UNIVERSITY OF
South Carolina

PALMETTO COLLEGE

Regional Palmetto College Campuses

Annual Security and Right to Know Report

2026-2027

Produced for compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990

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This document is available online at
https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/remdocs/students/student_right_to_know.pdf and may be printed.
Printed copies can be produced by the campus Student Affairs Office.

PALMETTO COLLEGE CAMPUSES ALCOHOL AND DRUG POLICIES

ALCOHOL POLICY

The policies described below govern the student consumption of beer, wine, and distilled spirits on the Palmetto College Campuses of the University of South Carolina and in or at any University owned or controlled facility. These policies are based on a concern for the welfare of all members of the University community and are in keeping with the laws of the State of South Carolina which state that the possession, consumption, and distribution of alcoholic beverages by persons under the age of 21 is illegal. As members of the University community, students are expected to comply with and abide by the policies and guidelines as stated below, as well as the laws of the State of South Carolina. Information on South Carolina Alcohol Beverage Laws is included in this publication.

These policies are subject to change to comply with new local, state, or federal laws pertaining to the possession and consumption of beer, wine, or distilled spirits.

USC Lancaster

The facilities, grounds, and parking lots at USC Lancaster are patrolled as public areas where open containers, sale, consumption, or underage possession of alcohol is illegal unless otherwise designated by permit. Persons not in compliance with the law are subject to arrest, prosecution, and loss of use of University facilities. Students are also subject to University sanctions for non-compliance. In order to comply with South Carolina alcohol legislation, USC Lancaster does not sell or otherwise provide alcohol at student activities on or off campus including academic field trips.

USC Salkehatchie

It is the policy of this campus of the University of South Carolina that alcohol (beer, wine, distilled spirits) will not be included in any student activities; i.e., academic field trips, club events, student government activities or athletics and field events; whether on or off the immediate campus.

Beer and wine or distilled beverages are not to be transported in a state vehicle.

Special events that relate to the greater community such as luncheons, support gatherings, and theater events shall be exempt from the above policies. However, monitoring of those attending who drink must be assured.

For special events, those beverages included may not be sold; however, a contribution may be taken at the point of delivery.

USC Sumter

Alcohol: Alcoholic beverages may be served at events sponsored by USC Sumter on or off campus. No one will be served or consume alcoholic beverages who is under the age of twenty-one (21) or who appears intoxicated.

The Student Government Association of the University of South Carolina Sumter will determine the alcohol policy for USC Sumter student sponsored events, subject to approval by the Palmetto College Campus Dean. Current policy prohibits the distribution and consumption of alcoholic beverages at student events, programs and activities on and off campus including academic field trips.

Non-USC Sumter groups/organizations authorized by proper authority to use USC Sumter facilities may serve alcoholic beverages at specified events upon securing permission from the appropriate university official.

It is the responsibility of the sponsoring individual or organization to insure that the policies of the University of South Carolina and USC Sumter, and the laws of the State of South Carolina are enforced and complied with at events where alcoholic beverages are served and/or consumed.

Drugs: USC Sumter prohibits the unlawful possession, use, and distribution of illegal drugs (such as marijuana, amphetamines, cocaine, barbiturate, opiates, hallucinogens, etc.) by students and employees on or off campus. Students charged with drug related offenses off campus must report the incident to the Director of Student Life within three (3) class days.

USC Union

USC Union has developed a policy prohibiting the consumption of alcoholic beverages, by students, at any University function on or off campus including academic field trips. This decision was made in recognition of the fact that most "traditional" USC Union students have not reached the legal age of consumption of alcoholic beverages in South Carolina. If the legal age for consumption of alcoholic beverages changes, the Student Affairs committee and the campus administration will review the current policy. Until then, no alcoholic beverages will be allowed at student functions.

Sanctions

Student organizations or individual students who violate University of South Carolina policies, and state or federal laws, are subject to civil, criminal, and University proceedings and sanctions. The University campus is not a sanctuary that relieves students of their responsibilities as citizens to abide by local, state, and federal laws, or University regulations, policies, and procedures. University penalties may include but are not limited to cancellation of the activities, forfeiture of organizational license, and University disciplinary action. Violation of state or federal law may lead to an arrest or a fine.

DRUG POLICY

The University of South Carolina, as a matter of policy, prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances by University students as set forth in South Carolina Code of Laws, Section 44-53-110 et seq. This policy prohibits possession or sale of drug paraphernalia (such as roach clips, bongs, water pipes, cocaine spoons) as defined in South Carolina Code of Laws, Section 44-53-110 and Section 44-53-391; the non-prescribed use of anabolic steroids as defined in South Carolina Code of Laws, Section 44-53-1510 et seq.; and the distribution or delivery of an imitation ("look alike") non-controlled substance represented as a controlled substance as defined in South Carolina Code of Laws, Section 44-53-390.

The University must maintain its primary function as a center of learning. At the same time it must be clear that local, state, and federal laws apply equally off campus as well as on campus.

Regional Palmetto College Campuses have additional requirements. They are stated below.

USC Lancaster

Use, possession, sale, or purchase of drugs on or adjacent to University property may result in criminal prosecution and University sanctions including but not limited to permanent expulsion from the University. University and community services to assist individuals with alcohol and drug dependency problems are available:

USC Lancaster Counseling Services, Bradley Building Room 128, (803) 313-7013
MyGroup Student Assistance Program (800) 633-3353

Counseling Services of Lancaster, 114 S. Main St., Lancaster, SC 29721, (803) 286-6697
Website: counselingservicesLancaster.org

USC Salkehatchie

Possession, except on a physician's or dentist's prescription of stimulant, depressant, narcotic, or hallucinogenic drugs and other agents having a potential for abuse violates University rules and is prohibited. The selling, bartering, exchanging, and giving away of such drugs to any person not intended to possess them is also prohibited.

USC Sumter

USC Sumter policy prohibits (1) the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances, including the non-prescription use of anabolic steroids, (2) the possession or sale of drug paraphernalia (such as roach clips, bongs, water pipes, cocaine spoons), and (3) the distribution or delivery of an imitation ("look alike") non-controlled substance represented as a controlled substance by University students as set forth in the South Carolina Code of Laws. The term "controlled substances" when used in this policy shall refer to those drugs and substances whose possession, sale, or delivery results in criminal sanctions under South Carolina law.

The University of South Carolina Sumter is deeply committed to the well-being of our students, faculty, staff and visitors. To provide a safe, healthy environment in which our community can flourish, and in accordance with the university's commitment to public health and sustainability, the University of South Carolina Sumter is a completely tobacco-free campus. This policy is to cover all university property. The intent of this policy is to create an environment that is conducive to quitting tobacco, promoting the prevention of tobacco use and preventing the risks associated with exposure to secondhand smoke. This will be a cultural change within the university campus and will be supported by ongoing communications and cessation programs for those who desire to quit or abstain from tobacco. Enforcement for this policy is the responsibility of each member of the USC Sumter community. Faculty, staff and students are expected to enforce the policy for their facilities and/or sponsored activities.

As citizens, students have responsibility for knowing of and complying with the provision of state law and University policy referenced above. Any student who violates any of these laws is subject to prosecution and punishment by civil authorities as well as to disciplinary procedures conducted by the University, which may precede criminal or civil proceedings. The USC Sumter Disciplinary Process is outlined in the USC Sumter Student Handbook. It is not "double jeopardy" for both the civil authorities and the University to proceed against and sanction a person for the same specified conduct.

Students who are apprehended and charged by law enforcement agencies with felony criminal conduct (which includes drug-related offenses) on or off campus, are required to inform the Director of Student Life of such matters.

USC Union

The University of South Carolina, as a matter of policy, prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances by University students as set forth in South Carolina Code of Laws, Section 44-53-110 et seq. This policy prohibits possession or sale of drug paraphernalia (such as roach clips, bongs, water pipes, cocaine spoons) as defined in South Carolina Code of Laws, Section 44-53-110 and Section 44-53-391;the non-prescribed use of anabolic steroids as defined in South Carolina Code of Laws, Section 44-53-1510 et seq.; and the distribution or delivery of an imitation ("look alike") non-controlled substance represented as a controlled substance as defined in South Carolina Code of Laws, Section 44-53-390.

The University must maintain its primary function as a center of learning. At the same time, it must be clear that local, state, and federal laws apply equally off campus as well as on campus.

Additional Requirements

Possession, except on a physician's or dentist's prescription of stimulant, depressant, narcotic, or hallucinogenic drugs and other agents having a potential for abuse, violates University rules and is prohibited. The selling, bartering, exchanging, and giving away of such drugs to any person not intended to possess them is also prohibited.

Sanctions

The University considers any violation of the drug policy to be a serious offense. The University will respond to all reported violations of this policy in accordance with published disciplinary procedures. Sanctions imposed may be influenced, in part, by mitigating or aggravating circumstances. The sanctions imposed by the University include but are not limited to: suspension held in abeyance with conditions, summary suspension and permanent suspension from the University. The continued enrollment of students not immediately suspended will be subject to conditions and restrictions recommended by the appropriate disciplinary committee or its designee.

For further information on these topics, contact the S.C Department of Alcohol and Other Drug Abuse Services:

Union
Healthy U Behavioral Health Services
201 South Herndon Street
Union, SC 29379
Phone: (864) 429-1656
Email: info@hubhs.org
https://unionhubhs.org/programs/

Laurens
GateWay Counseling Center
219 Human Services Road
Clinton, SC 29325
Phone: (864) 833-6500
Fax: (864) 547-1901
Email: info@gatewaycounseling.org
https://gatewaycounseling.org/

Clear Skye Treatment Center
1035 Medical Ridge Road
Clinton, SC 29325
Phone: 864-547-2089
Email: director@clearskyetreatmentcenters.com
https://clearskyetreatmentcenters.com/

UNIVERSITY OF SOUTH CAROLINA
DRUG-FREE WORKPLACE POLICY

NUMBER: HR 1.01
SECTION: Human Resources

SUBJECT: Drug-Free Workplace

DATE: September 1990
REVISED: April 12, 2021

Policy for: USC System
Procedure for: USC System
Authorized by: Vice President for Human Resources
Issued by: Division of Human Resources

NOTE: THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE FACULTY, STAFF, OR ADMINISTRATIVE EMPLOYEE AND THE UNIVERSITY OF SOUTH CAROLINA. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY OF SOUTH CAROLINA RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. THE UNIVERSITY OF SOUTH CAROLINA DIVISION OF HUMAN RESOURCES HAS THE AUTHORITY TO INTERPRET THE UNIVERSITY'S HUMAN RESOURCES POLICIES.
PURPOSE

This document sets forth the University of South Carolina policy prohibiting the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs, other controlled substances unless prescribed by a licensed medical practitioner, and alcohol on its property or as part of any activities by faculty, staff and student employees regardless of status, pursuant to state and federal law. This policy is implemented in compliance with Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 and the South Carolina Drug Free Workplace Act of 1990.

DEFINITIONS

Employee: Any person having an employment relationship with the university, regardless of the appointment type (e.g., classified, unclassified, full-time, part-time, temporary, student, intern).

Illegal Drug: Any illegal substance, including but not limited to narcotics, hallucinogens, cocaine, marijuana, and designer drugs, and any controlled substances, including but not limited to amphetamines and barbiturates, that are used either without being prescribed by a licensed physician or in excess of the amount prescribed by a licensed physician. Any drug that is not legally obtainable or that has not been legally obtained, to include prescribed drugs not legally obtained and prescribed drugs not being used for the prescribed purposes or being used by an individual other than the person for whom prescribed.

Workplace: Any location on university property, including all offices and facilities (including all vehicles and equipment) whether owned, leased or otherwise used by the university or by an employee on behalf of the university from any location from which an individual conducts university business.

POLICY STATEMENT

No employee shall report for duty or remain on duty under the influence of any illegal drugs, unauthorized prescription medication or alcohol.

Violation of this policy by academic employees, regardless of tenure status, will lead to disciplinary actions up to and including termination based upon the criteria in the Faculty Manual of the campus, and may have legal consequences.

Violation of this policy by staff employees will be cause for disciplinary actions up to and including termination, pursuant to university policy HR 1.39, Disciplinary Action and Termination for Cause and may have legal consequences.

Violation of this policy by student employees will lead to sanctions detailed in the Student Drug Policy of the campus.

Faculty, staff and students employed on a grant or contract are required to abide by the terms of this policy as a condition of employment on the grant or contract.

PROCEDURES

A copy of this policy will be made available to each new employee of the University of South Carolina at the time of their orientation and annually to all employees.

Grant or contract employees are required to notify the Vice President for Human Resources or the Campus Human Resources Office, as appropriate, of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction. Federal law requires the University to notify the granting or contracting agency of a criminal drug statue conviction in the workplace within 10 days of the date the University received notification. Therefore, upon receiving notice, the Vice President for Human Resources will notify the Vice President for Research so the notice requirement to the granting or contacting agency may be satisfied.

The University of South Carolina recognizes drug and/or alcohol dependence as a treatable illness. Employees are encouraged to seek assistance for drug and/or alcohol problems before there is an incident which would cause the University to impose sanctions. Assistance may be sought through the university's Employee Assistance Program (EAP) or other programs and/or treatment facilities licensed by the State of South Carolina or by the state in which the program and/or treatment facility is located.

A. Referrals to such programs may be self-referrals or supervisory referrals. If a supervisory referral is made which includes satisfactory participation in a rehabilitation program as a condition of continued employment, the referral must be made through the Division of Human Resources or the Campus Human Resources Officer.
B. Referrals and records of referrals will be handled with the same degree of confidentiality as for medical records.

The University of South Carolina has established a drug-free awareness program to inform employees about the dangers of alcohol and/or drug abuse in the workplace, available drug counseling, rehabilitation and employee assistance information and the penalties that may be imposed for alcohol and/or drug abuse violations.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

Drug-Free Workplace Act of 1988
Drug-Free Schools and Communities Act Amendments of 1989
South Carolina Drug Free Workplace Act of 1990
HR 1.95 Drug and Alcohol Testing
HR 1.39 Disciplinary Action and Termination for Cause
STAF 3.02 Alcohol Policy and Guidelines for the University Community
STAF 3.18 Drug Policy for University Students

HISTORY OF REVISIONS

Date of Revision: April 12, 2021
Reason for Revision: Updated to new format to include definitions and related laws and policies.

Policy reviewed for accuracy, no substantive changes required.

Information and Resources

Alcohol and Other Drugs

This information is provided to meet federal standards set forth in The Drug Free Workplace Act of 1988 and The Drug Free Schools and Communities Act Amendments of 1989.

