



2011-2012
GRADUATE STUDENT
HANDBOOK

Updated July 28, 2011

NEW SAINT ANDREWS COLLEGE

GRADUATE STUDENT HANDBOOK, 2011-2012

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STATEMENT OF NON-DISCRIMINATION

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, the disabled, and the elderly as persons worthy of greater honor, care, and respect (Ex. 20:12, Lev. 19:32, I Cor. 11:7, Eph. 6:2-3, I Tim. 5:3, I Pet. 3:7). 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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Graduate Student Questions

New Saint Andrews seeks to provide the most effective service to our students. For all administrative and faculty appointments, please contact the staff in the main office at (208) 882-1566, or by e-mail at info@nsa.edu.

For questions about ... please contact:

- **Prospective student inquiries**
Mr. John Sawyer, Office of Student Recruitment
- **Course registration**
Mrs. Beverlee Atwood, Registrar
- **Tuition agreements and financial questions**
Mrs. Brenda Schlect, Bursar
- **Specific coursework issues**
Appropriate faculty member
- **Graduate degree program, academic counseling, and progress towards graduation**
Dr. Jonathan McIntosh, Vice Provost
- **Personal, non-academic counsel**
Dr. Gordon Wilson, Director of Student Affairs
- **Bookstore**
Mr. Eric Burnett, Bookstore Manager
- **Parking permits, parking issues**
College Administration Office

A Classical and Christian Approach to Higher Education

Vision

In the beginning, our Triune God spoke and all things came into existence by the power of His Word. He established his covenant with Adam, our covenant head, who plunged all mankind into sin and death by breaking that covenant. But God promised a way of salvation by faith alone through the Seed of the Woman, the Messiah. He renewed his covenant promises to Noah, Abraham, Isaac, Jacob, Moses, David, Solomon, and all our Jewish forefathers. For this reason, New Saint Andrews College seeks to teach and emphasize the biblical languages, biblical history, natural history, covenant theology, and the cultures of the ancient world and the Hebrew traditions.

In the fullness of time, during the reign of Caesar Augustus, Jesus Christ was born in Palestine. He ministered to a people saturated in Hebrew traditions, who spoke Greek and embraced Greek thought-forms, and who lived under the dominion of Rome and its law. He was crucified on a Roman cross outside Jerusalem, David's city, and rose on the third day according to the Hebrew Scriptures. The Christian church took root in this setting, and in the providence of God, it grew to maturity in the West. For this reason, New Saint Andrews teaches and emphasizes the languages, history, and culture of classical antiquity.

The world of classical antiquity was that into which the Gospel was introduced. This was the world that was transformed by that Gospel and grew into what we call Western civilization. That Gospel is part of our culture's heritage, along with the Western forms of rebellion that vainly strive against it. This cultural war—between what Augustine described as the City of God and the City of Man—continues down to our own day. For this reason, New Saint Andrews teaches and emphasizes the history, philosophy, literature, and culture of Western Civilization.

Jesus Christ is Lord over this cultural war; He is the Lord of the West, and Lord of the whole world (Matt. 28:18). He is the Word of God, the One in whom dwell all the treasures of wisdom and knowledge (Col. 2:3). Every thought, including every academic thought, must be taken captive to Him (2 Cor. 10:5). For this reason, New Saint Andrews teaches and emphasizes, above all else, a right understanding of Christ's lordship over every human endeavor.

This understanding demands careful instruction in discerning the antithesis between truth and falsehood, between the City of God and the City of Man. Cultivating such discernment calls for focused, hard work. It requires exposure to influential ideas, watershed arguments, and primary texts in history, philosophy, literature, and especially, theology. For this reason, New Saint Andrews employs a rigorous pedagogy centered on reading and student instructor interaction with what is read.

For these reasons, 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.

New Saint Andrews regards this confessional and educational commitment as a foundation for academic freedom, not a restriction on it. Our commitment to the promotion and protection of liberty of thought and free expression is not only consistent with our Christian worldview, but it cannot be consistently maintained without it. Further, the College does not see itself as distinct from other academic institutions in possessing such a faith commitment; every coherent institution has a body of ultimate commitments. The question is not whether New Saint Andrews defines academic freedom in line with an orthodoxy, but rather which orthodoxy will serve this foundational role. We believe that true liberal learning is encouraged and academic freedom is advanced when an institution declares its faith openly and honestly rather than by trying to keep it simultaneously operative and hidden.

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.

Mission

New Saint Andrews College is a self-governing non-profit institution for classical Christian post-secondary education, committed to the pursuit of truth, beauty, and goodness in the light of the Holy Scriptures, under Christ's sovereign authority, and to the advancement of Christ's kingdom and Trinitarian culture.

The College's mission is to provide a rigorous **classical Christian higher education** from a distinctively **Trinitarian** perspective to equip the next generation for faithful **cultural leadership** in all **vocations**.

CLASSICAL CHRISTIAN HIGHER EDUCATION

Post-secondary education at the undergraduate and graduate levels is historically rooted in the classical liberal arts tradition. Reflective of the Hebraic vision and articulated by ancient Greek and Roman educators, the classical liberal arts curriculum and pedagogy were later refined by medieval church leaders, Reformation and Christian humanist scholars, and Christian university faculties from the Early Modern era until the late 19th century. 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.

