be developed. Keep this in mind when proofreading: with each paragraph, ask whether the reader can recognize its discrete idea and how it relates to the whole paper.

Punctuate properly, and review the comma. Make sure that you spell words correctly, and get into the habit of consulting dictionaries, especially the *Oxford English Dictionary* (OED). Consult guides to the correct use of English. For correct English, we recommend Strunk & White's *Elements of Style* and Turabian's *A Manual for Writers*; the latter is available in the bookstore. Aim at conciseness; we value the ability to say something cogent and interesting over the ability to write at great length. Leave room in the margins and double space (unless instructed otherwise) to accommodate your instructor's written feedback.

Try to complete a paper before it's due, let it sit for a couple days, then return to it. A fresh look will help you to notice ways to improve it. It is also useful to enlist a friend to look over your paper—not a flatterer, but a faithful friend who inflicts the sort of wounds that will help you improve.

## ***Final Examinations***

Carefully follow the study guides your instructors give you before your exam. Identify notes and readings that are relevant to each section identified in the study guide. Meet with friends and put one another through mock exams. When doing so, don't allow your friends to begin an answer, then finish with, "you know what I'm getting at." Push one another to get it right and to express your answers well.

In the exam, listen to the questions. Above all, make your answers relevant to the question asked. Don't just memorize your thoughts on (say) Augustine and dump them on any question that suggests his name. Arrange your material to fit the question, and shape your answer accordingly. Consider carefully the rhetoric of your answers. Also pay attention to your instructor's reactions and follow-ups: your instructor may be prompting you toward the main idea, or hinting that you are heading down a rabbit trail.

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## Student Government - Whips

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### Whips

Each year the faculty appoint two Class Whips for each of the three upper classes, one man and one woman; often the Whip assignments will carry over from year to year.

A Whip's duties involve communication, organization and the encouragement of others. However, these need not—and ought not—be carried out by the Whip alone. A Whip is simply responsible to make sure these duties are carried out. Communication between students and faculty: All Whips act as liaisons between the students and faculty. Whips do not represent their own classes exclusively, but the whole student body. Any student may approach any Whip with matters pertaining to student life at the college:

- **Students to Faculty/Administration:** Whips meet weekly with the Director of Student Affairs (DSA) to discuss and pray for students and the college. This meeting provides a natural opportunity for Whips to raise questions and concerns from the students' perspective, and for the DSA to solicit student input about the academic and spiritual health of the student body. However, Whips are not designated tattletales who report on the behavior of specific students, and neither shall students use Whips to circumvent their own Christian responsibility to handle personal grievances on their own. For example, if a student has a concern about a faculty member, he ought to approach that faculty member directly.
- **Faculty/Administration to Students:** If the faculty or administration has any non-academic concerns with the students (e.g., messes in the Atwood commons), they may communicate their concern to the Whips. The Whips, then, are responsible to address this concern by example and by stirring others to action. The faculty or administration will not relate their concerns about specific students to the Whips, but will deal directly with individual students.
- **Encouraging students:** Whips will encourage fellow students in and out of school. They are not responsible for every student's well-being and emotional equilibrium. While Whips ought to exemplify encouragement and hard work, all New Saint Andrews students should encourage their fellow brothers and sisters in Christ.
- **Organizing class events:** Whips are responsible to maintain certain college traditions. They need not take charge of such events directly, but may delegate various tasks to their fellow students or encourage others to take charge. Whips are neither dictators nor micromanagers; they merely ensure that certain traditions are upheld.
- **Enforcing college policies:** Whips are not designated enforcers. It is the duty of all students--and not the Whips alone--to comply with the college's standards as set forth in the Student Code of Conduct and to spur others on to do the same. Whips should lead by example--by adhering to these standards themselves, and by reinforcing them in their dealings with others. Whips should build up a culture of appreciation for the college's standards of student conduct.

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# Grievance Policy

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## Academic

All grievances, disputes, and appeals related to the educational and academic preparation of the student should be handled with Christian charity, following biblical ethics and the letter and spirit of the College's Code of Conduct. Grievances, no matter how justified, do not warrant violations of the Code of Conduct. Students who violate the Code of Conduct in their pursuit of a grievance may be subject to separate disciplinary action regardless of the merits of the initial grievance.