Health Risks

Students should be aware of health risks associated with:

- the use of cigarettes and other tobacco products,
- the use of alcohol, particularly high risk use,
- the use of illicit drugs,
- the misuse of over-the-counter and prescription medications, and
- the combination of two or more drugs.

The likelihood of negative physical and/or psychological effects is increased by:

1. the type, amount, and strength of the drug or drugs used,
2. interaction of two or more drugs,
3. your physical and emotional state,
4. physical differences in body size and condition, gender, age, and family history, and
5. activities engaged in while under the influence.

Problems endangering health also occur if the use of mood altering substances is combined with activities involving coordination and judgment skills, such as driving. The use of some drugs, particularly cocaine, pose health risks if used during strenuous physical activity. The following sections more clearly define the major health risks associated with the use of the most reported drugs of choice.

Cigarettes pose the greatest threat to life, responsible for approximately 433,000 deaths per year in this country. Alcohol is responsible for approximately 115,000 deaths per year in the USA and is involved in over 50% of vehicle crashes and fatalities. A great percentage of the persons involved in these crashes are in the 16 to 24 year old age range. The following sections more clearly define the major health risks associated with the use of these “top four” drugs.

<u>Alcohol</u>

Alcoholic beverages, in the form of beer, wine, wine coolers, or distilled spirits, require no digestion and are absorbed directly into the blood stream from the digestive tract. Within approximately three minutes after drinking, alcohol may be found in the brain and all other tissues, organs, and body fluids. Alcohol depresses the central nervous system. At low levels, vision, judgment, and complex motor skills and behaviors are impaired, making it dangerous to drink and drive. Not only are persons under the influence of alcohol less able to perform the many complex tasks involved in safe driving, they cannot judge their own levels of impairment. Because alcohol decreases inhibitions, users may do things they normally would not do.

Long-term consumption of moderate to large quantities of alcohol can cause liver damage. Heavy drinking may cause serious nervous and mental disorders, including permanent brain damage.

Ulcers, heart disease, gastritis, pancreatitis, diabetes, malnutrition, and some cancers are also more common among chronic heavy drinkers than among the general population. Heavier users may also experience periods of amnesia called blackouts. During these periods, the person functions, but later cannot remember what he or she has done during this time. Physical addiction to alcohol can occur after many years of heavy drinking or, for some individuals, soon

after the first drink. Addicted persons feel that they need alcohol for their brains to function normally, and they experience withdrawal when alcohol use stops. Moderate withdrawal symptoms include craving alcohol, anxiety, weakness, tremors, and perspiration. More severe withdrawal symptoms include nausea, vomiting, seizures, convulsions, hallucinations, and delirium tremens. Severe alcohol withdrawal can be fatal.

Other serious hazards associated with the use of alcoholic beverages are Fetal Alcohol Syndrome (FAS) and other alcohol-related birth defects. Drinking by the mother during pregnancy places the unborn child at risk, affecting the child's development. Conditions seen in FAS children include: (1) mental retardation; (2) a pattern of abnormal facial and body features; and (3) central nervous system abnormalities. Not all infants born to women who drink exhibit abnormal development. "Safe" levels of alcohol use during pregnancy have not been established, and it is currently recommended that pregnant women abstain.

Cigarettes and Tobacco Products

There are many hazards of tobacco use. The primary substances in tobacco responsible for these hazards are nicotine, tar, carbon monoxide and other gases. Nicotine is a highly addictive substance, and is rated by some experts as being as addictive as heroin. Nicotine is absorbed into the bloodstream from the lungs, and stimulates the central nervous system, causing changes including increased blood pressure and heart rate. Tar is the primary cancer-producing agent in tobacco, though there are many other cancer causing compounds. Carbon monoxide is absorbed into the bloodstream where it replaces a portion of oxygen in red blood cells, therefore reducing their ability to distribute oxygen to the body.

In South Carolina, over one quarter of all deaths can be attributed to cigarette smoking. Smokers experience twice the rate of coronary heart disease as non-smokers. They are also two to three times more likely than non-smokers to die from the consequences of heart disease. Lung cancer has long been the leading cause of cancer deaths in males, and now replaces breast cancer as the leading cause of cancer deaths in females. Cigarette smoking is associated with cancers of the mouth, throat, esophagus, and bladder.

Another health risk from smoking is the increased rate of chronic bronchitis and other respiratory infections. Passive smoking has also gained attention in recent years as a health risk. Those who are exposed to the smoke from others cigarettes on a frequent basis experience reduced lung capacity, higher rates of lung cancer, and a reduced life expectancy, as compared to their non-smoking counterparts who are not exposed regularly to “side stream” smoke.

Chewing tobacco is another substance used by some college students. Although smokeless tobacco users do not face all the health risks that cigarette smokers do, the risk of cancer is quite high. Cancers of the lip, mouth, and throat can develop very quickly among users of smokeless tobacco, sometimes in as few as two to five years.

Marijuana

The effects of marijuana use depend upon the percentage of delta-9-tetrahydrocannabinol (THC) present, the method in which the marijuana is ingested, and the expectations of the user. Researchers now know marijuana has a strong carcinogenic effect, greater even than smoking tobacco. Users may experience a rapid heart rate and rising blood pressure. Additional undesirable effects include drowsiness, dry mouth, bloodshot eyes, and an increase in appetite. High doses can cause confusion and double vision, and some users experience rapid mood changes and panic, although the latter is rare.

Marijuana is not known to be physically addictive, but individuals report that continuous use leads to a reliance on the drug to deal with stress and discomfort. If marijuana or any other drug is used to avoid dealing with difficult situations, the problem has become severe. Research has demonstrated that more than 90% of users of heroin, cocaine, and other drugs began with the use of marijuana as their first illicit substance. This should not be interpreted to mean that marijuana directly leads individuals to those drugs. Rather, the use of one illicit substance removes barriers, which may then lead individuals to try other illicit drugs.

Heavy smokers of marijuana risk lung damage and cancer as well as damage to the breathing tubes. Lesser doses may cause irritation of the throat and lungs. The influence of marijuana, just as with any other mind altering drug, makes it doubly dangerous for those who choose to drive while "under the influence." Marijuana causes a lack of coordination and a distortion of sensory perceptions, sometimes lasting more than 24 hours. The presence of any mind-altering drug tends to impair judgment so that the individual may not notice these deficits as they occur. The most immediate response for people who stop marijuana use is a greatly improved memory within three months.

Cocaine

Cocaine occurs in several different forms. Cocaine powder is usually inhaled through the nose, while "crack," a form of freebase cocaine, is usually smoked. Effects of cocaine use on the body include dilated pupils, constricted blood vessels and increases in blood pressure, heart rate, breathing, and body temperature. When cocaine is snorted over a period of time, the constrictive effect on blood vessels in the nose can cause cells of its mucus membrane lining to die, resulting in ulceration of the tissue, breathing difficulties, and possible perforation of the septum, the wall dividing the two halves of the nose. Smoking cocaine is the more rapid, dangerous, and potentially fatal way of use. It can cause lung irritation, swollen glands, and soreness in the neck, chest, and cheeks. Smoking the drug may also produce confusion, slurred speech, anxiety, and serious psychological problems.

Cocaine use has both short term and long term effects. Use stimulates the brain's pleasure centers and the user will often prefer the drug to food, sex, family, and friends. When the drug-induced euphoria wears off, depression results, causing the user to crave more cocaine. Use can produce strong psychological and a limited degree of physiological addiction. By overstimulating the central nervous system and producing an artificial euphoria, the drug causes a broad range of psychological effects, ranging from acute anxiety to full-blown cocaine psychosis with paranoia and auditory and visual hallucinations. Chronic users can deplete the neurotransmitters in the brain that allow a person to feel pleasure, power, and a number of other emotions. When this state of depletion occurs, the user can no longer feel these emotions.

Cocaine's physiological effects may include seizures, heart attacks, and cardiorespiratory collapse leading to sudden death, even in normal, healthy people. Chronic cocaine users may also experience severe mental disorders that can require long-term psychiatric care. Users who inject the drug run a high risk of contracting hepatitis or AIDS.

PHILOSOPHY ON THE USE OF ALCOHOLIC BEVERAGES:

The University of South Carolina is concerned with both the welfare of the University community and with the academic and personal development of each student. The University strives to create a healthy environment, one in which the high-risk use of alcohol does not interfere with learning, performance or development. Substance abuse disrupts the environment and places at risk the lives and well-being of members of the University community as well as the potential for students to contribute to society. It is important for all members of the University community to take responsibility for preventing the illegal or high-risk use of alcohol or other drugs from negatively affecting the community’s learning environment and the academic, physical and emotional well-being of its students.

The University of South Carolina recognizes that the use of alcoholic beverages poses potential risks to the health and safety of members of the University community and to the community itself. Campus policies and procedures regarding alcohol availability and consumption should be designed to minimize these risks. The following principles, adapted from the South Carolina Department of Alcohol and Other Drug Abuse Services "Alcohol Policy Bill of Rights," are offered to serve as a guide.

Principle 1

Abstinence is always an acceptable choice.

Principle 2

Alcohol consumption considered to be high risk is actively discouraged.

Specific information on individual risk factors allows individuals to reduce their risks of developing alcohol-related problems. Individual risk is determined by knowledge of:

• Membership in high-risk groups;

• Involvement in high-risk situations; and

• Low-risk guidelines concerning quantity and frequency of use of alcoholic beverages.

The following guidelines can help identify persons in high-risk categories, either by membership in high-risk groups or involvement in high-risk activities. It is recommended that individuals possessing any of the following characteristics (List A) or involved in any of the following activities (List B) abstain from the use of alcoholic beverages:

LIST A

• Having a personal history of addiction to chemicals

• Being younger than the legal purchase age of 21

• Having a family history of depression, alcoholism or addiction

• During pregnancy or when considering pregnancy

• Being under a great deal of stress

• Having any physical or psychological condition which makes alcohol consumption unsafe or unhealthy

LIST B

• Driving or operating machinery

• Participating in work or recreational activities requiring alertness and coordination, such as boating, hunting, swimming, cooking, child care, hiking, etc.

• Currently using other central nervous system depressants or any other psychoactive drugs

Principle 3

Alcohol consumption considered to be low risk is acceptable.

The following guidelines are offered for the low risk consumption of alcoholic beverages. In accordance with these guidelines, individuals who are not considered to be in a high-risk category or situation, as described above, may choose to:

• Abstain, or

• Consume no more than three drinks per day at a rate no faster than one drink per hour, no more than 4 days per week (guideline from the National Institute on Alcohol Abuse and Alcoholism).

Note #1—The relationship between the number of drinks per day and the number of days per week is important. "Saving up" drinks for use on one occasion, superseding the guidelines listed above, is considered high risk.

Note #2—While the guidelines listed above are accurate for the average 160 pound male drinker, based on recent research findings, women drinkers should consider using 45% of the amounts stated above as a maximum low risk level of use.

Note #3—Body weight is a significant factor on the effects of alcohol on the body. Those who weigh less than 160 pounds will be more affected by a given amount of alcohol and those weighing more will be affected less.

Note #4—One drink is considered to be approximately one, 12-ounce beer, 1.25 ounces of 80 proof distilled spirits or 4 ounces of 12% wine. Be aware that there is a wide variation in the percentages of alcohol contained in different alcoholic beverages. For instance, regular beer ranges from 3.5% to 5% alcohol by volume. Light beer, which sounds like it has a great deal less alcohol ranges from 2.5% to 4%. There are some light beers that contain more alcohol than some regular beers. Distilled spirits in the United States range from 40% to 50% alcohol in general, and some, as high as 75%. The range of alcohol content for wine is between 12% and 17% with some fortified wines rating much higher.

Principle 4

Heavy consumption of alcoholic beverages, defined as that which exceeds the guidelines listed above, is discouraged in all situations.

(Sources: South Carolina Department of Alcohol and Other Drug Abuse Services, National Institute on Alcohol Abuse and Alcoholism, Prevention Research Institute, Inc. and the National Clearinghouse for Alcohol Information.)

REDUCING YOUR RISKS: ALCOHOL

Impairment in any situation can lead to poor judgment. If you choose to drink alcoholic beverages or if you are with people who do, making low-risk, healthy choices can lower your risks of encountering serious problems, such as accidents, injuries, property damage, legal action, broken relationships and more. You want to do well in school and enjoy the college experience. You do not want additional problems to deal with.

Alcohol is involved in over 50% of motor vehicle accidents and fatalities. The greatest cause of death for individuals aged 16 to 24 is alcohol and drug related accidents. If you are part of a group of people who is drinking alcoholic beverages and needing transportation, plan ahead for safe movement from one location to the other. Don’t ride with someone who is under the influence of alcohol or other drugs.

REMEMBER, CHOOSING NOT TO DRINK IS ALWAYS ACCEPTABLE!

If you do choose to drink, remember that individual differences affect your risks, and you can reduce risks in the following ways:

• Resist attempts by others to pressure you into drinking alcohol or drinking more than you want to drink. Carry an alcohol-free beverage if it helps.

• Put some food in your system. Having something to eat while you are drinking slows down the absorption of alcohol. Remember, carbonated beverages speed up the absorption of alcohol—so you are affected faster. Use non-carbonated beverages or juices as mixers.

• Alternate alcohol-free beverages with alcoholic drinks.

• Establish personal limits on how much you will drink during a night out or a party, and stick to them. Pace yourself at no more than one drink per hour and do not drink more than 3 drinks in one day. Remember that "one drink" is equal to approximately one 12-ounce beer, a 4-ounce glass of wine, or 1.25 ounces of 80 proof liquor.

• Plan a ride on the side. Plan to ride with someone else or find a place to stay if you do choose to drink alcohol. Do not ride with someone who is under the influence. Do not let friends who are impaired drive.

• Body size is an important factor in considering the effects of alcohol on individuals. Alcohol has a greater effect on persons of lower body weight. Don't try to keep up with people who are larger than you. Other biological factors that can increase your risk for impairment include: age, altitude, illness, tiredness, stomach content and other drugs.

• If you are under the age of 21, be aware of drinking age laws. In South Carolina you must be 21 to legally consume alcoholic beverages. Consider your relationship with the legal system and be aware of the penalties for underage possession and for the use of false identification cards.

• Be aware that stress can influence the effects of alcohol. Abstain or reduce your limit during an emotional time.

• Avoid drinking games. Many promote high-risk drinking behavior.

• Stop drinking alcoholic beverages 45 minutes to one hour before the end of an event.

• Be careful during the heat! Consuming alcohol when you are exposed to heat for an extended amount of time, such as tailgating and watching a Carolina football game, can be risky. The use of alcohol combined with high temperatures can place you at higher risk of having a heat stroke.