TRINITARIAN

The equal ultimacy and mutual indwelling (perichorisis) of God the Father, God the Son, and God the Holy Spirit are reflected in Creation and revealed in Man as the Triune God's image bearer. The task of Christian scholarship and learning is to see the glory and majesty of the Triune God reflected in His creation and to articulate how all things cohere in Him. "For by him all things were created, in heaven and on earth, visible and invisible, whether thrones or dominions or rulers or authorities—all things were created through him and for him. And he is before all things, and in him all things hold together" (Col 1:16-17).

These truths are often easier to affirm than they are to explain or to demonstrate their application in the classroom and beyond. So the College's integrative approach to classical Christian higher education stresses the interrelationships between disciplines and their unity and diversity rooted in Christ and the Holy Trinity.

CULTURAL LEADERSHIP

Jesus described his disciples as the "salt of the earth" and the "light of the world." Christian leadership and responsibility in the world is inescapable; the question is whether Christians will lead well or poorly, faithfully or unfaithfully. The College seeks to equip its students with 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

New Saint Andrews is dedicated to glorifying the triune God of biblical revelation through His Son, the Lord Jesus Christ, the only mediator between man and God. Our supreme standard for thought and practice is the Word of God as revealed in all of, and only in, the Old and New Testaments.

In seeking to remain faithful to godly tradition and the wisdom of our forefathers, we embrace confessional Protestantism which rejoices in such biblical truths as (a) the antithesis between Christian and non-Christian thought and life, (b) the sovereignty of God in history and redemption, (c) God's covenantal redemption of His people unifying Old and New Covenants, (d) liberty of conscience in freedom from legalism, (e) the centrality of godly worship in culture, (f) the distinct and limited spheres delegated to the individual, family, church, and state, (g) the peaceful and glorious triumph of Christ's gospel throughout the world, and (h) most importantly, the fruit of the Spirit, love of our Christian brethren, devotion to mercy and humility, and the primacy of godly charity in all our dealings.

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 below. Students are not required to pledge their assent to it (see "Student Conduct").

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 (1 Tim. 3 :15). 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 16th and 17th 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; between the Creator and His creation is a fundamental divide. This one God is eternally existent in three Persons: Father, Son, and Holy Spirit. His Majesty is omnipotent, omnipresent, and omniscient and limited by nothing other than His own nature and character. He is holy, righteous, good, stern, loving, and full of mercy.

REVELATION

The sixty-six books of the Old and New Testaments are the Word of God, infallible in all they affirm. 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.

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 the Word of God.

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 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 enfleshed, born of the Virgin Mary. He is one individual with two 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.

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 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. The ground and precondition for all creaturely ventures is the Word of God, which necessarily includes our teaching, apologetics, and evangelism. Every thought is to be made captive to the Lord 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.

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 one's financial statement, academic transcript, degree audit, and course grades, assignments, and other materials; view the academic calendar and daily and weekly class and activity schedule; register for courses; pay tuition and fees; and so on. 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/45301-students>.

Tuition & Financial Policies

Current tuition, fees and financial policies, procedures for dropping and adding courses, refund policies, and information about scholarships contained in the current *Graduate Bulletin*, which is published on the College web site. The College expects students to acquaint themselves with these policies and procedures.

Degree Programs & Academic Policies

Degree requirements and policies governing course registration and enrollment appear in the current *Graduate Bulletin*, which is published on the College web site. The College expects graduate students to acquaint themselves thoroughly with the policies and procedures in the *Graduate Bulletin*.

Registration and Enrollment

Course Registration

Students are responsible for registering themselves for their appropriate courses for each term they are enrolled at the College. Prior to each term, the Registrar will announce the period of open registration, at which time students will be able to register for courses online using Populi, the College's information management system (see above on "Populi"). For instructions and a tutorial on how to register for courses using Populi, go to <http://support.populiweb.com/entries/34847-registering-for-courses>. On adding or dropping courses after the period of open registration has closed, see below on "Late Enrollment."

Student Status

A student is *enrolled* in a course when he is registered in a course for credit. A student has *full-time status* at New Saint Andrews when enrolled in four or more credits (usually at least two courses) at once. A student has *part-time status* at New Saint Andrews when enrolled in fewer than four credits at once. A student is *matriculating* at New Saint Andrews only if he or she is admitted into and is pursuing a degree at the College. Matriculating status is normally granted upon regular admission to the College. A student is *non-matriculating* if he is enrolled in one or more courses at the College, but is not pursuing a degree. An *auditor* is any student permitted to sit in on a course when it is in session, but who is not enrolled for credit in the course. An auditor does not submit assignments, is not permitted to participate in classroom or recitation discussions, and does not receive formal feedback from the instructor.

Auditing Courses

Full-time students may audit any course without charge, provided that space in the course is available. Part-time students who audit a course must pay the applicable fee. Spouses of full-time NSA students may audit classes free of charge, provided that space is available.

Late Enrollment

To add a course, either to audit or enroll, after the published registration deadline, the student must submit a completed “Drop/Add” form to the Registrar. A \$5.00 fee is required to drop or add a course after registration. Late enrollment is subject to space availability. No student may add a course after the Friday of the second week into a term.

Changing Course Sections

In order to change course sections after the published registration deadline, a student must submit a completed “Drop/Add” form to the Registrar, along with the required \$5.00 fee. Section changes require the instructor’s approval and may be denied for administrative reasons.