Students who have an academic grievance against a faculty member, staff member, school policy, or school action should submit a complaint in writing to the relevant person or office. The complaint should specify the details of the grievance and that the student is filing a grievance as specified by the *Student Handbook*. The faculty member or appropriate College employee must respond in writing within seven working days.

If the student is not satisfied with the response, the student may file an appeal, in writing, to the Dean of the College within fourteen days of receiving the previous response. The Dean may call an ad hoc committee to consider the matter. The student's appeal should specify the reasons why the decision does not adequately resolve the student's grievance. The Dean will provide a written response to the student within fourteen days.

If the student is not satisfied with the response of the Dean, the student may file an appeal, in writing, to the President of the College within fourteen days of receiving the Dean's response. Again, the appeal should specify the reasons why the previous decisions do not adequately resolve the student's grievance. The President has 30 days to respond to the appeal, and the President's decision is final on all student academic appeals.

If the student is not satisfied with the response of the President, the student may file an appeal, in writing, to the College's Board.

All communication between the student and the College regarding the grievance shall be confidential.

Unresolved grievances may be appealed to the Idaho State Board of Education for resolution, as allowed by IDAPA 08.01.11.500, or, to TRACS by following the procedures outlined in the Complaint Information Sheet available at [tracs.org](http://tracs.org), the TRACS website.

## Personal (Non-Academic)

All other grievances, disputes, and appeals within the College community should be handled with Christian charity, following biblical ethics and the letter and spirit of the College's Code of Conduct. Grievances, no matter how justified, do not warrant violations of the Code of Conduct. Violations of the Code of Conduct, such as gossip, disrespect, or malice, may be subject to separate disciplinary action regardless of the merits of the initial grievance.

If a student has a personal grievance or complaint against a faculty or staff member, we urge the student not to harbor the complaint, but to bring it forward in a biblical manner, lest the complaint turn into a root of bitterness, which defiles many (Heb. 12:15). To act biblically the student should bring the complaint to the offending party first, in a spirit of humility, as directed in Matthew 18:15-17 and 1 Cor. 6:1-8. If, for any number of reasons, the student feels that he is not equipped to confront the offending party, the student may speak with the Director of Student Affairs or the Dean for help in confronting the offending party.

If the student is not satisfied with the results of the first confrontation, the student may ask the Director of Student Affairs or the Dean to act as a second witness in confronting the offending party.

If this does not bring about satisfactory results or if the student feels that this is not an option, then the student may file a formal complaint by writing a letter to the Dean describing the complaint and indicating that the letter is intended as a formal grievance as specified elsewhere in the *Student Handbook*. The Dean will have up to seven working days to investigate and respond to the student. If the Dean feels that the grievance that has been brought before them is of a severe nature, he may request that an *ad hoc*

committee fulfill the job of investigating the grievance and responding to the student. An investigative committee has up to 14 working days to report to the Dean. In cases where an ad hoc committee has been called, the Dean has 7 days to respond to the student by notifying them that a committee has been formed; the student shall receive the Dean's response within a total of 21 working days (7 for the initial response, 14 to allow for the work of the committee).

If the student is not satisfied with the Dean's response, the student may appeal, in writing, to the College President, within fourteen days of receiving the previous response. The appeal should specify the reasons why the previous decision(s) do not adequately resolve the student's grievance. The President will respond, in writing, within thirty days. The President's decision is final on all personal (non-academic) matters. The student's grievance and all written communication will be kept confidential.

Unresolved grievances, once the College's appeals process has been exhausted, may be appealed to the Idaho State Board of Education for resolution, as allowed by IDAPA 08.01.11.500, or to TRACS by following the procedures outlined in the Complaint Information Sheet available at [tracs.org](http://tracs.org), the TRACS website.

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# Campus Safety and Emergency Plan

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## Campus Safety and Emergency Plan

The purpose of the Safety Plan is to foster an environment where members of the New Saint Andrews community may study and work together in relative security and with a sense of comfort and well-being. Because we readily acknowledge the destructive presence of sin in the world, we acknowledge that there are no human measures that can guarantee absolute safety for any individual or any institution. However, the following plans have been made as an effort to expedite evacuation when conditions warrant, to promote communication in the event of emergencies, and to minimize the opportunity for physical harm to students and staff.