• Avoid drinking alcohol when using other drugs—even cold medicines. The effects can be greatly increased. For example, the use of marijuana suppresses the gag reflex. Your body may not expel an excess of alcohol, preventing an alcohol overdose. Some drugs combined with alcohol can also result in overdose because of the interaction effect.

• Alcohol affects women more than men. Consider size, fat to lean ratios and hormonal cycles influence the effects of alcohol on your body. Women have less of one stomach enzyme that helps to process alcohol than do men. Avoid drinking during pregnancy and if you are nursing a baby.

• Look at your family history, an important part of understanding the role of alcohol in your life. Children of alcoholics are four times more likely to become alcoholic than the general population. If one or both of your parents or grandparents have or had a chemical addiction, you are at a greatly increased risk of addiction.

• Plan wisely when hosting social events. If alcohol is planned at all, plan it as an addition to social activities rather than the primary focus of the event. Never advertise alcohol as the focus. Limit amounts and restrict access for underage persons. Plan for alternate ways home.

• If you are ever concerned about the medical safety of another person, call for medical assistance. Never place an intoxicated person laying face up or face down. Always place the person on his/her side and monitor breathing.

For further information on these topics, contact the S.C Department of Alcohol and Other Drug Abuse Services

DIRECTORY OF SOUTH CAROLINA COUNTY ALCOHOL AND DRUG ABUSE PROGRAMS

Abbeville
Cornerstone -Abbeville County
103 Whitehall Street
PO Box 921
Abbeville, SC 29620
Phone: (864) 366-9661
Email: frontdesk@cornerstonecares.org
https://cornerstonecares.org/

Aiken
The Aiken Center for Alcohol and Other Services
1105 Gregg Hwy
Aiken, SC 29801
Phone: (803) 649-1900
Email: info@aikencenter.org
https://aikencenter.org

Aiken
Behavioral Health Group Aiken Treatment Center
410 University Parkway
Suite 1560
Aiken, SC 29801
Phone: (803) 641-6911
Toll Free: (844) 535-7291
Fax: (803) 641-6595
Email: cassidy.jones@bhgrecovery.com
https://www.bhgrecovery.com

Allendale
New Life Center -Allendale County
571 Memorial Avenue
PO Box 806
Allendale, SC 29810
Phone: (803) 584-4238
Fax: (803) 584-1090
Email: erivers@nlcbhsa.org
https://newlifecenteradc.org/index.php/contact-us/

Anderson
Anderson -Oconee Behavioral Health Services
226 McGee Road
Anderson, SC 29625
Phone: (864) 260-4168
(846) 261-7543Email: aobhs@aobhs.org
https://www.aobhs.org

Anderson
Southwest Carolina Treatment Center
131 Broadbent Way
Anderson, SC 29625
Phone: (864) 222-9798
Email: Nefertiti.robertson@carolinatc.com

Bamberg
Tri-County Commission on Alcohol and Drug Abuse-Bamberg County
Michael C. Watson Treatment Facility
2549 Main Hwy
PO Box 907
Bamberg, SC 29003
Phone: (803) 245-4360
Fax: (803) 536-4980
Email mdennis@tccada.state.sc.us
https://www.tccada.com

Barnwell
Axis I Center of Barnwell
179 Fuldner Road
Barnwell, SC 29812
Phone: (803) 541-1245
Fax: (803) 541-1247
Email: info@axis1.org
https://axis1.org

Beaufort
Nexus Care of Beaufort County1905 Duke Street
Beaufort, SC 29902
Phone: (843) 255-2000 or (843) 255-2010

Email: rebecca.whitt@bcgov.net
https://www.beaufortcountysc.gov/alcohol-and-drug/

Berkeley
Ernest E. Kennedy Center
306 Airport Drive
Moncks Corner, SC 29461
Phone: (843) 719-3000
Email: whutto@ekcenter.org

Calhoun

Charleston
Charleston Center
3685 Rivers Avenue
Suite 301
PO Box 70299
North Charleston, SC 29405
24-Hour Helpline (843) 722-0100
Phone: (843) 958-3300

Email: cchelp@charlestoncounty.org
https://cc.charlestoncounty.org/

Charleston
Behavioral Health Group-Charleston Treatment Center
2301 Cosgrove Avenue
Suite F
North Charleston, SC 29405
Phone: (843) 529-0700
Email: katherine.perry@bhgrecovery.com

Charleston
Crossroads Treatment Center of Charleston
2470 Mall Drive
Unit C&D
North Charleston, SC 29406
Phone: (843) 207-4721
Email: cbowman@ctc.care

Cherokee
Cherokee County Commission on Alcohol and Drug Abuse
201 West Montgomery Street
Gaffney, SC 29341
Phone: (864) 487-2721
Email: hstevens@cherokeerecovery.com
https://cherokeerecovery.com/

Chester
Hazel Pittman Center
130 Hudson Street
Chester, SC 29706
Phone: (803) 377-8111
Fax: (803) 581-5380
Email: info@hazelpittman.org
https://hazelpittman.org/

Chesterfield
The ALPHA Behavioral Health Center-Chesterfield County
120 Commons DrivePO Box 838
Chesterfield, SC 29709
Phone: (843) 623-7062
Fax: (843) 623-7112
On-Call Emergency Telephone Number: 803-427-8135
Email: mjones@alphacentersc.com
https://www.alphabehavioralhealthcenter.org/

Clarendon
Clarendon Behavioral Health Services
14 North Church Street
PO Box 430
Manning, SC 29102
Phone: (803) 435-2121
Email: cccada@clarendonbhs.com
www.clarendonbhs.com

Colleton
Pillars of Hope
1439 Thunderbolt Drive
PO Box 1037
Walterboro, SC 29488
Phone: (843) 538-4343
Fax: (843) 538-7613
Email: inquiry@pillars4hope.org
https://www.pillars4hope.org/

Darlington
Rubicon Family Counseling Services
510 East Carolina Avenue
Hartsville, SC 29550
PO Boc 2076
Hartsville, SC 29551
Phone: (843) 332-4156
Fax: (843) 332-4159
Emergency Line: (843) 861-2740
Email: info@rubiconsc.org
https://rubiconsc.org/

Darlington
Starting Point of Darlington LLC (Crossroads)
1451 Retail Row
Hartsville, SC 29550
Phone: (843) 383-4848
Email: rboone@ctc.care

Dillon
Trinity Behavioral Care-Dillon County
1719 Commerce Drive
Dillon, SC 29536
Phone: (843) 774-6591
Email: dillon@trinitybehavioralcare.org
https://www.trinitybehavioralcare.org

Dorchester
Dorchester Alcohol and Drug Commission
320 Midland Parkway
Suite C
Summerville, SC 29485
Phone: (843) 871-4790
Fax: (844) 965-9336
Email: csadler@dadc.org
https://www.dadc.org

Edgefield
Cornerstone Edgefield County
603 Augusta Road
PO Box 41
Edgefield, SC 29824
Phone: (803) 637-9336

Email: frontdesk@cornerstonecares.org
https://cornerstonecares.org/

Fairfield
Fairfield Behavioral Health Services
178 US Hwy 321 Bypass N
PO Box 388
Winnsboro, SC 29180
Phone: (803) 635-2335
Fax: (803) 635-9695
Email: vkennedy@fairfieldbhs.org
Fairfeildbhs.org

Florence
Florence Treatment Specialists
1591 S. Irby Street Florence, SC 29505
Phone: (843) 206-0845
Email: tiffany.devaughan@treatment-specialists.com

Florence
Starting Point of Florence (Crossroads)
1341 N. Cashua Drive
Florence, SC 29501
Phone: (843) 673-9320
E-Mail: cjackson@crossroadstreatmentcenters.com

Florence
Circle Park Behavioral Health Services
238 South Coit Street
Florence, SC 29502
Phone: (843) 665-9349
After Hours Line: (843) 687-6738
Email: help@circlepark.com
https://www.circlepark.com/

Georgetown
Georgetown County Alcohol and Drug Abuse Commission
1423 Winyah Street
Georgetown, SC 29440
PO Box 515
Georgetown, SC 29442
Phone: (843) 546-6081
Fax: (843) 527-1697
Email: rcarr@gcadac.org
https://gcadac.net

Greenville
Phoenix Center
1400 Cleveland Street
Greenville, SC 29607
PO Box 1948
Greenville, SC 29602

Phone: (864) 467-3790

Email: cdeaton@phoenixcenter.org
https://www.phoenixcenter.org

Greenville
Crossroads Treatment Center of Greenville
157 Brozzini Court
Greenville, SC 29615
Phone: (864) 288-7636
Email: pklepchick@ctc.care

Greenville
Greenville Metro Treatment Center
602 Airport Road
Greenville, SC 29607
Phone: (864) 234-7952
Email: patricia.gordon@cmglp.com

Greenville
Ascent Recovery Solutions
634 Fairview Road
Building I
Simpsonville, SC 29680
Phone: (864) 228-7788
Email: easton@ascentrecoverysolutions.com

Greenwood
Cornerstone Alcohol and Drug Abuse Program
1612 Rivers Street
PO Box 50209
Greenwood, SC 29649
Phone: (864) 227-1001
https://cornerstonecares.org/

Greenwood
Greenwood Treatment Specialists
519 Monument Street
Greenwood, SC 29646
Phone: (864) 407-4160
E-Mail: thill@greenwoodtreatment.com

Hampton
New Life Center -Hampton County
102 Ginn Altman Avenue
Suite C
Hampton, SC 29924
Phone: (803) 943-2800
Toll Free: (877) 943-2800
Fax: (803) 943-2267
Email: erivers@nlcbhsa.org
https://newlifecenteradc.org

Horry
Shoreline Behavioral Health Services
2404 Wise Road
Conway, SC 29526
PO Box 136
Conway, SC 26528
Phone: (843) 365-8884
Fax: (843) 248-6685
Email: help@shorelinebhs.org
https://shorelinebhs.org/

Horry
Center of Hope of Myrtle Beach LLC
104 George Bishop Parkway
Myrtle Beach, SC 29579
Phone: (843) 903-6212
Email: seda@ctc.care

Horry
Myrtle Beach Treatment Specialist LLC
16078 Executive Avenue
Myrtle Beach, SC 29577
Phone: (843) 712-7316
Email: tiffany.good@treatment-specialists.com

Jasper
New Life Center -Jasper County
651 Grays Hwy
Mary Gordon Ellis Building
PO Box 1362
Ridgeland, SC 29936
Phone: (843) 726-5996
Fax: (843) 726-4313
Email: erivers@nlcbhsa.org
https://newlifecenteradc.org

Jasper
Ridgeland Comprehensive Treatment Center
124-A Boardwalk Drive
Ridgeland, SC 29936
Phone: (843) 645-2770
Email: victoria.folds@ctcprograms.com

Kershaw
The ALPHA Behavioral Health Center-Kershaw County
208 King Street
Camden, SC 29020
Phone: (803) 432-6902
Fax: (803) 425-0923
On-Call Emergency Telephone: (803) 427-8135
Email: mjones@alphacentersc.com
https://www.alphabehavioralhealthcenter.org

Lancaster
Lancaster Treatment Specialists
977 North Main Street
Lancaster, SC 29720
Phone: (803) 745-7001
E-Mail: jay.wright@lancastertreatment.com

Lancaster
Counseling Services of Lancaster
114 South Main Street
PO Box 1627
Lancaster, SC 29720
Phone: (803) 285-6911
Fax: (803) 286-6697
Email: csl@cslancaster.org
https://www.counselingserviceslancaster.org/

Laurens
Clear Skye Treatment Center
1035 Medical Ridge Road Clinton, SC 29325
Phone: (864) 547-2089
Email: director@clearskyetreatmentcenters.com

Laurens
Gateway Counseling Center
219 Human Services Road
Clinton, SC 29325
Phone: (864) 833-6500
Fax (864) 547-1901
Email: info@gatewaycounseling.org
https://www.gatewaycounseling.org

Lee
The Lee Center
108 E. Church Street
Bishopville, SC 29010
Phone: (803) 484-6025
On-Call Emergency Telephone : (803) 427-8135
Fax: (803) 484-6121
Email : mjones@alphacentersc.com
https://www.alphabehavioralhealthcenter.org

Lexington
LRADAC Lexington/Richland Alcohol and Drug Abuse Council
1068 S. Lake Drive
Lexington, SC 29073
Phone: (803) 726-9400
https://www.lradac.org

Lexington
Lexington Treatment Specialists
185 Lott Court
West Columbia, SC 29169

Phone: (803) 719-4050
Email: sheldon.white@treatment-specialists.com

Marion
Trinity Behavioral Care-Marion County
424 Guyton Court
Mullins, SC 29574
PO Box 1011
Marion, SC 29571
Phone: (843) 423-8292
Email: marion@trinitybehavioralcare.org
https://www.trinitybehavioralcare.org

Marlboro
Trinity Behavioral Care-Marlboro County
515 David's Pond Road
Bennettsville, SC 29512
Phone: (843) 479-5683
Email: marlboro@trinitybehavioralcare.org
https://trinitybehavioralcare.org

McCormick
Cornerstone - McCormick County
504 North Mine Street
PO Box 337
McCormick, SC 29835
Email: frontdesk@cornerstonecares.org
https://cornerstonecares.org/

Newberry
Westview Behavioral Health Services-Newberry County
800 Main Street
Newberry, SC 29108
Phone: (803) 276-5690
Fax: (803) 321-2234
Email: hgray@westviewbehavioral.org
http://www.westviewbehavioral.org/

Oconee
Anderson/Oconee Behavioral Heath Services
205 Holleman Street Seneca, SC 29678
Phone: (864) 882-7563
Fax: (864) 882-7388
E-Mail: karenbeck@aobhs.org

Oconee
Crossroads Trématent Center of Seneca
209 Oconee Square Drive
Seneca, SC 29678
Phone : (864) 888-2337
Email : jwilliams@ctc.care

Orangeburg

Tri-County Commission on Alcohol and Drug Abuse-Orangeburg County
William J. McCord Adolescent Treatment Facility - Dawn Center
910 Cook Road
Orangeburg, SC 29118
PO Box 1166
Orangeburg, SC 29116
Phone: (803) 536-4900
Fax: (803) 531-8419
Email: mdennis@tccada.state.sc.us
https://www.tccada.com

Pickens
Behavioral Health Services of Pickens County
208 East 1st Avenue Pickens, SC 29640
Phone: (864) 898-5800
Email: afarmer@bhspickens.com
https://www.bhspickens.com/

Pickens
Easley Comprehensive Treatment Center
1653 East Main Street
Easley, SC 29640
Phone: (864) 306-8533
Email: stephanie.moller4@gmail.com