Dropping and Withdrawing from Courses

Students who drop or withdraw from a course are subject to the Refund Policy, which they should consult prior to making a decision to drop or withdraw. In order to drop or withdraw from a course, the student must submit a completed “Drop/Add” form to the Registrar, along with the required \$5 fee and applicable faculty signature(s). A student may drop a course in the first two weeks of a term. Dropping a course removes a student’s record of enrollment for that course. A student may withdraw from a course in the third, fourth, or fifth weeks of a term. Withdrawals will be indicated on the student’s transcript with a “W” posted for each withdrawn course. Students may not withdraw from a course after Friday of the fifth week of a term without the permission of the Provost, and may be subject to a fee of \$20.

Students who decide to withdraw from a course should be aware that they may be changing to part-time status. Regarding enrollment, students who remain full-time throughout their years at New Saint Andrews are given priority over students who fall back to part-time status. For example, a full-time student who successfully completed Beginning Latin the previous year will be placed in Intermediate Latin ahead of a student who had previously been enrolled in, and withdrew from, Intermediate Latin.

Academic Probation

Graduate students who receive a grade of SCS or lower in one course in any term will automatically be placed on academic probation. Students placed on probation are considered to be at risk of not completing their studies at New Saint Andrews. Such students may be required to reduce their course load, and are subject to special terms of accountability. Probationary status will be lifted after the student demonstrates by his academic performance that he is likely to complete a degree program. Multiple terms of poor academic performance will result in dismissal from the College. Decisions regarding probation and dismissal rest with the Provost. Students who have been dismissed may make an appeal according to the Grievance Policy, which is set forth elsewhere in the *Student Handbook*.

Application to Graduate

Students who are nearing completion of their studies must formally petition the Registrar for consideration for graduation. Students must submit the “Application to Graduate” form to the Registrar by the posted deadline (usually in Nicea Term) in order to participate in the upcoming commencement in May. A graduation fee of \$50 must accompany the application. Upon receipt of this form, the Registrar will conduct a degree audit of the student’s record to certify that the student is indeed on track to satisfy all requirements for graduation.

Readmission Policy

Students who have been expelled from New Saint Andrews for academic reasons or Code of Conduct violations may apply for readmission within two years of the date of dismissal by petitioning the Admissions Committee in writing. He must attach a cover letter that explains his understanding of why he was dismissed, and provide evidence that the circumstances that led to his dismissal have been addressed and/or are not likely to arise again.

A student who has been expelled from New Saint Andrews, if readmitted, is subject to the catalog requirements for graduation that are in effect at the time of readmission, as well as to the tuition and fees then current. All (previous) tuition and fee payment schedules or tuition agreements are nullified at the time of dismissal. A student who has been expelled for any reason must pay in full all outstanding debts owed to New Saint Andrews prior to receiving consideration for readmission.

Lapsed Enrollment

Matriculating students who have not enrolled for credit for four consecutive terms are subject to automatic discontinuation from their degree program. Discontinued students must reapply for admission to the College before re-enrolling in classes.

Withdrawal from the College

Students wishing to withdraw from the College may do so by filling out a “Drop/Add” form, obtaining the requisite signatures, and submitting it with the \$5 drop/add fee. Students withdrawing from the College must clear all accounts with the Bursar. Finally, students who withdraw from the College must schedule an interview with the Provost or Vice Provost. Failure to do so may result in a delay of refunds.

Grading Criteria

Instructors at New Saint Andrews follow these general criteria when evaluating and marking student work.

CL-SCL: Student’s work warrants the instructor’s highest compliment. It surpasses expectations in its quality (in papers, quality is not necessarily proportionate to length). Its presentation and analysis are insightful or clever. The instructor learns something from it, or the matter is presented so clearly and interestingly that most general audiences could appreciate it. It was submitted on time, and it wholly lacks technical flaws (e.g., format, grammar, spelling).

MCH-CH-SCH: Student’s work is good and deserves commendation. It meets the assigned requirements. It is presented clearly and winsomely, and lacks distracting technical or stylistic flaws. Evidence is provided where necessary, and conclusions are reasoned from the evidence. Organization is clear and fitting for the matter.

MCS-CS-SCS: Student’s work is acceptable. It meets the assigned requirements, but perhaps with minor shortcomings that can be borne with. These minor shortcomings may be evident in any of a number of areas (see “M” below). Shortcomings are not significant enough to remove the overall integrity or credibility of the work.

CD: Student’s work is not satisfactory. The shortcomings may be evident in any of a number of areas (see “M” below). No graduation credit will be conferred for any course in which a CD grade has been assigned, meaning that matriculating students must retake or otherwise replace any course in which a CD grade was earned. In the event that a student earns a CD grade in a multi-term colloquium, the student may, at the discretion of the instructor, continue to the next term of the colloquium. The grade will bear the value of one grade point when calculating GPA. If not replaced it will transfer to other institutions as one grade point.

M: Student’s work is not satisfactory. It displays shortcomings that are significant enough to remove the overall integrity or credibility of the assignment or course. Falling short in any one of the following areas, or in a combination of them, may be significant enough to render a work unsatisfactory. (The relative import of these factors will vary among different assignments.) These areas include spelling, grammar, style, organization, clarity, legibility, neatness, reasoning, evidence, source citations, format, ethos, conformity to stated requirements of the assignment, and coherence. If a student earns a grade of M in a multi-term colloquium, he will normally not be allowed to continue to the subsequent term of the colloquium prior to retaking and passing the failed term of that colloquium.

Student Housing

New Saint Andrews encourages students to become members of the wider local community by living with local Christian families or with other Christian students. We refuse to act in *loco parentis*, and we expect students to be mature enough to live independently. Thus, students are responsible for their own housing arrangements. In addition, we encourage students to live as Christians in a genuine community, where they encounter many people of various ages, callings, and circumstances. We have

no on-campus residence facility because such facilities tend to foster an academic subculture segregated from ordinary community life.