- I. Campus Access and Emergency Exits: The College controls campus access by minimizing entrances and supervising access points.
  - A. Entrance access to the campus building is limited to two doors:
    1. The entrance from Main Street is monitored by school personnel.
    2. The entrance from Friendship Square is not regularly monitored.
  - B. The College building has three additional emergency door exits:
    1. The College Commons exit door on Friendship Square
    2. The College's second floor fire escape door (to a ladder) on the Jackson St. side alley
    3. The College's west side exit door at ground level (connecting to the basement and through the Augustine classroom) off the Jackson St. alley
- II. Preventative Measures: The College has in place a system that prevents unauthorized access, vandalism, and theft:
  - A. The building is equipped with locking mechanisms on the crash-bars.
  - B. The building is equipped with an electronic warning system that detects unauthorized movement within.
  - C. This warning system notifies local law enforcement in the event unauthorized movement is detected.
- III. Weapons: Students and visitors are not allowed to bring weapons on campus or to keep them on the premises without the written permission of the President. Administrators, faculty, and staff who have access to deadly weapons on campus may do so only with the knowledge and approval of the President. Employees who have a license to carry concealed weapons and who do in fact intend to carry on campus must notify the President of their intent.
- IV. Communication: The College will attempt to communicate with everyone affected by a given emergency. Communication will take place at several levels:
  - A. A group text message and Email will be sent to all students and staff. For individuals not on campus, this will constitute the primary means of communication.
  - B. Email will also be used if the emergency took place during hours when the building was not occupied.
  - C. The building phone system will be used to notify occupants of the building when such use does not pose a further danger to occupants. If use of the phone system is deemed inadvisable, runners will be sent to notify building occupants.
- V. Procedures: New Saint Andrews College has identified procedures for each of the following emergencies:
  - A. Dangerous Intruder: The following officers of the College have the authority to determine if an intruder is to be considered dangerous: The President, the Dean, the CFO, the Librarian, Director of Student Affairs, and the Registrar. The appropriate officer is authorized to enact the following procedures to address the situation:
    1. If any of these individuals determine an intruder to be dangerous, they shall call the area of the building not immediately threatened and signal an emergency. Other offices that can be reached by telephone will then be notified as expeditiously as possible (if telephone is inadvisable, runners will be sent).
    2. Personnel working in the area of the building not immediately threatened will CALL LAW ENFORCEMENT AUTHORITIES (911) if there is a dangerous intruder in the building.
    3. Personnel working in the area of the building not immediately threatened shall then attempt to notify the classrooms, the students in the Commons, and the library if applicable.
    4. Depending on circumstances, school personnel should then get students into a space that can be locked down. This may include classrooms, faculty offices, the basement, or other space that may be secured.
  - B. Hostage Situation in the Building. The appropriate officer is authorized to enact the following procedures to address the situation:
    1. Any school employee will have the authority to NOTIFY LAW ENFORCEMENT (911) should a hostage emergency develop in the building.