Richland
LRADAC Lexington/Richland Alcohol and Drug Abuse Council
2711 Colonial Drive
Columbia, SC 29203
PO Box 50597
Columbia, SC 29250
Phone: (803) 726-9300
http://www.lradac.org/

Richland
New Season/Columbia Metro Treatment Center
560 Chris Drive
West Columbia. SC 29169
Phone: (803) 791-9422
Email: latasha.frazier@cmglp.com

Richland
Crossroads Treatment Center of Columbia
1421 Bluff Road
Columbia, SC 29201
Phone: (803) 733-5855
Email: arussell@ctc.care

Saluda
Westview Behavioral Health Services - Saluda County
204 N. Ramage Street
Saluda, SC 29138-1359
Phone: (864) 445-2968
Fax: (864) 445-9592
Email : sbhs01@embarqmail.com
https://www.westviewbehavioral.org/

Spartanburg
The Forrester Center for Behavioral Health
129 Dillon Drive
Spartanburg, SC 29307
Phone: (864) 582-7588
Email: pwheatley@theforrestercenter.org
https://theforrestercenter.org/

Spartanburg
Palmetto Carolina Treatment Centers
325 Inglesby Parkway
Unit F
Duncan, SC 29334
Phone : (864) 433-8443
Email : malcolm.moore@carolinatc.com

Spartanburg
Behavioral Health Group-Spartanburg
239 Access Road
Spartanburg, SC 29303
Phone : (864) 503-0207
Email : joseph.barr@bhgrecovery.com

Spartanburg
Upstate Treatment Specialists
7092 Howard Street
Suite E
Spartanburg, SC 29303
Phone : (864) 335-6910
Email : joseline.timmons@treatmentspecialists.com

Sumter
Sumter Treatment Specialist
1031 Broad StreetSumter, SC 29501
Phone: (803) 848-0035
Email: rosalyn.richardson@treatment-specialists.com

Sumter
Sumter Behavioral Health Services
755 Electric Drive
Sumter, SC 29153
PO Box 39
Sumter, SC 29153
Phone: (803) 905-5100
Fax: (803) 905-5171
Email: scampbell@sumterbhs.org
https://sumterbhs.org

Union
Healthy U Behavioral Health Services
201 South Herndon Street
Union, SC 29379
Phone: (864) 429-1656
Email: ccrosby@hubhs.org
https://unionhubhs.org/programs/

Williamsburg
Circle Park Behavioral Health
Services
238 S Coit Street
Florence, SC 29501Phone: (843) 665-9349
Email: help@circlepark.com
https://www.circlepark.com/

York
Keystone Substance Abuse Services
P.O. Box 4437
199 South Herlong Avenue
Rock Hill, SC 29732
Phone: (803) 324-1800
Email: info@keystoneyork.org
http://www.keystoneyork.org/

York
Rock Hill Treatment Specialists
1274 E. Main Street
Rock Hill, SC 29730
Phone: (803) 526-7666
Email: suzanne.davignon@rockhilltreatment.com

York
York County Treatment Center
377 Ruben center Drive
Suite 101
Fort Mill. SC 29715
Phone: (803) 547-75238
Email: karolin.eichler@cmglp.com

Student Campus Security Information

The Campus Security Act signed into law November 1990 contains several requirements. These requirements, along with campus responses, are listed below.

(A) A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.

Lancaster: When an accident, incident or other emergency occurs on campus the procedures and facilities for students and others to report them are as follows:

If an accident or emergency occurs, the Dean, an Associate Dean, the Director of Security and Emergency Management, the Building Director, or a nurse is notified and he or she makes an assessment of the injury and its severity. On-site treatment is limited to general first aid such as bandages and ice packs. The injured person is transported to the hospital or doctor by the Lancaster County Emergency Medical Service when proper treatment cannot be provided on site. The family is also notified of the accident if necessary.

If an incident occurs, the Dean, Associate Dean, Assistant Dean, or the Director of Security and Emergency Management is notified and he or she makes an assessment and responds to the injuries and the incident if it is of a civil nature. If the incident or accident is of a criminal nature (such as theft) or property damage occurs (such as an automobile accident) the City of Lancaster Police are contacted and take responsibility for investigation for the incident.

To consistently assure safety measures on campus, USC Lancaster utilizes the Carolina Alert System which can send SMS/text and voice messages to your cell phone, e-mail address and land-line phone in case of emergencies. To sign up, log onto your VIP account, click on the Personal folder, then Emergency Notification. For more information concerning emergency response go to USC Lancaster Emergency Response Guide. An additional emergency system, the LYNZ, is also available. This system links all hired-wired computers to the emergency first responders system.

Salkehatchie: All emergencies or criminal actions can be reported to any administrative office on campus. Administrative offices will report crimes or emergencies directly to the Director of Finance. During evening hours, emergencies can be reported to the library and the administrator on call will be contacted. During normal campus hours, a maintenance supervisor of each shift has an emergency cell phone on his person at all times. That number is distributed to faculty, staff and students to use in case of emergency as well. These individuals have direct contact with the Allendale and Walterboro police departments.

To consistently assure safety measures on campus, USC Salkehatchie utilizes the Carolina Alert System which can send SMS/text and voice messages to your cell phone, e-mail address and land-line phone in case of emergencies. To sign up, log onto your mysc.edu account, click on the Personal folder, then Emergency Notification. For more information concerning emergency response, go to

https://www.sc.edu/about/system_and_campuses/salkehatchie/internal/current_students/carolina_alert/index.php

Sumter: If an emergency occurs on campus, the Associate Dean for Administrative and Financial Services is notified and a decision is made on the action to be taken based on assessment of the

situation or emergency that has occurred. On-site treatment is limited to general first aid such as bandages and ice packs. The injured person is transported to the hospital or doctor by USC Sumter personnel or the Sumter County EMS ambulance service. The family is also notified of the accident if necessary.

To consistently assure safety measures on campus, USC Sumter utilizes the Carolina Alert System which can send SMS/text and voice messages to your cell phone, e-mail address and land-line phone in case of emergencies. To sign up, log onto your SSC account, click on the Personal folder, then Emergency Notification. For more information concerning emergency response, go to http://carolinaalert.sc.edu/

If the incident or accident is of a criminal nature (such as theft) or property damage occurs (such as an automobile accident) the City of Sumter Police are contacted and takes responsibility for the incident.

Union: When an accident, incident or other emergency occurs on campus the procedures and facilities for students and others to report them are as follows:

If an accident or emergency occurs, the Dean, the Associate Dean, the Director of Operations, or the Campus Health and Safety/Security Director is notified, and he or she assesses the injury and its severity. On-site treatment is limited to general first aid such as bandages and ice packs. The injured person is transported to the hospital or doctor by the Union County Emergency Medical Service when proper treatment cannot be provided on site. The family is also notified of the accident if necessary.

The Dean, the Associate Dean, the Director of Operations, or the Campus Health and Safety/Security Director are notified, and he or she makes an assessment and responds to the injuries and the incident if it is of a civil nature. If the incident or accident is of a criminal nature (such as theft) or property damage occurs (such as an automobile accident) local law enforcement are contacted and take responsibility for investigation for the incident.

If an emergency occurs on the campus, the Campus Dean is notified, and a decision is made on the action to be taken based on assessment of the situation or emergency that has occurred. To consistently ensure safety measures on campus, USC Union utilizes the Carolina Alert System which can send SMS/text and voice messages to your cell phone, e-mail address and land- line phone in case of emergencies. To sign up, update your account settings by following these instructions:

1. Log in to my.sc.edu/emergency.

2. You will be presented with a series of screens to update your information. Complete all applicable fields and ensure your information is correct. Do not skip these messages.

(B) A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

Lancaster: The Director of Security and Emergency Management is responsible for enforcing the rules and regulations of the stated policies. He is usually on campus from early morning until late afternoon. He is in constant communication with the administration to ensure an immediate response to any emergency.

Security guards work a rotating shift to provide security for the campus. The on-duty guard is stationed in the Facilities Building and makes hourly rounds over the entire campus including the parking lots. If guards should encounter any problems or incidents that they cannot solve, they call the Director of Security and Emergency Management and/or the City of Lancaster Police to activate emergency responders.

Salkehatchie: Campus facilities are monitored routinely by campus personnel as well as regular checks by campus administrators weeknights and weekends. Campus personnel are available on site from 7:00 a.m. until 10:00 p.m. Personnel have radio contact with other campus personnel as well as contact with the Allendale and Walterboro Police Departments. No on-campus housing exists. In addition, the maintenance supervisor of each shift has a cell phone on him at all times. The number for the phone is distributed to all students, faculty, and staff to be used in case of emergencies.

Sumter: The Associate Dean for Administration and Financial Services is responsible for enforcing the rules and regulations of the stated policies. He is usually on campus from early morning until late afternoon. He is in constant communication with the administration, city police, or EMS by means of radio to insure an immediate response to any emergency.

The Maintenance Department (two individuals), the Computer Service Department (three individuals), the Director of Student Life, and the Associate Dean for Administrative and Financial Services also carry radios and respond to any emergency call. After hours all emergencies should be handled by dialing 9-911 from a campus phone.

Union: The Dean's Office is responsible for enforcing the rules and regulations of the campus policies. The Campus Dean, Associate Dean, Human Resources Director, and Campus Health and Safety/Security Director are available for immediate emergencies.

The Campus Health and Safety/Security Director is in constant communication with the administration to ensure immediate response to any emergency. The City of Union and other local law enforcement services could be utilized when necessary for accidents or incidents that may be criminal in nature or vehicle accidents and/or property damage. The USC System Law Enforcement Division is also utilized when necessary, depending on the situation. The operations and security staff work on rotating shifts providing security for the campus from 8:00 a.m. until 8:00 p.m. Monday – Thursday, 8:00am until 5:00pm on Friday during the fall and spring terms and are on call and make routine checks on the weekends and other hours. The Director of Operations (803-447-1265) and the Campus Health and Safety/Security Director (864-441-2108) are available 24 hours on weekdays and weekends through the fall, spring, and summer terms for any emergencies.

Local law enforcement officers are used during special events and for other activities on campus when necessary. After hours, Union Public Safety can be contacted using the 911 system.

(C) A statement of current policies concerning campus law enforcement, including--

1. The enforcement authority of security personnel, including their working relationship with State and local police agencies;

Lancaster: The Director of Security and Emergency Management is responsible for enforcing the rules and regulations of the stated policies. He is usually on campus from early morning until late afternoon. He is in constant communication with the administration to ensure an immediate response to any emergency.

Security guards work a rotating shift to provide security for the campus. The on-duty guard is stationed in the Facilities Building and makes hourly rounds over the entire campus including the parking lots. If guards should encounter any problems or incidents that they cannot solve, they call the Director of Security and Emergency Management and/or the City of Lancaster Police to activate emergency responders

Salkehatchie: In case of emergency, always call 911. The Director of Business and campus Operations is responsible for enforcing the rules and regulations of the stated policies. **During business hours contact this person, maintenance on campus, or city police.** This person and the Maintenance and Custodial Personnel are available for immediate response for any campus emergency. The City of Allendale Police Department or the City of Walterboro Police Department **are utilized after hours or,** when necessary, for accidents or incidents that may be criminal in nature or automobile accidents and/or property damage. The USC System Law Enforcement Division is also utilized when necessary, depending on the situation.

Sumter: The Associate Dean for Administrative and Financial Services is responsible for enforcing the rules and regulations of the stated policies. He is usually on campus from early morning until late afternoon. He is in constant communication with the administration, city police, or EMS by means of radio to insure an immediate response to any emergency.

The Maintenance Department (two individuals), the Computer Service Department (three individuals), the Director of Student Life, and the Associate Dean for Administrative and Financial Services also carry radios and respond to any emergency call. After hours, all emergencies should be handled by dialing 9-911 from a campus phone.

Union: The Dean's Office is responsible for enforcing the rules and regulations of the campus policies. The Campus Dean, Associate Dean, Human Resources Director, and Campus Health and Safety/Security Director are available for immediate emergencies.

The Campus Health and Safety/Security Director is in constant communication with the administration to ensure immediate response to any emergency. The City of Union and other local law enforcement services could be utilized when necessary for accidents or incidents that may be criminal in nature or vehicle accidents and/or property damage. The USC System Law Enforcement Division is also utilized when necessary, depending on the situation. The operations and security staff work on rotating shifts providing security for the campus from 8:00 a.m. until 8:00 p.m. Monday – Thursday, 8:00am until 5:00pm on Friday and are on call and make routine checks on the weekends and other hours. The Director of Operations (803-447-1265) and the Campus Health and Safety/Security Director (864-441-2108) are available 24 hours on weekdays and weekends through the fall, spring, and summer terms for any emergencies.

Local law enforcement officers are used during special events and for other activities

on campus when necessary. After hours, Union Public Safety can be contacted using the 911 system.

(II) policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.

Lancaster: The Director of Security and Emergency Management is responsible for enforcing the rules and regulations of the stated policies. He is usually on campus from early morning until late afternoon. He is in constant communication with the administration to ensure an immediate response to any emergency.

Security guards work a rotating shift to provide security for the campus. The on-duty guard is stationed in the Facilities Building and makes hourly rounds over the entire campus including the parking lots. If guards should encounter any problems or incidents that they cannot solve, they call the Director of Security and Emergency Management and/or the City of Lancaster Police to activate emergency responders.

Salkehatchie: Students and staff are encouraged to report all crimes and emergencies to the administration and local police agencies.

Sumter: The Associate Dean for Administrative and Financial Services is responsible for enforcing the rules and regulations of the stated policies. He is usually on campus from early morning until late afternoon. He is in constant communication with the administration, city police, or EMS by means of radio to insure an immediate response to any emergency.

The Maintenance Department (two individuals), the Computer Service Department (three individuals), the Director of Student Life, and the Associate Dean for Administrative and Financial Services also carry radios and respond to any emergency call. After hours, all emergencies should be handled by dialing 9-911 from a campus phone.

Union: The Dean's Office is responsible for enforcing the rules and regulations of the campus policies. The Campus Dean, Associate Dean, Human Resources Director, and Campus Health and Safety/Security Director are available for immediate emergencies.

The Campus Health and Safety/Security Director is in constant communication with the administration to ensure immediate response to any emergency. The City of Union and other local law enforcement services could be utilized when necessary for accidents or incidents that may be criminal in nature or vehicle accidents and/or property damage. The USC System Law Enforcement Division is also utilized when necessary, depending on the situation. The operations and security staff work on rotating shifts providing security for the campus from 8:00 a.m. until 8:00 p.m. Monday – Thursday, 8:00am until 5:00pm on Friday and are on call and make routine checks on the weekends and other hours. The Director of Operations (803-447-1265) and the Campus Health and Safety/Security Director (864-441-2108) are available 24 hours on weekdays and weekends through the fall, spring, and summer terms for any emergencies.