We reject, in principle, the very idea of dormitory living. Dormitories dominate Christian and non-Christian student housing on virtually every campus. But dorms, by their very nature, breed immaturity, immorality, and irresponsibility. Despite claims to the contrary, no one can provide adequate supervision or accountability for dozens, sometimes hundreds of 18 to 21-year-olds living in the same space with other 20-somethings (typically) acting as the “residence advisors.” That setup follows the historical origins of dormitories, dating from when the Bauhaus style swept the Western architectural community and extended its modernist-socialist vision particularly to apartment complexes and dormitories. In fact, Walter Gropius, founder of the Bauhaus movement, invented the modern undergraduate dormitory at Bauhaus as a way of creating communal living and reinforcing the Bauhaus socialist way of life in a university setting. Sparing them the indignities of high ceilings, wide hallways, and other trappings of the bourgeoisie, Gropius and the Bauhaus-inspired architects gave co-eds low ceilings, narrow hallways, and the aesthetics of machinery.

Housing Information

New Saint Andrews does not provide on campus housing, but offers limited assistance to students who have been admitted and who have submitted their tuition agreements and deposits with locating appropriate housing opportunities in the Moscow community. 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. At the same time, we will assist students and their parents in arranging contacts and finding leads on appropriate housing opportunities. Our students should understand that they are competing for housing with other students from the University of Idaho and Washington State University. Spring is usually the best time to secure an apartment for the following academic year. Christian families in the area regularly open their homes to our students in Christian hospitality.

Apartment Living

Securing an apartment can be accomplished away from Moscow fairly easily. A number 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 \$600 to \$1200 per month depending on size, location, utilities, and amenities. Contacts for available apartments are available by e-mail (bschlect@nsa.edu), or by telephone at 208-882-1566.

Graduate Student Conduct

Attendance

Graduate students are required to attend every class session. Instructors may cite unexcused absences as a cause for lowering a student’s course grade in a given term. Attendance at the Graduate Forum is expected of resident students.

Graduate Student Code of Conduct

New Saint Andrews seeks to reform Christian higher education biblically from top to bottom—from its academic vision and curricula to the testimony of its faculty and students. We seek to recover true academic freedom, that is, submission to God’s Word in all our actions and attitudes in and out of the classroom. We have designed its Code of Conduct, therefore, 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. The Code of Conduct reflects Scripture’s warning that it is folly to strain against the protective fence of God’s law just to see how close one can get to sin without getting burned (Prov. 14:9; 16:17; 28:7 & 10). The Code also expresses the faculty and staff’s hope of working with students who delight in the freedom found within Christ’s vast domain safely encompassed by God’s holy law (Ps. 119:97 & 112).

New Saint Andrews graduate students must pledge in writing 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 the Scripture’s clear standards for all our labors together as a community of Christian scholars. The Code should encourage the more mature students in their maturity and stimulate the less mature to grow in faith, wisdom, and self-control. While the Code provides for the discipline of those who willfully violate its letter or spirit, we hope that the biblical principles embodied in the Code of Conduct will inspire all students toward greater obedience, self-discipline, and Christian love.

PERSONAL HOLINESS

New Saint Andrews 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).

New Saint Andrews provides no lists of extrabiblical rules for students to follow that foster legalism or pietism. Rather, we expect 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.

We expect that students will regularly worship God with the assembled saints of His church (Ps. 95:6–7; Heb. 10:25), pray with praise, confession, thanksgiving, and petitions to our Heavenly Father (Matt. 6:9–13; 1 Thess. 5:17), read and submit to God's Word (Ps. 119:89–112), and encourage their fellow students to pursue peace, godliness, and reverence (1 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; 1 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).

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, and we also affirm with great thankfulness our own Protestant history and Reformed tradition. To cultivate and preserve that tradition on which the College stands, we require students to be members of a confessionally evangelical and orthodox Protestant church, to seek out the same in the Moscow area, and to attend church regularly while a 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.

We also warn students, for the protection of their souls and the peace of the College, to avoid false teaching and errant doctrine. We expect students will neither embrace nor promote, formally or informally, historic or contemporary doctrinal errors, such as Arianism, Socinianism, Pelagianism, Skepticism, Feminism, Pantelism, the so-called Openness of God Theology, etc. among their fellow students. If students do come to embrace such errant doctrines personally, they promise by their signed pledge to inform the 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

New Saint Andrews encourages students to diligently maintain and to encourage habits becoming of faithful Christian young men and women: hard work, thankfulness, promptness, neatness, respectfulness, honesty, maturity, and self-discipline.

We expect that students will cultivate holy and edifying social relationships with their fellow students and with the faculty and staff, avoiding even the appearance of unruly behavior, inappropriate conduct, disrespect, rebellion, or sinful and unlawful activities commonly associated with ungodly students (e.g., drunkenness, sexual sins, illegal drug use, etc.).

Students should embrace and encourage the development of distinctively Christian music, art, literature, poetry, drama, and crafts. We expect 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.

We expect 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. We expect students to be 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

New Saint Andrews expects students to express themselves truthfully and honestly in all facets of their academic work and personal relations with the faculty, staff, and students.

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. Such academic dishonesty may be grounds for disciplinary action by the instructor and the administration up to and including dismissal from the College.