2. Every effort should be made to resolve the hostage emergency without violence.
  3. Demands of the perpetrator should be acceded to if they do not further endanger lives.
  4. The goal is to delay the outcome of the emergency until law enforcement authorities arrive.
- C. Riot or Fight Outside the Building that Threatens Trespass. The appropriate officer is authorized to enact the following procedures to address the situation:
1. The preferred precaution in this event is a lockdown in the basement.
  2. Evacuation by a safe route may be ordered by the Administrator in charge of the emergency.
- D. Bomb Threat or Threatening Calls. The appropriate officer is authorized to enact the following procedures to address the situation:
1. Report ALL BOMB THREATS to 911 immediately.
  2. Any person receiving a bomb threat or other threatening message over the phone is to alert the supervisor or a co-worker immediately by writing the nature of the call on a piece of paper, and then asking the caller a series of questions that approximate the following interview:
    - a. When is the bomb going to explode?
    - b. Where is the bomb located?
    - c. What does it look like?
    - d. What kind of bomb is it?
    - e. Why did you place the bomb?
    - f. What message do you intend to send?
  3. Keep the caller on the phone as long as possible, listen carefully and try to determine and record the following:
    - a. Date and time of the call
    - b. Exact words of the caller
    - c. Identifiable accent or unusual speech pattern
    - d. Emotional state of the caller
    - e. Age and gender of the caller
    - f. Background noises (e.g. traffic, bar noises, house noises)
  4. Law enforcement officers may conduct a search of the facility and staff may be requested to make cursory inspections of their areas for suspicious objects and to report to the Police.
  5. If you observe a suspicious object or potential bomb, DO NOT handle the object! Clear the area immediately!
  6. The building may be evacuated on the orders of the college administration (as specified below in #8), or by order of law enforcement officers.
- VI. Evacuation Plan: All faculty and staff must become familiar with the evacuation plan (see below). Evacuation of the building will be signaled by activation of the fire alarm (whether it is automatically activated in response to building conditions or manually activated by college personnel).
- A. Conditions requiring evacuation include:
1. Fire or smoke in the building
  2. Earthquake
  3. Bomb threat or other threatening call
  4. Actual explosion in or near the building
  5. Dangerous chemical spill in or near the building
- B. Designated Safe Areas: The College designate safe areas where students and staff should gather in the event of evacuation:
1. Primary: directly across Main Street at the fountain on Fourth Street.
  2. Secondary: The south end of the Jackson Street parking lot.
- VII. Emergency Declaration: Declaring an Emergency of any kind is the responsibility of the administration and/or the faculty.
- A. If the President is incapacitated or otherwise unavailable, the Dean will assume the responsibility. And so on down the following list:
1. CFO
  2. Registrar
  3. Bursar
  4. Faculty member most directly affected or closest to the scene.
- B. A Record of the Event should be kept. The Registrar shall act as recorder. When possible, the record should note all key relevant information, such as:
1. The time of the event
  2. The name of the individual that took responsibility for declaring the emergency
  3. Who notified civil authorities, when they were notified, and which authority was notified?

4. What steps were taken to promote the safety of the building occupants and who carried out these steps?
  5. The eventual outcome of the event: How it was resolved?
- VIII. NSA Evacuation Routes: Emergency evacuation exit signs are located throughout the College facility. Students should use the Emergency Evacuation Zones List to locate and familiarize themselves with the closest evacuation routes when studying or attending classes in the building.
- A. NSA Emergency Evacuation Zones List:
1. Zone 1: Administrative Offices (second floor, NE), including President, CFO, Director of Assessment, Admin, St. Brigid Conference Rm; Zone Coordinator: President; Best Exits: Friendship Sq. entry (A), library via east stairs (D), roof window (C), fire escape (B)
  2. Zone 2: Administrative and Faculty Offices (second floor, NW), including faculty, Marketing and Recruitment Tem and Conservatory Operations. Zone Coordinator: Jonathan McIntosh; Best Exits: Friendship Sq. entry (A), Zone 3 via east stairs (D), roof window (C), fire escape (B)
  3. Zone 3: Tyndale Library, Recruitment Ambassador, Bookstore, Faculty Office (main floor), including G. Wilson, J. Sawyer, H. Howell Library staff; Zone Coordinators: H. Howell, J. Sawyer; Best Exits: Main St. Library entrance (E), Commons exit (G), alley exit (F)
  4. Zone 4: Calvin and Augustine Classrooms (main floor SW); Zone Coordinator: G. Wilson, Machen teacher (1), Calvin teacher (2), Augustine teacher (3); Best Exits: Alley exit (F), Commons exit (G), Main St. library entrance (E)
  5. Zone 5: Atwood Commons, Restrooms, Machen Seminar Room, Event closet (main floor NW); Zone Coordinator: Any classroom teacher from Zone 4 (1), male student by seniority (2), female student by seniority (3); Best Exits: Commons exit (G), Zone 4 to Zone 3, alley exit via Augustine classroom (F)
  6. Zone 6: Entire NSA Basement, Library storage, Bookstore shipping area, NSA vault; Zone Coordinator: Library staff; Best Exits: Main St. entry (E), alley exit (F)