Local law enforcement officers are used during special events and for other activities on campus when necessary. After hours, Union Public Safety can be contacted using the 911 system.

(D) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

Lancaster: USC Lancaster requires that all faculty, staff and students have Carolina Card IDs on their person when they are on campus. The Carolina Card IDs are checked when necessary by the Director of Security and Emergency Management, the Administration, the Security Guards, and the City Police to ensure that only authorized personnel are using the facility. All faculty, staff and students are required to have a USC Lancaster parking decal attached to their vehicle when parking on campus. The director is responsible for the registration records and policing the parking lots to ensure that only registered vehicles are parking on campus. The Security Guards also check parking decals during their rounds to help ensure the safety of everyone.

Salkehatchie: Campus security procedures are published in the weekly campus announcement paper and in USC Salkehatchie Handbook. Procedures are emphasized during student orientation.

Sumter: USC Sumter requires that all faculty, staff, students, and University Administrators have IDs on their person when they are on campus and the IDs are checked when necessary by the authorized employees to ensure that only approved personnel are using the facility. All faculty, staff and students are required to have a USC Sumter parking decal attached to their vehicle when parking on campus. The Associate Dean for Administration and Financial Services is responsible for the registration records and policing the parking lots to ensure that only registered vehicles are parking on campus. The maintenance staff also check parking decals during their rounds to help ensure the safety of everyone.

Union: USC Union requires that all faculty, staff and students have Carolina Card IDs on their person when they are on campus. The Carolina Card IDs are checked when necessary by the Campus Health and Safety/Security Director, the Administration, and local law enforcement to ensure that only authorized personnel are using the facility. All faculty, staff and students are required to have their vehicles registered and USC Union parking decals attached to their vehicle for parking on campus. The Campus Health and Safety/Security Director is responsible for the registration records and policing the parking lots to ensure that only registered vehicles are parking on campus. Parking lots are checked and monitored for security purposes and parking violations.

Campus security procedures are published in the Student Handbook. All students are informed of security procedures and practices during orientation sessions and special student meetings, which are scheduled each semester. Other programs on safety and security are frequently scheduled for students and other campus personnel.

(E) A description of programs designed to inform students and employees about the prevention of crimes.

Lancaster: All freshmen and new students are informed of security procedures and practices during freshman orientation and are encouraged to be responsible for their own security and the security of others. Students are directed online to handbooks that describe the proper conduct that is essential to the operation of USCL. Those individuals who refuse to conduct themselves in a manner consistent with those statements may be subject to criminal and/or civil proceedings, as well as stated University sanctions described in the handbook. Students are also informed in University 101 large group meetings.

Salkehatchie: Crime prevention programs are incorporated in the student orientation class, University 101. Guest speakers are on campus to present programs on a regular basis. Campus security procedures are published in the USC Salkehatchie Student Handbook.

Sumter: All freshmen and new students are informed of the security procedures and practices during new student orientation and are encouraged to be responsible for their own security and the security of others. **Students are provided online access to the USC Sumter Student Handbook** that describes the proper conduct for the campus. A security newsletter is published once a year offering safety and security tips and statistics. This information is also available on the USC Sumter homepage at http://www.sc.edu/about/system_and_campuses/sumter/index.php

Union: All freshmen and new students are informed of security procedures and practices during freshman orientation and are encouraged to be responsible for their own security and the security of others. Students are provided online access to the USC Union Student Handbook that describes the proper conduct for the campus. Those individuals who refuse to conduct themselves in a manner consistent with those statements may be subject to criminal and/or civil proceedings, as well as stated University sanctions described in the handbook. Students are also informed in University 101 classes.

(F) Statistics concerning the occurrence on campus, during the most recent school year, and during the two preceding school years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies—

The report for your campus may be found at this link: http://ope.ed.gov/campussafety/#/

Requires a hyphen to search if auto-populate does not work. Example: University of South Carolina - Lancaster

(G) A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution. The off-campus student organizations are those recognized by the institution, including student organizations with off-campus housing facilities.

Lancaster: USC Lancaster must authorize and is in the process of developing procedures to request any off-campus activities by student organizations. All student activities are carried out on campus where school officials and local law enforcement officials monitor and maintain proper conduct.

Salkehatchie: No off-campus student organizations are recognized by the institution.

Sumter: Student organizations are authorized to have off-campus activities **ONLY** after being approved by the Director of Student Life. Without approval, students are not recognized by the institution. Other than approved events/activities there are no off-campus student organizations authorized by the institution.

Union: No off-campus student organizations are recognized by the institution. USC Union does not authorize off-campus activities by student organizations, unless approved by the Campus Dean and the Student Life Coordinator. All on or off campus activities are supervised and monitored by campus officials and local law enforcement is utilized for certain campus activities.

(H) Statistics concerning the number of arrests and referrals for disciplinary action for the following crimes occurring on campus:

The report for your campus may be found at this link: http://ope.ed.gov/campussafety/#/

Requires a hyphen to search if auto-populate does not work. Example: University of South Carolina - Lancaster

(I) A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education programs as required under section 1213 of the Higher Education Act of 1965, as amended. (Section 1213 of the Higher Education Act of 1965, as amended, contains the drug free campuses requirements added by section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226)).

Lancaster: The following policy statements are listed in the USC-L Student Handbook.

ALCOHOL: The facilities, grounds, and parking lots at USCL are patrolled as public areas where open containers, sale, consumption, or underage possession of alcohol is illegal unless otherwise designated by permit. Persons not in compliance with the law are subject to arrest, prosecution, and loss of use of University facilities. Students are also subject to University sanctions for non-compliance. In order to comply with South Carolina alcohol legislation, the USC Lancaster Student Government Association will not sell or otherwise provide alcohol at student activities, including academic field trips.

DRUGS: Use, possession, sale or purchase of drugs on or adjacent to University property may result in criminal prosecution and University sanctions including, but not limited to, permanent expulsion from the University. University and community services to assist individuals with alcohol and drug dependency problems are available through USCL Counseling Services, Bradley Building Room 128.

A behavioral intervention team is in place to address any student behavioral issue. Faculty, staff, and students are provided information regarding procedures of the team.

Additional Regulations:
The campus adheres to the USC Human Resource policy on alcohol and drug use (pp. 5-6). Policies are distributed to all employees, including student employees via notification of the availability of this document.

Salkehatchie: 1.) It is the policy of this campus of the University of South Carolina that alcohol (beer, wine, distilled spirits) will not be included in any student activities; i.e., academic field trips, club events, student government activities or athletics and field events; whether on or off the immediate campus. 2.) Beer and wine or distilled beverages are not to be transported in a state vehicle. 3.) Special events that relate to the greater community such as luncheons, support gatherings, and theater events shall be exempt from the above policies. However, monitoring of those attending who drink must be assured. 4.) For special events, those beverages included may not be sold, however, a contribution may be taken at the point of delivery.

The campus adheres to the USC Human Resource policy on alcohol and drug use (pp. 5-6). Policies are distributed to all employees, including student employees via notification of the availability of this document.

Sumter: ALCOHOL: Alcoholic beverages may be served at events sponsored by USC Sumter on or off campus. No one will be served or consume alcoholic beverages who is under the age of twenty-one (21) or who appears intoxicated.

The Student Government Association of the University of South Carolina Sumter will determine the alcohol policy for USC Sumter student sponsored events, subject to approval by the Dean of the University. Current policy prohibits the distribution and consumption of alcoholic beverages at student events, programs and activities on and off campus including academic field trips.

Non-USC Sumter groups/organizations authorized by proper authority to use USC Sumter facilities may serve alcoholic beverages at specified events upon securing permission from the appropriate university official.

It is the responsibility of the sponsoring individual or organization to insure that the policies of the University of South Carolina and USC Sumter, and the laws of the State of South Carolina are enforced and complied with at events where alcoholic beverages are served and/or consumed.

DRUGS: USC Sumter prohibits the unlawful possession, use, and distribution of illegal drugs (such as marijuana, amphetamines, cocaine, barbiturate, opiates, hallucinogens, etc.) by students and employees on or off campus. Students charged with drug related offenses off campus must report the incident to the Director of Student Life within three (3) class days.

The campus adheres to the USC Human Resource policy on alcohol and drug use (pp. 5-6). Policies are distributed to all employees, including student employees via notification of the availability of this document.

Union:

ALCOHOL: USC Union has developed a policy prohibiting the consumption of alcoholic beverages, by students, at any University function. This decision was made in recognition of the fact that most "traditional" USC Union students have not reached the legal age for consumption of alcoholic beverages in South Carolina. If the legal age for consumption of alcoholic beverages changes, the Student Affairs Committee and the campus administration will review the current policy. Until then, no alcoholic beverages will be allowed at student functions.

Sanctions: Student organizations or individual students who violate University of South Carolina policies, and state or federal laws, are subject to civil, criminal, and University proceedings and sanctions. The University campus is not a sanctuary that relieves students of their responsibilities as citizens to abide by local, state, and federal laws, or University regulations, policies, and procedures. University penalties may include but are not limited to cancellation of activities, forfeiture of organizational license, and University disciplinary action. Violation of state or federal law may lead to an arrest or a fine.

DRUGS: The University of South Carolina, as a matter of policy, prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances by University students as set forth in South Carolina Code of Laws, Section 44-53-110 et seq. This policy prohibits possession or sale of drug paraphernalia (such as roach clips, bongs, water pipes, cocaine spoons) as defined in South Carolina Code of Laws, Section 44-53-110 and Section 44-53-391; the non-prescribed use of anabolic steroids as defined in the South Carolina Code of Laws, Section 44-53-1510 et seq.; and the distribution or delivery of an imitation (“look alike”) non-controlled substance represented as a controlled substance as defined in South Carolina Code of Laws Section 44-53-390.

The University must maintain its primary function as a center of learning. At the same time, it must be clear that local, state, and federal laws apply equally off campus as well as on campus.

Additional Requirements: Possession, except on a physician's or dentist's prescription of stimulant, depressant, narcotic, or hallucinogenic drugs and other agents having a potential for abuse, violates University rules and is prohibited. The selling, bartering, exchanging and giving away of such drugs to any person not intended to possess them is also prohibited.

Sanctions: The University considers any violation of the drug policy to be a serious offense. The University will respond to all reported violations of this policy in accordance with published disciplinary procedures. Sanctions imposed may be influenced, in part, by mitigating or aggravating circumstances. The sanctions imposed by the University include but are not limited to: suspension held in abeyance with conditions, summary suspension and permanent suspension from the University. The continued enrollment of students not immediately suspended will be subject to conditions and restrictions recommended by the appropriate disciplinary committee or its designee.

The campus adheres to the USC Human Resource policy on alcohol and drug use (pp. 5-6). Policies are distributed to all employees, including student employees via notification of the availability of this document. Policies on alcohol and drugs can be found in the USC Union Student Handbook and reminders of these policies are distributed during orientations and via email once per semester to all enrolled students.

For further information on these topics, contact the S.C Department of Alcohol and Other Drug Abuse Services:

Union
Healthy U Behavioral Health Services
201 South Herndon Street
Union, SC 29379
Phone: (864)429-1656
Email: info@hubhs.org
https://unionhubhs.org/programs/

Laurens
GateWay Counseling Center
219 Human Services Road
Clinton, SC 29325
Phone: (864) 833-6500
Fax: (864) 833-6905
Email: info@gatewaycounseling.org
https://gatewaycounseling.org/

Clear Skye Treatment Center
1035 Medical Ridge Road
Clinton, SC 29325

Phone: 864-547-2089
Email: director@clearskyetreatmentcenters.com
https://clearskyetreatmentcenters.com/

A behavioral intervention team is in place to address any student behavioral issue. Faculty, staff, and students are provided information regarding procedures of the team.

Amendment: Effective July 1, 1993, each institution must have in place campus sexual-assault programs established to prevent sex offenses and the procedures to follow when a sex offense has occurred.

(A) Education programs to promote the awareness of rape, acquaintance rape, and other sex offenses;

Lancaster: All freshmen and new students are informed of the security procedures and practices during freshman orientation and are encouraged to be responsible for their own security and the security of others. Students are directed to the online version of the Student Handbook that describes proper conduct that is essential to the operation of USC Lancaster. If a student requests a hard copy of the Handbook, they are provided with one. The topic of sexual assault is addressed in University 101 classes, and the Sexual Assault Policy is outlined in the USCL Student Handbook.

A behavioral intervention team is in place to address any student behavioral issue. Faculty, staff, and students are provided information regarding procedures of the team.

Salkehatchie: Information on rape awareness, acquaintance rape and other sex offenses will be provided to students through University 101.

Sumter: USC Sumter provides educational programs regularly that promote the awareness of rape and other sexual offenses. These topics are often addressed in University 101 classes. The USC Sumter Sexual Assault/Rape policy and procedural guidelines are published in the USC Sumter Student Handbook.

Union: All freshmen and new students are informed of security procedures and practices during freshman orientation and are encouraged to be responsible for their own security and the security of others. Students are provided online access to the USC Union Student Handbook that describes the proper conduct for the campus and includes policies relating to sexual misconduct. Those individuals who refuse to conduct themselves in a manner consistent with those statements may be subject to criminal and/or civil proceedings, as well as stated University sanctions described in the handbook. USC Union provides educational programs to promote the awareness of rape and sexual offenses. These topics are also often addressed in University 101 classes.

(B) Possible sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) following an on-campus disciplinary procedure;

Lancaster: Students found guilty of sexual assault are subject to University sanctions including permanent suspension from the University.

Effective fall 2009 a behavioral intervention team will be in place to address any student behavioral issue. Faculty, staff, and students will be provided information regarding procedures of the team.

Salkehatchie: Students brought before the student discipline committee and found to be guilty of any violations of rules and regulations of the University may have sanctions imposed on them which are determined by that body and may include such sanctions as required counseling, suspension from the University for a semester or permanent suspension from the University or other sanctions prescribed by that body.

Sumter: The University considers any rape, or other sexual offense (forcible or non-forcible) involving a USC Sumter student to be a serious offense. The University will respond to all reported violations in accordance to the disciplinary procedures published in the USC Sumter Student Handbook. Sanctions imposed may be influenced, in part, by mitigating or aggravating circumstances. The sanctions imposed by the University include, but are not limited to, suspensions held in abeyance with conditions, and permanent suspensions from the University. The continued enrollment of students not immediately suspended will be subject to conditions and restrictions recommended by the appropriate USC Sumter Disciplinary Committee.