We expect students neither to give nor to receive any assistance on their assignments, exercises, or examinations, oral or written, beyond that allowed by their instructor.

The Student’s Pledge is part of the New Saint Andrews Student Code of Conduct. Students indicate that they have read, understood, and pledged to comply with the Code of Conduct by setting their hand to this Pledge.

The Graduate Student’s Pledge

As a New Saint Andrews graduate 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.

Violations of the Code of Conduct

Graduate students who are accused of or confess to egregious violations of the Student Code of Conduct will 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 from the accused, if any. This Board will then present a recommendation to the Provost, who will make a final determination on the matter.

Students who are found in violation of the Student Code of Conduct are subject to one of four disciplinary actions.

1. **Probation.** Students placed on probation are considered to be at risk of not completing their studies at New Saint Andrews College. To be removed from probationary status, students must demonstrate by their cheerful compliance and good behavior that they are capable of adhering faithfully to the standards of student conduct at the College. Failure to keep the terms of probation may result in suspension or dismissal from the College.

2. **Probation with restrictions.** Because of the loss of trust resulting from any Code of Conduct violation, students on probation may be subject to special restrictions or terms of accountability.

3. **Suspension.** Suspension is the loss of the privilege of attending classes and recitations for a fixed duration of time.

4. **Dismissal.** Students who have been dismissed from New Saint Andrews are no longer considered or registered as students. They must reapply to return to the College.

Decisions regarding probation, suspension, and dismissal rest with the Vice Provost.

Students may appeal according to the Grievance Policy, which is set forth in this Graduate Handbook.

Graduate Dress Standards

As the leading members of the College student body, graduate students should set the example for all students by dressing appropriately for every New Saint Andrews class session and College event. Faculty and graduate students normally attend all seminars, recitations, and forums in “business casual.” That generally means collared shirts, sport jackets or sweaters, and slacks for the men; ties are encouraged. Women typically wear modest dresses, skirts, slacks, or suits. Jeans, denim, and sports attire are generally discouraged.

All graduate students should strive to have their dress be neat, clean, modest, not too casual, and not outlandish. Any specific dress code can always be circumvented in effect while obeyed in the letter, so students are encouraged to work at reestablishing a Christian culture of beautiful, appropriate dress designed for the comfort and respect of others.

Full-time graduate students must wear academic robes to all convocations, commencements, and other important events determined by the Vice Provost. The robes embellish, but do not replace, the standard dress. These robes must be purchased from the Bookstore.

When faculty or staff members believe a student’s pattern of dress clearly violates the intent of the dress policy, they will inform the Vice Provost, who will meet with the student and prescribe appropriate corrective actions. The Vice Provost makes the final determination in such matters.

New Saint Andrews Facilities

New Saint Andrews Building

New Saint Andrews is located in 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. The New Saint Andrews building accommodates our main classrooms, Tyndale Library, the Commons room, faculty offices, and administrative offices.

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 staff member at the library desk. Special permission from the Registrar is required for any other uses, or uses at any other times.

Food and drink are strictly prohibited in the Tyndale Library. 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. Food and drink in the classrooms is allowed at the discretion of the teacher.

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.

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

GENERAL PRINCIPLES

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. Graduate students should comport themselves appropriately in the areas around all school facilities, when going to and coming from class and Graduate Forum. 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 bring food into classrooms, library, or to the Graduate Forum, and any drinks should be capped to avoid spillage.

4. Student should enter a classroom shortly before class begins and depart shortly after class adjourns. They should avoid loitering 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 the office.
5. Students should police their own waste and pick up after themselves.
6. Students may not use NSA facilities (classrooms, library, foyers, 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 only with the special permission of the Vice Provost or Registrar.

PARKING

The College requires all students with a car in Moscow to register the car and pay the corresponding vehicle registration fee. Students are given parking stickers and access to designated NSA parking lots. A map is available at registration. Students who are parking for less than three hours may park in the Jackson Street parking lot behind the College. As part of loving our neighbors, our students should not park so as to make it difficult for customers to access other downtown businesses. That includes not parking in the first two bays closest to the Moscow Hotel and on Main Street. The downtown parking ordinances are diligently enforced by the Moscow Police.

Because NSA does not provide off-site security, we encourage the students to keep the safety and protection of the young ladies at the front of their minds. If a lady is leaving the school after dark to find her car please request that another student serve as an escort.

Nuart Theater

The Nuart Theater is located at 506 South Main in downtown Moscow. It is operated by Community Christian Ministries, and New Saint Andrews students are guests there. Because *Disputatio* sessions are open to the public and attract well over one hundred people to this location each week, it is particularly important for students to take stewardly responsibility for the College's use of the facility and to pick up after themselves; one hundred little messes make one big mess.

Tyndale Library

Tyndale Library is located on the main floor of the New Saint Andrews building, inside the Main Street entrance. Use of the library may be scheduled for special occasions. Permission for such use must be obtained from the librarian, Mr. Iverson. Tyndale Library will be closed during fall, Christmas, spring, and summer breaks.

Students are allowed to check as many as ten books or other library items for three weeks at a time. A staff member will be on duty at the circulation desk during library hours, and all books must be checked out by a member of the library staff. Material may be renewed for a second three-week period, but then must be returned to the library for at least a week before being checked out again. When returning books or reserve materials, they must be handed to the library staff member at the circulation desk. Failure to follow this procedure may result in an overdue fine.

Only members of the library staff may place books back on the shelves. If students are using books and do not check them out, they can place them on the reshelving cart or simply leave them on the library tables when they are finished using them. Library patrons are asked to resist the temptation to "put a book back," even if they "KNOW" where it goes!

Books and other material that have been placed on reserve by faculty are available upon request from the circulation desk. Materials on reserve may be checked out overnight; but during regular library hours, they must remain in the library. The deadline to return an overnight checkout is 9:00 a.m. The surcharge for a return between 9:00 and 11:00 a.m. is \$1.00. An additional \$1.00 surcharge will be added to the fine for each day reserve material is not returned.

Periodicals on display in the main library room may be used only in the library. A copy machine is available for copying periodicals and other material that cannot be checked out. Students may make copies at a rate of \$0.10 per page. Copies cannot be made on credit.

Overdue fines will be charged at the rate of \$0.25 per day per item. A student holding overdue books, or with an unpaid fine, will not be allowed to check out additional library material, including reserve materials, until the overdue items are returned and the fine is paid. Students holding overdue books at the end of the term will not receive their grades until they return the books and pay the fines. Students are responsible for the full replacement cost of any library materials they lose.

Students may request the library to hold any item for them in the library. If the item is already checked out, it will be held for the student for a week after being returned. The library will not, however, recall books that are already checked out.

Study areas are available in the main library room and in the seminar room. No food or drink is allowed in the library. Appropriate library etiquette is expected in these areas. Students will keep both their feet and their voices low. No hats or

shades are allowed in the library. No chewin', spittin', or cussin' allowed! Remember, this is a high-class place...so act respectably.

Students are encouraged to make use of the library computers. The library catalog may be accessed from these stations. Library computers may also be used for academic work, personal computing needs, and electronic messaging. They are intended to supplement, not replace, a student's primary computer needs. Students are welcome to use the library computers to search the internet and send personal email. However, such use must always comport with the Christian character of the college and the student's pledge to the Code of Conduct. Library computers may NOT be used for games or other recreational purposes.

Students will limit their use of a library computer to 20 minutes if others are waiting to use a computer. Christian charity and courtesy should be the rule. Students may NOT save their work on the hard drive of library computers. While floppy disks are rapidly going the way of the mastodon, they are still the preferred method of saving work on the Tyndale Library computers. The lowest priority use is instant messaging, followed by email. Students engaged in instant messaging or in composing, sending, or receiving email must yield immediately to others who could benefit from a higher-priority use. Web-surfing for personal use must yield to internet research for academic purposes.

These guidelines are posted near the library computers. Students found to be out of compliance with them will lose their computer privileges and may be subject to disciplinary action. Students are asked to remember that the Tyndale Library computers and office chairs were gifts to the college. Please take care not to abuse the generosity from which it came.

Students are encouraged to utilize the libraries at the University of Idaho and at Washington State University. Off-campus library cards may be obtained from these libraries. From time-to-time, faculty may assign work that requires research at one of these libraries.

Bookstore

The New Saint Andrews College bookstore is located in 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—the proceeds from which support the Bookstore's primary purpose of providing required texts and materials to students at reasonable cost.

One of the principal features of the New Saint Andrews academic programs is that reading takes precedence over lecture. Our instructors teach valuable material, but most importantly they teach how to learn from books. Purchasing required books is a significant expense for New Saint Andrews graduate students. Students who buy books from the bookstore must do so at the scheduled sale times each term. Since unpurchased books may be returned to publishers, they may not be available 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).

Access to Records

New Saint Andrews maintains academic and personal records only insofar as they are necessary for the efficient functioning of the College and its operations. Only those faculty members and administrators with a bona fide need shall have access to student records. Students have a right of access to their own personal files and academic records, except confidential materials (such as pastoral recommendations) to which the student has waived his right of access in writing. The College follows FERPA guidelines to protect student privacy.

Student Addresses & Mail

In order for the Registrar's office to send out grades and reports and other important information, the office must have the correct local and permanent addresses, phone number and e-mail address of each student. It is the responsibility of the student to inform the Registrar's office of any change of address or phone number by notifying the administrative office staff.

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 resident graduate student. Should a student need to replace an I.D. card, a fee will be assessed.

Students who are not present at the time designated for I.D. card pictures will not be issued a card, unless other arrangements have been made ahead of time.

Student 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 may see the Director of Financial Services.

Medical

Moscow Medical has agreed to take medical referrals from the College. Students are encouraged to call for an appointment. Contact information and Office Hours for Moscow Medical are posted in the Library.

Moscow Medical
213 N. Main
Moscow, ID 83843
Phone: 882-7565

Counseling

Students with personal counseling needs may visit the Director of Student Affairs in the academic offices. The Director of Student Affairs may encourage students to seek more involved counseling than what the school is able to supply are encouraged 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 a replacement of) pastoral care.

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

College Name, Symbols & Academic Property

The New Saint Andrews Board of Trustees 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 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.

Recording of lectures, presentations, discussions, or any other College-sponsored activity or event, in any form (e.g., audio, video, and photograph) is prohibited without the express permission of the appropriate instructor or the Vice Provost. 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 Vice Provost. In accordance with this policy, students should be aware that any class, and discussions held therein, may be subject to recording.

Grievance Policy

Academic

All grievances, disputes, and appeals, which are related to the educational and academic preparation of the student, 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. 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 Vice Provost within fourteen days of receiving the previous response. The Vice Provost 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 Vice Provost will provide a written response to the student within fourteen days.

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

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

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 Vice Provost for help in confronting the offending party.