Union: All sexual offenses are considered to be serious offenses. The University will respond to all reported violations in accordance to the disciplinary procedures published in the USC Union Student Handbook. The sanctions imposed by the University on individuals found in violation, include, but are not limited to, expulsion, suspension, conduct probation, and fines and restitution. The continued enrollment of students not immediately suspended will be subject to conditions and restrictions recommended by the Student Affairs Committee. The sanctions imposed by the University on student organizations found in violation, include, but are not limited to, permanent revocation of organizational registration, suspension of rights and privileges for a specified period, and conduct probation.

(C) Procedures students should follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported;

Lancaster: If a sexual assault occurs, the Dean, Associate Dean, or Director of Security and Emergency Management is notified. If the victim chooses to report the assault, the City of Lancaster Police Department is contacted and their sexual assault unit assists the victim and conducts the investigation. The services of the Palmetto Citizens Against Sexual Assault Agency are also made available to the victim.

Salkehatchie: Any sex offense that occurs can also be reported immediately to any administrative office on campus. It is very important to report it as soon as possible so as to preserve any evidence and it is important for the student to make every effort to preserve any evidence that may be necessary to prove criminal sexual conduct.

Sumter: The nature of rape and other sexual offenses requires immediate action by the victim. The emergency number for campus security is 3400 from an on-campus phone. In the event of a sexual assault on campus, contact the Director of Human Resources, the Director of Student Life, or the Associate Dean for Administrative and Financial Services who will in turn document all pertinent information. The student will be given the opportunity to report the

incident to local law enforcement officials. The student will be asked to preserve all evidence as proof of a criminal sexual assault. The student will be given the opportunity to seek immediate and appropriate medical attention and counseling.

Union: If a sexual assault occurs, the Dean, Associate Dean, or Campus Health and Safety/Security Director is notified. If the victim chooses to report the assault, local law enforcement is contacted and their sexual assault unit assists the victim and conducts the investigation.

Procedures for on-campus disciplinary action in cases of alleged sexual assault that shall include a clear statement that:

(I) The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and

(II) Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

(D) Procedures for on-campus disciplinary action in cases of alleged sexual assault that shall include a clear statement that:

(I) The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and

(II) Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

Lancaster: If the victim chooses to press charges, University disciplinary procedures will follow due process requirements and evidence from the police report, testimony of victim, alleged assailant(s), and witnesses will be evaluated. When possible, University disciplinary procedures will be conducted following trial in criminal court. The results of any disciplinary action will be in writing to the accused and the victim within ten working days. The accused may choose between a pre-hearing adjudication (if s/he accepts responsibility for the charges), an administrative hearing, or a hearing before the Student Affairs Committee.

Salkehatchie: Students have the right to file a grievance with the Salkehatchie Student Discipline committee to request on-campus disciplinary action in event of an alleged sexual assault. Both the accuser and accused are entitled to present their cases and have witnesses and/or others of their choosing present during any on-campus disciplinary proceeding and both the accuser and the accused would be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

Sumter: Upon notification by the alleged victim that a sexual assault has occurred, the University will begin disciplinary proceedings for violation of the student discipline code for the offense of sexual misconduct. The disciplinary procedures outlined in the USC Sumter Student Handbook shall govern. The accuser and the accused are entitled to the same opportunities to have others present during the campus disciplinary proceedings. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought forth alleging a sexual assault.

Union: Upon notification by the alleged victim that a sexual assault has occurred, the University will begin disciplinary proceedings for violation of the student discipline code for the offense of sexual misconduct. The disciplinary procedures outlined in the USC Union Student Handbook shall govern. The accuser and the accused are entitled to the same opportunities to have others present during the campus disciplinary proceedings. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought forth alleging a sexual assault.

(E) Informing students of their options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying these authorities, if the student chooses to do so;

Lancaster: If a sexual assault occurs, the Dean, Associate Dean, or Director of Security and Emergency Management are notified. All victims of sexual assault/battery are encouraged to report the incident to law enforcement agencies. If the victim chooses to report the assault, The City of Lancaster Police Department is contacted and their sexual assault unit assists the victim and conducts the investigation. The services of the Palmetto Citizens Against Sexual Assault Agency are also made available to the victim.

Salkehatchie: Students also have the option to notify local law enforcement officers of any sex offense, including local and on-campus police. If they choose to notify campus authorities, the campus authorities will assist the students in notifying the police if the student chooses to do so.

Sumter: It is university procedure for students reporting sexual assault on campus to be given their option to notify proper law enforcement authorities. This may include on-campus authorities and/or local police. The student has the option to be assisted in this process by campus officials, if the student chooses to do so.

Union: If a sexual assault occurs, the Dean, Associate Dean, or Campus Health and Safety/Security Director are notified. All victims of sexual assault/battery are encouraged to report the incident to law enforcement agencies. If the victim chooses to report the assault, Local law enforcement are contacted and their sexual assault unit assists the victim and conducts the investigation.

(F) Notifying students of existing counseling, mental health or student services for victims of sexual assault, both on campus and in the community;

Lancaster: USC Lancaster Counseling Services (803) 313-7013 and Palmetto Citizens Against Sexual Assault and Children's Advocacy Center, (803) 286-5232.

Salkehatchie: Personal counseling is available for students through MyGroup for both Allendale and Walterboro and a mobile mental health unit in Allendale.

Sumter: Students reporting sexual assault will be immediately made aware of the counseling services available on campus and at the Sexual Trauma Services at 800-491-7273. It is university procedure to assist a student in acquiring these services.

Union: Information regarding counseling and other services will be provided for victims of sexual assault on campus and in the community.

(G) Notifying students of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available.

Lancaster: It is appropriate for university officials to notify students of options for, and available assistance in, changing academic situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available. Every possible arrangement will be made to ensure the safety and functional capacity of the victim in such situations.

Salkehatchie: It is appropriate for university officials to notify students of options for, and available assistance in, changing academic situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available. Every possible arrangement will be made to ensure the safety and functional capacity of the victim in such situations.

Sumter: It is appropriate for university officials to notify students of options for, and available assistance in, changing academic situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available. Every possible arrangement will be made to ensure the safety and functional capacity of the victim in such situations.

Union: It is appropriate for university officials to notify students of options for, and available assistance in, changing academic situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available. Every possible arrangement will be made to ensure the safety and functional capacity of the victim in such situations.

Title IX

Lancaster

Sex Discrimination prohibited by Title IX includes sexual harassment, sexual assault, sexual violence, and sexual misconduct. Title IX also prohibits retaliation against an individual who, in good faith, asserts his or her rights under Title IX or other applicable federal laws and state laws prohibiting illegal discrimination.

Any student who experiences sexual harassment (including sexual misconduct, sexual assault or sexual violence) harassment or discrimination on the basis of sex is encouraged to contact Tracey Mobley Chavous or Dr. David Roberts (803) 313-7007, the USC Lancaster Title IX Coordinators. Ms. Mobley Chavous's office is located in Starr Hall Room 122 and she may be contacted via telephone at 803-313-7456. Dr. Roberts's office is in Starr Hall 126. Students may also contact Mr. Antonio Seat, Director of Security and Emergency Management if they would like assistance reporting the incident to local law enforcement. His office is located in the Maintenance Building, and he may be contacted via telephone at 803-313-7156.

P. 41 (C) If a sexual assault occurs the Title IX Coordinator is notified. If the victim chooses to report the assault to law enforcement, the City of Lancaster Police Department is contacted and their sexual assault unit assists the victim and conducts the investigation. The services of the Palmetto Citizens Against Sexual Assault Agency are also made available to the victim. Campus resources including counseling services, assistance and information from the

Director of Security and Emergency Management, assistance and information from the Department of Academic and Student Affairs and other departments deemed appropriate are made available to the victim.

P. 42 (E) If a sexual assault occurs the Title IX Coordinator is notified. If the victim chooses to report the assault to law enforcement, the City of Lancaster Police Department is contacted and their sexual assault unit assists the victim and conducts the investigation. The services of the Palmetto Citizens Against Sexual Assault Agency are also made available to the victim. Campus resources including counseling services, assistance and information from the Director of Security and Emergency Management, assistance and information from the Department of Academic and Student Affairs and other departments deemed appropriate are made available to the victim.

P 43 (F) Counseling and referral services are available at the USC Lancaster Counseling Services (803) 313-7013 or Catawba Community Mental Health Center (803) 285-7456, and MUSC Lancaster Health Emergency Room (803) 286-1479. Students will be assisted with acquiring these services.

P. 43 (G) It is appropriate for the campus Title IX Coordinator and the Department of Academic and Student Affairs to notify students of options for, and available assistance in changing, academic situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available. Every possible arrangement will be made to ensure the safety and functional capacity of the victim in such situations.

The report for your campus may be found at this link: http://ope.ed.gov/campussafety/#/

Requires a hyphen to search to search. Example: University of South Carolina - Lancaster

Salkehatchie Title IX

Sex Discrimination prohibited by Title IX includes sexual harassment, sexual assault, sexual violence, and

sexual misconduct. Title IX also prohibits retaliation against an individual who, in good faith, asserts his or her rights under Title IX or other applicable federal laws and state laws prohibiting illegal discrimination.

Any student who experiences sexual harassment (including sexual misconduct, sexual assault or sexual violence) harassment or discrimination on the basis of sex is encouraged to contact Jane Brewer, the USC Salkehatchie Title IX Coordinator. Her office is located in the Main Office on the Walterboro Campus and in the Student Center on the Allendale Campus and she may be contacted via telephone at 843-549-6314, ext. 301 on the Walterboro Campus or 803-584-3446, ext. 117 on the Allendale Campus. Students may also contact Jessica All, Director of Maintenance and Security if they would like assistance reporting the incident to local law enforcement. Her office is located in the Science Classroom Building in Allendale and she may be contacted via telephone at 803-584-3446, ext. 198.

P. 41 (C) If a sexual assault occurs the Title IX Coordinator is notified. If the victim chooses to report the assault to law enforcement, the City of Allendale or City of Walterboro Police Department (depending on which campus the assault occurs) is contacted and their sexual assault unit assists the victim and conducts the investigation. Campus resources including counseling services, assistance and information from the Director of Maintenance and Security, assistance and information from the Department of Academic and Student Affairs and other departments deemed appropriate are made available to the victim.

P. 42 (E) If a sexual assault occurs the Title IX Coordinator is notified. If the victim chooses to report the assault to law enforcement, the City of Allendale or City of Walterboro Police Department is contacted depending on where the assault occurs and their sexual assault unit assists the victim and conducts the investigation. Campus resources including counseling services, assistance and information from the Director of Law Enforcement and Security, assistance and information from the Department of Academic and Student Affairs and other departments deemed appropriate are made available to the victim.

P 43 (F) Counseling and referral services are available on campus through the Associate Dean for Student Affairs (also the Title IX Coordinator) or Coastal Empire Mental Health Center (843-549-1551 in Walterboro) , (803-584-4636 in Allendale) . Students will be assisted with acquiring these services.

P. 43 (G) It is appropriate for the campus Title IX Coordinator and the Department of Academic and Student Affairs to notify students of options for, and available assistance in changing, academic situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available. Every possible arrangement will be made to ensure the safety and functional capacity of the victim in such situations.

The report for your campus may be found at this link: http://ope.ed.gov/campussafety/#/

Requires a hyphen to search to search. Example: University of South Carolina - Lancaster

Sumter Title IX

Sex Discrimination prohibited by Title IX includes sexual harassment, sexual assault, sexual violence, and sexual misconduct. Title IX also prohibits retaliation against an individual who, in good faith, asserts his or her rights under Title IX or other applicable federal laws and state laws prohibiting illegal discrimination.

Any student who experiences sexual harassment (including sexual misconduct, sexual assault or sexual violence) harassment or discrimination on the basis of sex is encouraged to contact Kris Weissmann or Marchetta Williams, the USC Sumter Title IX Coordinators. Her office is located in the Williams-Brice-Edwards Administration Building Room 206-B and she may be contacted via telephone at 803-938-3721. Kris Weissmann's office is located in the Student Union Building Room 121-C and may be contacted via telephone at 803-938-3763.

P. 41 (C). If a sexual assault occurs the Title IX Coordinator is notified. If the victim chooses to report the assault to law enforcement, the City of Sumter Police Department is contacted and their sexual assault unit assists the victim and conducts the investigation. On campus counseling services and the services of the Sexual Trauma Services of the Midlands are made available to the victim. Campus resources and information from the Division of Student Affairs and other departments deemed appropriate are made available to the victim.

P. 42 (E). If a sexual assault occurs the Title IX Coordinator is notified. If the victim chooses to report the assault to law enforcement, the City of Sumter Police Department is contacted and their sexual assault unit assists the victim and conducts the investigation. On campus counseling services and the services of the Sexual Trauma Services of the Midlands are made available to the victim. Campus resources and information from the Division of Student Affairs and other departments deemed appropriate are made available to the victim.

P 43 (F) Counseling services are available on campus and referral services are available to the Santee Wateree Mental Health Center 803-775-9364 and Prisma Health Toumey Hospital 803-774-9000. Students will be assisted with acquiring these services.

P. 43 (G). It is appropriate for the campus Title IX Coordinator and the Office of Student Affairs to notify students of options for, and available assistance in changing academic situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available. Every possible arrangement will be made to ensure the safety and functional capacity of the victim in such situations.

The report for your campus may be found at this link: http://ope.ed.gov/campussafety/#/

Requires a hyphen to search to search. Example: University of South Carolina - Lancaster

Union Title IX

Sex Discrimination prohibited by Title IX includes sexual harassment, sexual assault, sexual violence, and sexual misconduct. Title IX also prohibits retaliation against an individual who, in good faith, asserts his or her rights under Title IX or other applicable federal laws and state laws prohibiting illegal discrimination. Any student who experiences sexual harassment (including sexual misconduct, sexual assault, or sexual violence) harassment or discrimination based on sex is encouraged to contact Dr. Majdouline Aziz, the USC Union Title IX Coordinator. Her office is in the Main Building, room 206A and she may be contacted via telephone at 864-424-8046. Students may also contact Tony Gregory, Campus Health, Safety, and Security Director, if they would like assistance reporting the incident to local law enforcement. His office is in the Founders House, and he may be contacted via telephone at 864-424-8000 or 864-441-2108.

P. 41 (C) If a sexual assault occurs the Title IX Coordinator is notified. If the victim chooses to report the assault to law enforcement, the City of Union Public Safety Department or the Laurens Police Department is contacted, and their sexual assault unit assists the victim and conducts the investigation. The services of the Union County Rape Crisis Center or Beyond Abuse are also made available to the victim. Campus resources including counseling services, assistance and information from the Health, Safety, and Security Director, assistance and information from the Office of the Campus Dean and the Office of Academic and Student Affairs and other departments deemed appropriate are made available to the victim.