If the student is not satisfied with the results of the first confrontation, the student may ask that the Director of Student Affairs or that the Vice Provost 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 Vice Provost describing the complaint and indicating that the letter is intended as a formal grievance as specified by the Student Handbook. The Vice Provost will have up to seven working days to investigate and respond to the student. If the Vice Provost 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 into the grievance and responding to the student. An investigative committee has up to 14 working days to report to the Vice Provost. The Vice Provost has up to 21 working days total to respond to the student.

If the student is not satisfied with the Vice Provost's response, the student may appeal, in writing, to the Provost 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 Provost will respond, in writing, within thirty days. The Provost's decision is final on all academic matters.

Non-academic decisions by the Provost may be appealed in writing to the President within fourteen days of receiving the previous response. The appeal should specify the reasons why the previous decisions do not adequately resolve the student's grievance. The President will respond, in writing, within thirty days. The President's decision is final in all non-academic matters.

Accreditation

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

Transnational Association of Christian Colleges and Schools
P.O. Box 328
Forest, Virginia 24551
phone (434) 525-9539; fax (434) 525-9538
e-mail: info@tracs.org

Miscellaneous Advice to Students

On the Body

Graduate students are notorious for bloated brains and badly treated bodies. First, you should work hard, but we urge you to give yourself a true Sabbath. Keep the commandment and order your work to fill six days and *not* seven. Trust the God of work and of weeks to bless six days of faithful labor; flee the self-absorbed temptation to fret over seven days of your own devising. Get rest. Second, eat. Eat well. Schedule your shopping so that your pantry and fridge remain stocked and ready. By breakfast time you should have your supper figured out. And don't be slovenly about your supper, or stingy. Eat healthy. Eat off of plates, seated at a table like a civilized human, and not at the counter or over the sink. Remember: when God's enemies gather, He transacts warfare by means of table preparation (Psalm 23). Third, sleep. Get yourself to bed each evening, and rouse yourself each morning, on a set, healthy daily schedule. Many students follow a work schedule, but precious few set a sleep schedule. Get adequate rest.

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. It's no wonder they get sick, miss classes and deadlines, and then fall behind.

On Reading

Study your syllabi so you can organize your reading schedule. Set daily goals for your reading, and meet your goals by a reasonable bedtime. If you cannot meet your goals on time, then you are 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 season—it may take weeks or even months—your brain will catch up. But it will catch up, trust us. Do not strive for perfect comprehension. Perfectionists are the least productive of all students.

Guard jealously your reading time and your reading space; make it precious to you. Find a place where you will not be distracted, and do this at a time when you are alert. Shoo away all trespassers. Deny distractions. If the phone rings, let the machine answer it. Make yourself as unavailable to the outside world as you plan to be on your wedding night.

If a friend is trying to focus on his studies, don't be a distraction and temptation to him to neglect his work. Leave him alone and bless him with the time and space to study well.

Getting Help

New Saint Andrews isn't for autodidacts. New students should not be afraid to ask other students for help. Upperclassmen are all very philanthropic, and always like excuses to show off their hard-won wisdom.

Discuss your progress with your instructors. Solicit their suggestions about 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 will be trying 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 seminar and recitation having already completed your reading. You may have to miss a session through illness or other grave cause, but try not to miss any more.

The usual reasons, such as oversleeping, an essay-writing crisis, your “job,” a social engagement, or some other commitment, are never 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 with your instructor. Following an absence, check in with your instructor as soon as possible. The burden is on you, the student, and not on your instructor, to identify and to compensate for what it is you have missed. It is a very bad sign to an instructor if he does not receive an e-mail from you, nor see you at office hours, nor see an attempt by you to set an appointment, immediately following an absence. What’s more, you should be prepared to ask forgiveness for the disrespect that an unexcused absence represents.

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 distributed by the College to all students, normally at the end of each course. Please take the trouble to complete the questionnaires, in a frank and constructive spirit, and return them as directed.

LECTURES

There is no set rule for taking notes on lectures. Do not write down so much that you have no time to attend to what is being said; better to concentrate on the main headings of discussion or the salient points your instructor makes so that the outline is clear. Make use of handouts to save on note-taking. After class, do not leave your notes alone until examinations come around. 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.

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 in order to accommodate your instructor’s written feedback. It is also beneficial to complete a paper before it is 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

Labor over the study guides your instructors give you before your exam. Identify notes and readings that are relevant to each particular on a study guide. Meet with friends and put one another through mock exams. When doing so, don’t allow your friends to begin an answer and then fall off it by saying, “you know what I’m getting at.” Force one another to get it right.

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. 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 should steer clear of the prattle you are now starting into.

Personal Life

It is hardly the business of a Student Handbook to venture advice on other aspects of your life at New Saint Andrews. We acknowledge that finding your spouse is probably more important, in the long run, than Herodotus, but we urge caution. We are also

prepared to recognize that active or passive participation in sports, drama, music, etc., will contribute much to the quality of your life; but we urge moderation. From most other things, which we leave unmentioned, we recommend abstinence.

Opportunities for Christian Growth & Service

All students are encouraged (and M.A. students are required) to participate actively in the various ministries and programs supported by local evangelical and Reformed churches. The opportunities for such ministry and service range from attending the daily Morning Prayers at the College supervised by Trinity Reformed Church to participating in Sabbath House mercy ministries overseen by Christ Church to volunteering at the Nuart Theater book store supported by Community Christian Ministries to helping the poor and needy through the Hope Center to counseling at the CareNet of the Palouse. As the student-leaders at the College, graduate students should set a godly example of service and giving themselves away for others in the name of Christ. Contact any of the elders or ministers at the College or in the wider Christian community for more information about opportunities for Christian growth and service.

Calendars

Terms in the Academic Year

The 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 January or Summer terms. (Courses may or may not 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.

Seminars, Recitations, and Graduate Forum are not held during examination week. Oral examinations are administered Monday through Saturday. 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. All breaks are a full week in duration. Thus, classes remain in session on Labor Day, Columbus Day, and Presidents' Day.

Campus Safety & Emergency Plan

Purpose and limitations of the Safety Plan: 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. What follows therefore, can only be considered a summary of the efforts of the institution 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.

A. **Campus Access:** The College shall control campus access by minimizing entrances and exits, supervising access points.

- Access to the campus building is limited to two doors.
- The entrance from Main Street is monitored by school personnel.
- The entrance from Friendship Square is not regularly monitored.

B. **Preventative Measures:** The College shall have in place a system that prevents unauthorized access, vandalism, and theft

- The building is equipped with locking mechanisms on the crash-bars.
- The building is equipped with an electronic warning system that detects unauthorized movement within.
- This warning system notifies local law enforcement in the event unauthorized movement is detected.

C. **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.

D. **Communication:** The College will attempt to communicate with everyone affected by the emergency. Communication will take place at several levels:

- Email will be sent to all students and staff. For individuals not on campus, this will constitute the primary means of communication.
- Email will also be used if the emergency took place during hours when the building was not occupied.
- The building phone system will be used to notify occupants of the building when such use does not pose a further danger to occupants.
- In the event that use of the phone system is deemed inadvisable. Runners will be sent to notify building occupants.

E. **New Saint Andrews College has identified procedures for each of the following emergencies**

• **Dangerous Intruder:** The following officers of the college have the authority to determine if an intruder is to be considered dangerous: The President, the Vice Provost, the Vice President, the Librarian, Director of Student Affairs, and the Registrar. The appropriate officer is authorized to enact the following procedures to address the situation:

i. 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).

ii. Personnel working in the area of the building not immediately threatened will call law enforcement authorities if there is a dangerous intruder in the building.

iii. Personnel working in the area of the building not immediately threatened shall then attempt to notify the classrooms, the student lounge, and the library if applicable.

iv. Depending upon the circumstances, school personnel should then take steps to 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.

• **Hostage situation in the building:** The appropriate officer is authorized to enact the following procedures to address the situation:

- Any school employee will have the authority to notify law enforcement should a hostage emergency develop in the building.

- Every effort should be made to resolve the hostage emergency without violence.
- Demands of the perpetrator should be acceded to if they do not further endanger lives.
- The goal is to delay the outcome of the emergency until law enforcement authorities arrive.
- Riot or fight outside the building that threatens trespass. The appropriate officer is authorized to enact the following procedures to address the situation:

- i. The preferred precaution in this event is a lockdown in the basement.
- ii. Evacuation by a safe route may be ordered by the Administrator in charge of the emergency.

• **Bomb threat or threatening calls.** The appropriate officer is authorized to enact the following procedures to address the situation:

- i. Report ALL BOMB THREATS to 911.
- ii. 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:

- When is the bomb going to explode?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- Why did you place the bomb?
- What message do you intend to send?
- Etc.

- iii. Keep the caller on the phone as long as possible, listen carefully and try to determine and record the following:

- Date and time of the call
- Exact words of the caller
- Identifiable accent or unusual speech pattern
- Emotional state of the caller
- Age and gender of the caller
- Background noises (e.g. traffic, bar noises, house noises)

iv. Law enforcement officers may conduct 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.

v. If you observe a suspicious object or potential bomb, DO NOT handle the object! Clear the area immediately!

vi. The building may be evacuated on the orders of the college administration (as specified below in #8), or by order of law enforcement officers.

F. **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.) Examples of conditions requiring evacuation include:

- Fire or smoke in the building
- Earthquake
- Bomb threat or other threatening call
- Actual explosion in or near the building
- Dangerous chemical spill in or near the building

G. **Designated safe areas:** The College designate safe areas where students and staff should gather in the event of evacuation

- Primary: directly across Main Street at the fountain on Fourth Street.
- Secondary: under the U S Bank building at the corner of Main and Third.

H. **Declaring an emergency** of any kind is the responsibility of the administration and/or the faculty. If the President is incapacitated or otherwise unavailable, the Executive Vice President will assume the responsibility. And so on down the list.

- President
- Executive Vice President
- Provost
- Vice Provost

- Director of Student Affairs
- Head of Tyndale Library
- Director of Financial Services and Facilities
- Registrar
- Bursar
- Faculty member most directly affected.

I. **A record of the event** should be kept. When possible, the record should note all key relevant information, such as:

- The time of the event
- The name of the individual that took responsibility for declaring the emergency
- Who notified civil authorities, when they were notified, and which authority was notified.
- What steps were taken to promote the safety of the building occupants and who carried out these steps.
- The eventual outcome of the event: How it was resolved?

J. **Recorder:** The Administrative Services Manager shall act as recorder. A member of the secretarial staff reporting to the Administrative Services Manager shall serve in this capacity, if the Administrative Services Manager is incapacitated or unavailable.

K. **NSA Evacuation Routes**

Emergency evacuation exit signs are located throughout the College facility. Students should locate and familiarize themselves with the closest evacuation routes when studying or attending classes in the building.