P. 42 (E) If a sexual assault occurs the Title IX Coordinator is notified. If the victim chooses to report the assault to law enforcement, the City of Union Public Safety Department or the Laurens Police Department is contacted, and their sexual assault unit assists the victim and conducts the investigation. The services of the Union County Rape Crisis Center or Beyond Abuse are also made available to the victim. Campus resources including counseling services, assistance and information from the Health, Safety, and Security Director, assistance and information from the Office of the Campus Dean and the Office of Academic and Student Affairs and other departments deemed appropriate are made available to the victim.

P 43 (F) Students will be assisted with acquiring counseling services at local agencies in Union or Laurens.

P. 43 (G) It is appropriate for the campus Title IX Coordinator and the Office of Academic and Student Affairs to notify students of options for, and available assistance in changing, academic situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available. Every possible arrangement will be made to ensure the safety and functional capacity of the victim in such situations.

The report for your campus may be found at this link: http://ope.ed.gov/campussafety/#/ Requires a hyphen to search to search. Example: University of South Carolina - Lancaster

Sex Crimes Prevention Act

The University of South Carolina Regional Campuses, in their continuing efforts to maintain a safe academic and work environment for students, faculty and staff, is presenting the following information concerning campus safety and security. This information is presented to the University community with the knowledge that individual awareness and adherence to University security policies and procedures is the best method to maintain a safe campus environment.

Beginning on October 27, 2002, the Campus Sex Crimes Prevention Act (CSCPA) went into effect. The CSCPA is a federal law that was passed in Congress in October 2000 and signed by President Bill Clinton. Under this law, registered sex offenders must notify the state if they become employed, enroll as a student or volunteer at an institution of higher education.

Registered sex offenders are individuals who are convicted of committing sexually violent crimes or sexual crimes against minors. Although convicted sex offenders have been required to register with the sheriff's department in their home county for a number of years, this new legislation creates specific stipulations for those individuals who are members of a College or University community. Under the Campus Sex Crimes Prevention Act (CSCPA), when convicted sex offenders register with the sheriff's department, they must also notify them if they are enrolled or employed at an institution of higher education. This information must then be shared with campus law enforcement.

The information presented is designed to meet the guidelines of the College and University Security Information Act of 1989 and the Student Right-to-Know and Campus Security Act of 1999. Information concerning University security policies and procedures, crime rates and crime statistics can be obtained from the office of the Dean.

Sexual Offenders Registry https://scor.sled.sc.gov/ConditionsOfUse.Aspx - then Follow Prompts to Sex Offenders Registry Search
Known Registered Sexual Offenders
USC Lancaster – None Known
USC Salkehatchie – None Known
USC Sumter – None Known
USC Union – None Known
(For more information on known offenders, enter the Registry, and follow the prompts.)

Student Success – IPEDS and SC CHE DATA

Campus	Retention (2023 to 2024)	Graduation (fall 2021 cohort)	Transfer out (fall 2021 cohort)
Lancaster	44.5%	25%	52%
Salkehatchie	48.6%	30%	34%
Sumter	61.5%	39%	35%
Union	69.9%	48%	28%

Source: NCES College Navigator

Student Success

Three Years After Initial Enrollment as First-Time, Full-Time, New Freshman

150% Success Rates for First-Time, Full-Time Undergraduates Entering in Fall 2021. Success Rate (defined as graduated with an associate degree, transferred to another institution, or still enrolled at the campus.

Campus	Success Rate
Lancaster	78.7%
Salkehatchie	64.8%
Sumter	74.6%
Union	75.9%

source: SC Commission on Higher Education

The University of South Carolina provides affirmative action and equal opportunity in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, handicap or veteran status.

ENGLISH PROFICIENCY FOR TEACHING

The USC regional Palmetto College campuses subscribe to the policy statement developed by the USC Board of Trustees entitled, "Certification of English Language Proficiency for Teaching." As described in that document, a part of the interview for all prospective faculty members includes a demonstration of English proficiency.

As also described in the policy statement, student complaints regarding the inability of instructors to be understood in their spoken or written English are normally resolved using the existing student grievance procedures outlined below for each campus. A second, anonymous grievance mechanism exists in the regular course evaluation procedure. In this procedure students are encouraged to make written comments on any strengths or weaknesses associated with their courses. The Academic Dean studies these comments each semester, looking for any criticism of faculty spoken or written English. For further information, please see the Academic Dean of the campus.

CAMPUS GRIEVANCE POLICIES/PROCEDURES

USC Lancaster Code of Student/Faculty Academic Integrity & Responsibility

"I will practice personal and academic integrity."* – from the *Carolinian Creed

I. Statement of Purpose

The purpose of the Code of Student/Faculty Academic Responsibility is to establish general standards of academic discipline for the University of South Carolina Lancaster.

II. Jurisdiction

All full- or part-time faculty and all full- or part-time students enrolled at USC Lancaster, or in courses originating from or conducted at that campus, shall be subject to the Code of Student/Faculty Academic Integrity & Responsibility.

III. Responsibility of USCL Community

A. General Responsibility
1. It is the responsibility of every member of the USCL community (students, faculty, staff, and administration) to uphold and maintain the academic standards and integrity of USCL.
2. Any member of the USCL community who has reasonable grounds to believe that an infraction of the Code of Student/Faculty Academic Responsibility has occurred has a right to report the alleged violation.

B. Student Responsibility
All students have responsibilities to themselves, their classmates and their instructors:
1. to attend class and arrive on time
2. to complete assigned work on schedule
3. to attend scheduled examinations
4. to communicate with their instructors during or outside of class to help identify difficult and interesting aspects of the subject
5. to master the content of courses taken for credit
6. to contribute to course evaluations in order that instructors might learn what students believe to be their strengths and weaknesses.

C. Faculty Responsibility
All instructors have responsibility to themselves and to their students:

1. to offer clarification of this Code where necessary
2. to state in writing at an early meeting of classes, specific course learning outcomes and the manner in which they are to be obtained
3. to state, in writing and at an early meeting of classes, grading, and evaluation procedures including:
    a. the grading system and the method of determining the final grade;
    b. the relative importance of prepared papers, quizzes, examinations, and class preparations;
    c. the advance notice to be given for scheduled examinations;
    d. the policy on unannounced quizzes.
4. to exercise care in the organization and preparation of materials
5. to begin and end class periods on time (If absence is anticipated, classes should be informed in advance of contingency arrangements.)
6. to maintain regular posted hours each week for student consultations
7. to plan tests and examinations carefully, ensuring that they can be completed within the test-examination period
8. to grade and return examinations without undue delay (preferably within one week of the examination date)
9. to give final examinations at the scheduled time.

D. Administrator Responsibility

USC Lancaster Administration should:

1. ensure that each entering student is afforded an opportunity to review this Code prior to his or her first day of classes at the University

1. ensure that all new USCL faculty, administration, and staff personnel should be apprised of this Code

IV. Definitions of Certain Specific Violations

This Code is intended to prohibit all forms of academic dishonesty and should be interpreted broadly to carry out that purpose. The following examples illustrate conduct that violates this Code, but this list is not intended to be an exhaustive compilation of prohibited conduct.

Whenever a student is uncertain as to whether conduct would violate this Code, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor of record prior to engaging in such conduct.

A. Bribery

Bribery involves the offering, giving, receiving, or soliciting of anything of value in order to obtain a grade or consideration a student would not expect to achieve from his or her own academic performance.

B. Cheating

Cheating includes but is not restricted to the following:

1. Any conduct that involves the unauthorized use of written or verbal information, or the unauthorized use of any other means of communication in connection with the completion of any academic work.
2. Access to the contents of any quiz, test, or examination, or the buying, selling, or theft of any examination or quiz prior to its administration.
3. The unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.
4. The unauthorized use of laboratory reports, term papers, theses, or other written materials, in whole or in part.
5. Unauthorized collaboration on any test, assignment, or project.
6. The submission of another person's work in lieu of one's own work.
7. The taking of all or part of another person's course and/or examination.
8. Any conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic course, internship, or program.

C. Lying
Lying includes the deliberate misrepresentation of any situation or fact, in part of whole, for the purpose of avoiding or postponing the completion of any assignment, duty, test, or examination, or which interferes with the instructor's ability to evaluate accurately a student's competency or performance in the course, internship, or program.

D. Plagiarism
Plagiarism is the act of taking an original idea, writing, or work of another and presenting it as the product of one's own activity, whether in whole or in part. It is the dishonest use of the work of another person. A person has committed plagiarism when he/she submits the words, sentences, ideas, conclusion, and/or example from a source (book, an article, another student's paper, etc.) without properly acknowledging the source.

E. Aiding a Student to Commit Any of the Violations Described in IV, A.-D. It is likewise a violation of student/faculty academic responsibility to participate in or knowingly to aid another person in any of above activities defined in IV, A.-D.

V. Student Grievance Policy-Academic

A. Informal Procedure
1. Alleged infractions of the Code of Student/Faculty Academic Integrity & Responsibility may be handled informally through discussion of the matter with the student or faculty member involved.
2. The Associate Dean for Academic and Student Affairs shall be requested to act as an intermediary in the informal discussion.
   a. by the accusing party if he/she wishes to bypass the above discussion.
   b. by either party if the discussion in A. 1. is not resolved to the satisfaction of both parties.
3. Time Limits. The part of the informal procedure involving the Associate Dean for Academic and Student Affairs must begin within seven (7) days (excluding weekends and holidays) of the discovery of the alleged violation.

B. Formal Procedure

If informal discussions prove to be unsatisfactory, either party may request that the Associate Dean for Academic and Student Affairs begin formal proceedings to resolve the matter.
The formal procedure is initiated when either party makes an official request to the Associate Dean for Academic & Student Affairs within five days (exclusive of weekends and holidays) of the informal meeting. Student requests for the formal procedure must be made in writing and should outline the basic allegations being made. Faculty requests for the formal procedure must be made by completing a "Notice of Charges and Plea Response" form that can be obtained from the Office of the Associate Dean for Academic and Student Affairs. Upon receipt of the "Notice of Charges and Plea Response" form, the student will have five days (exclusive of weekends and holidays) to respond.

Formal Hearings will be held before the USC Lancaster Academic Honor Code Council. The Council shall consist of three USCL faculty representatives (one from each Academic Division), a USC Lancaster staff representative, and a USCL Student representative. Members will serve for a term of one calendar year (01 July – 30 June). One faculty representative and one alternate will be elected by each academic division at the final faculty meeting of the spring semester. Staff and student representatives (and alternates) are administratively appointed by the Dean of the USCL Campus, upon recommendation by the Associate Dean for Academic & Student Affairs and the Assistant Dean of Students, where appropriate.

RULES GOVERNING FORMAL HEARINGS

1. When a student chooses an option of a formal administrative hearing, or when a case is referred to a hearing, the Office of Academic and Student Affairs shall set a date and place for a hearing and notify those charged, the Council, and relevant participants as to the scheduling of the hearing.

2. The Associate Dean for Academic & Student Affairs will provide each party with the names of faculty, staff, and student representatives to the Academic Honor Code Council. Each party shall have the right to exclude any member of the Council in the event of a conflict of interest. In such cases, the alternate member will serve for the duration of the hearing.

3. The Academic Honor Code Council is charged with hearing and reviewing cases involving USC Lancaster students charged with violations of the Code of Student/Faculty Academic Integrity & Responsibility and will recommend sanctions based on USC and USCL policies and procedures.

4. Hearings shall be considered closed and confidential. All statements, information, or comments given during hearings shall be held in strictest confidence by Council members, University staff, witnesses, advisors, and observers before, during, and after deliberation in keeping with relevant law and policy. Video, audio, stenographic, or photographic recording of hearing proceedings are prohibited, except as authorized by University policy.

5. If any material facts are in dispute, testimony of witnesses and other evidence shall be heard. Each party is responsible for securing the presence and participation of witnesses relevant to its case.

6. A party charged with a violation is responsible for presenting his/her own case. Advisors are not permitted to speak or to participate directly in any hearing.

7. Prior to the first convening of the hearing, the Academic Honor Code Council will select one member to serve as Chair for the hearing. Any member of the hearing Committee may require the Committee to go into private session to discuss and decide a matter by majority vote. The Chair can recess the hearing at any time.

8. The party(ies) charged with a violation(s) and the Council members shall have the right, within reasonable time limits set by the Chair, to present questions for witnesses who testify orally. The Chair may require that questions by the charged party(ies) be addressed to Council members who can ask these questions of the witnesses.

9. All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. Witnesses (except for the charged party or parties) shall be present during a hearing only during the time they are testifying.

10. If the charged student chooses not to attend the formal hearing, that student may be considered as having waived his/her right to represent themselves in the hearing, and the Council may proceed with the hearing and reach decisions and impose sanctions without the student's participation.

11. An audio recording of the hearing shall be kept by the Office of Academic & Student Affairs until any appeal has been concluded, or ninety (90) days from the date of the hearing, whichever is longer. No typed record shall be required. The charged party(ies) and advisor shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Academic and Student Affairs . The charged student or student organization representative may request a duplicate copy of the recording at his/her/its own expense within a period of ninety (90) days from the date of the hearing.

DELIBERATION AND DECISIONS OF THE COUNCIL

1. After hearing the evidence, the Council may choose to continue the hearing at a later date if additional evidence or witnesses are needed.

2. After all information has been presented and the charged party has made a final statement, the Council shall meet in private to discuss the case, reach its decision, and if appropriate, recommend a sanction.

3. The Council must render its decision within six hours of actual deliberation time, which may be spread over a period of one week, unless additional time is approved unanimously by the Council.

4. Decisions must be by majority vote, with the Chair voting only in the event of a tie. If the student(s) is(are) found guilty of violating the Code of Faculty/Student Academic Integrity & Responsibility, the Council may request any information concerning any past disciplinary record(s) of the student(s) in determining an appropriate sanction(s). The decision will result in a "hung" council if no majority vote for either principal may be obtained within the time limits outlined above.

5. Within three days of reaching its decision, the hearing Chair will submit its written decision (and, if appropriate, recommendations for sanction) to the Associate Dean for Academic & Student Affairs.

6. Within 24 hours of receiving the Council's decision and recommendations, the Associate Dean for Academic & Student Affairs will send a written notification of the Council's decision and sanctions to both principals and to the Dean of the Campus. The notice will include relevant information regarding the right to appeal and appeal procedures.

RECOMMENDATIONS FOR SANCTIONS

Each faculty member retains the right and authority to determine the appropriate "in class" sanction for students violating the Code of Faculty/Student Academic Integrity & Responsibility.

In addition to any sanctions imposed by the professor, the Council may recommend that the Associate Dean for Academic & Student Affairs impose the following disciplinary sanctions upon students found responsible for a violation of the Code of Faculty/Student Academic Integrity & Responsibility.

All sanctions may be imposed either singularly or in combination. The purposes of imposing sanctions are twofold: one, to protect the University community from behavior which is detrimental to the community and/or the educational mission of the University; and two, to assist students in identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed is (are) intended to correspond with the severity or frequency of violations, as well as the student's willingness to recommit himself or herself to good citizenship through behaviors that fall within the guidelines of the Carolinian Creed:

Expulsion: Dismissal from the University without the ability to apply for re-admittance.

Suspension: Denial of enrollment, attendance, and other privileges at the University for a specified period of time. Permission to apply for re-admission upon termination of the period may be granted with or without conditions or restrictions. Students may be required to complete a period of disciplinary probation upon their return to the University. NOTE: Any student suspended or expelled for disciplinary reasons must vacate the campus within the period of time noted in the notice of suspension. The student may not return to campus or University property during the term of the suspension without prior written permission by the Associate Dean for Academic & Student Affairs or designee.

Conduct Probation: A period of review and observation during which a student is under an official warning that subsequent violations of University rules, regulations, or policies are likely to result in a more severe sanction including suspension or expulsion from the University. While on conduct probation, a student may be considered to be "not in good standing" and may face specific limitations on his or her behavior and/or University privileges (see Conditions/Restrictions).

Conditions/Restrictions: Limitations upon a student's behavior and/or University privileges for a period of time, or an active obligation to complete a specified activity. This sanction may include, but is not limited to: restricted access to the campus or parts of campus, denial of the right to represent the University in any way, denial of parking privileges, required attendance at a workshop, or participation in public service.

Written Warning: An official reprimand that makes the misconduct a matter of record in University files. Any further misconduct could result in further disciplinary action.

APPEALS – Office of the Dean

1. Decisions of the Associate Dean for Academic & Student Affairs or designee, or from a formal University Hearing, may be appealed to the Dean of the Campus by a student found guilty of violating the Code. The reasons for an appeal are limited to the following:

   The Associate Dean or Academic Honor Code Council committed a procedural error in hearing the case which significantly prejudiced the findings; or,

   New evidence, which could not have been available at the time of the hearing, and which is material to the outcome of the case, is available.

2. An appeal to the Dean of the Campus must be made in writing within five (5) University business days of receipt of the original written decision. A decision is assumed to be received three (3) University business days from the date of mailing. On appeal the Dean or designee shall review the appeal.

3. After review, the Dean or designee may either:

   affirm the finding(s) of the original hearing authority, in which case the decision is final; or

   remand the case to the original hearing authority, in which case the decision is final; or

   may remand the case to the original hearing authority for further proceedings with directives to attend to procedural errors or new evidence.

4. In extraordinary circumstances, the Dean or designee may direct a new hearing before the Associate Dean or the Academic Honor Code Council. All deadlines expressed in any section are subject to change if exigent circumstances exist.

5. The Dean or designee shall send written notification of the decision regarding the appeal to the appealing party within fifteen (15) University business days of receiving the appeal barring special circumstances requiring an extension of this time limit. A copy of the decision will be sent to the original hearing authority.

6. Decisions of the Dean may be appealed in writing within five (5) University business days to the Vice Provost for Regional Campuses. The decision of the Vice Provost in all appellate matters is the final decision for the University. However, the President of the University has the discretionary authority to

review decisions at the Vice Provost level or below, and the Board of Trustees has the discretionary authority to review decisions of the President.

Such review of disciplinary decisions will take place only in extraordinary cases, such as where serious procedural issues seem to have occurred or where the decision appears to be in direct violation of University policy.

7. Requests for such review normally will be considered only after the prescribed avenues of appeal have been completed.

   Requests shall be made by written statement that includes the facts of the case, the type of hearing and appeal and the reasons justifying extraordinary review. Such requests must be filed in the Office of the President within five (5) University business days of the receipt of the appeal decision.

   If review is granted, the reviewing authority will determine appropriate procedures.

   New evidence will not normally be considered.

Procedures for Handling Student Complaints Regarding Faculty Adherence to the Code

A. The student should discuss academic grievances with the faculty member involved.
B. If the grievance is not resolved in discussions with the faculty member, the student may contact the Associate Dean of Academic and Student Affairs to request meeting to resolve the matter. The Associate Dean will notify the faculty member's Division Chair about the request. The Associate Dean will arrange a meeting with the student and the faculty member. The faculty member's Division Chair may also participate in the meeting.

If the grievance is not resolved to the satisfaction of either the student or the faculty member, the Associate Dean will refer the matter to the Campus Dean.

Student Grievance Policy - Non-Academic

Preface

The University of South Carolina Lancaster is committed to a policy of treating all members of the University Community fairly in regard to their personal and professional concerns. This procedure is designed to provide students an opportunity to address non-academic complaints and problems that they have not been able to resolve through other channels.

Purpose

The primary objective of the grievance procedure is to insure that concerns are promptly dealt with and resolutions reached in a fair and just manner. It is essential that each student be given an adequate opportunity to bring non-academic complaints and problems to the attention of the University administration with assurance that each will be given fair treatment.

Definition

A grievance is defined as dissatisfaction occurring when a student thinks that any condition affecting him/her is unjust, inequitable, or creates unnecessary hardships. Such grievances include, but are not limited to, the following problems: mistreatment by any University employee, wrongful assessment and processing of fees, records and registration errors, racial discrimination, handicapped discrimination, sex discrimination, as they relate to non-academic areas of the University.

The grievance procedure shall not be used for appeals of disciplinary decisions, residency classification decisions, or traffic appeals decisions, or any other type of decision where a clearly defined appeal process has already been established.

Process

1. Initiating a Grievance - The initial phase of the student grievance procedure requires an oral discussion between the student and the person(s) alleged to have caused the grievance. This discussion must take place within 10 working days of the incident that constituted the grievance.
2. First Appeal
   a) If the initial oral discussion phase is not successful in resolving the complaint or problem, and if the student wishes to file a formal grievance, the grievance form must be completed and filed with the immediate supervisor of the person alleged to have caused the grievance. The grievance form must be filed with the person's immediate supervisor within five (5) working days of the initial discussion referred to in paragraph 1 above.
   b) The supervisor shall immediately acknowledge receipt of the grievance form and shall begin an investigation reaching a decision; the supervisor shall inform the student in writing (with a copy to the Dean of Academic and Student Affairs) within three (3) working days of the conclusion of the investigation.
   c) If the student feels the grievance has been resolved, the process is complete. It not, an appeal may be brought before a Grievance Panel, whose members will be appointed by the Campus Dean.

Grievance Procedure

If the grievance is unresolved, the student may bring the grievance before the grievance Committee by presenting a written statement within five (5) working days of the days of the date of the supervisor's decision. This statement shall be forwarded to the Dean of Academic and Student Affairs and shall:

1. State the grievance;
2. State why the response is unacceptable; and
3. Request a hearing before the grievance committee.

Any related materials (including a copy of the grievance form and the written response from the supervisor) must accompany the letter. Upon receipt of the appeal, the Associate Dean of Academic and Student Affairs shall send a copy of the appeal to the members of the Grievance Panel and the major parties involved. The major parties include: the person(s) against whom the grievance was initiated and the supervisor of the individual(s). The Associate Dean of Academic and Student Affairs shall ask the major parties to respond in writing to the appeal within five (5) working days. At the end of the five (5) working day period, the Associate Dean of Academic and Student Affairs shall meet with the Grievance Panel to examine the grounds for the request for an appellate hearing. A hearing shall be granted if a majority of the Panel finds that grounds for the appeal have been substantiated. A tie vote shall result in a hearing being granted. The Associate Dean of Academic and Student Affairs shall notify in writing, all involved parties of the decision of the committee to either hear or not to hear the grievance. The hearing shall be conducted not sooner than five (5) working days after the decision to grant the request for the hearing, and not later than 15 working days after the decision to grant the request for the hearing. A postponement may be granted by the Associate Dean of Academic and Student Affairs upon written request of either party. The request shall state why the postponement should be granted.

Conduct of the Hearing

The Associate Dean of Academic and Student Affairs shall open the hearing by reading the request for an appeal, and informing the parties involved of the jurisdiction of the committee and its procedures. The Associate Dean of Academic and Student Affairs shall ascertain that all the parties involved are aware of their rights, answer any questions they have in regard to these matters, and conduct the hearing. All hearings shall be closed to the public, unless all parties agree that the hearing be opened to members of the University Community. A tape recording shall be made of the proceedings.

All parties involved in a hearing shall maintain in the strictest confidence the identity of the individuals appearing

before the Grievance Panel, as well as the information presented to the Grievance Panel.
Hearings shall be conducted in an informal manner. The taking of statements from the parties to the grievance (and witnesses, if any) may be done by discussion format, though each individual appearing before the Grievance Panel may be subject to cross examination. Witnesses shall be present only during the time they are testifying. The major parties involved in the grievance shall be required to attend all hearings of the Grievance Panel. At the conclusion of the hearing, each party shall submit a proposed solution of the grievance to the Grievance Panel. After receiving the proposed solutions to the grievance, the Associate Dean of Academic and Student Affairs shall dismiss all the individuals who are not members of the Grievance Board. The committee shall reach its decision based on the information presented during the hearing, and according to the Statement of Student Rights and Responsibilities. The Grievance Panel shall decide by majority vote the solution of the grievance. In the case of a tie, the Associate Dean of Academic and Student Affairs shall vote and thus break the tie. The Associate Dean of Academic and Student Affairs (or their designee) shall forward a written copy of the Grievance Panel's decision to the major parties involved and to the Campus Dean's Office within 5 working days of the conclusion of the hearing. Decisions of the Grievance Panel shall be final. The decisions of the Grievance Panel shall be kept on file in the Office of Academic and Student Affairs. Any of the parties involved shall have the right, upon request, to listen to the tape recordings of the hearing in the presence of a staff member of the Office of Academic and Student Affairs.

The Grievance Panel

The Grievance Panel shall be composed of seven members as appointed by the Campus Dean.

Composition
1. Two (2) students
2. Two (2) Faculty members
3. Two (2) Administrators
4. One (1) Associate Dean of Academic Affairs as ex officio Chairperson

Rules
1. The Panel may adopt additional rules and guidelines not in contradiction of the spirit of this policy.
2. A majority shall constitute a quorum of the Grievance Panel. Unfilled vacancies shall not count against the quorum. The Chairperson shall not count in constituting a quorum.
3. The Panel shall file an annual report with the Dean and the President of the Student Government. This report shall include a summary of the Committee's activity during the previous academic year, and any suggestions that the Committee may deem necessary.

Hearing Procedures

Rights of the Parties Involved in a Grievance
1. If a grievance hearing is granted, parties involved are entitled to:
    a. a written notice of the complaint; and
    b. a written notice of the time and place of the hearing.

This should be forwarded to all parties at least five (5) workdays prior to the hearing unless all parties waive all or part of the notice period.

2. Review all available evidence, documents, exhibits, and a list of witnesses that each party may present at the hearing. This is to be considered a continuing obligation by all parties involved.
3. Appear in person and present information on their behalf, call witnesses, and ask questions of any person present at the hearing.
4. Be assisted by an advisor or counsel of their choice. The advisor upon request may:
    a. advise the individual on the preparation and presentation of their case.
    b. accompany the individual to all grievance hearing; and

c. advise the individual in the preparation of the appeals.

5. STUDENT GRIEVANCE POLICY – ACADEMIC

1. *Initiating a grievance*. If the student believes that they have been treated unjustly according to the academic rules at USC Lancaster or the instructor's syllabus, the student should first make efforts to resolve the matter with the instructor.
2. If the student is unable to resolve the matter with the instructor, or they are uncomfortable with attempting to resolve the issue with the instructor, then the student may report the complaint to the Associate Dean for Academic and Student Affairs.
3. When the student has brought the issue to the Associate Dean, the Associate Dean will request a written statement from the student requesting a grievance hearing, as well as the nature of the grievance. The student has 10 days from this request for a hearing to provide the Associate Dean with this material. If the student does not provide the material to the Associate Dean within the 10 days, then the grievance will not be heard.
4. The Associate Dean will arrange a meeting with the student, the instructor, and the Associate Dean. The Associate Dean may request that the instructor's Division Chair (supervisor) is also in attendance at the meeting. The date of this meeting will be set within 15 university business days of the Associate Dean being provided with the materials request from the student.
5. After the hearing, the Associate Dean will have 5 university business days to provide the student and instructor with the decision.

Appeal to Dean of the Campus

1. Decisions of the Associate Dean for Academic and Student Affairs can be appealed to the Dean of the Campus for the following reasons: procedural error of new evidence.
2. The appeal to the Campus Dean must be made in writing within 5 university business days of receipt of the original written decision from the Associate Dean.

USC Salkehatchie Student Grievance Policy

Preface – The University of South Carolina is committed to a policy of treating all members of the University Community fairly in regard to their personal and professional concerns. In order to ensure that students know what to do when they need to resolve a problem, this procedure is provided.

Purpose – The primary objective of the student grievance procedure is to ensure that concerns are promptly dealt with and resolutions reached in a fair and just manner. It is essential that each student be given an adequate opportunity to bring complaints and problems to the attention of the University administration with the assurance that each will be given fair treatment.

Definition – A grievance is defined as dissatisfaction occurring when a student thinks that any condition affecting him/her is unjust, inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to the following: mistreatment by any University employee; wrongful assessment or processing of fees, records and registration errors; racial discrimination in student employment.

Initiating a Grievance –
Policy for Academic Grievances

Academic grievances include, but are not limited to grading, acceptance into programs, academic policies and transfer credits.

Any student having a grievance should start the process by first discussing the problem with the faculty member concerned. If the problem is not resolved, the student should speak with the Division Chairperson. An appeal to the Academic Dean is the next step if the problem is still unresolved.

Policy for Non-Academic Grievances – A non-academic grievance is defined as a dissatisfaction occurring when a student thinks that any condition affecting him/her is unjust, inequitable, or creates an unnecessary hardship. Such grievances include, but are not limited to, the following problems: mistreatment by any University employee, wrongful assessment and processing of fees, records and registration errors, racial discrimination, sex discrimination, handicapped discrimination as they relate to non-academic areas of the University. The grievance procedures should not be used for appeals of disciplinary decisions, residency classification decision, traffic appeals decisions or any other type decision where a clearly defined appeals process has already been established. The procedure is as follows: (a) the initial phase of the student grievance generally requires an oral discussion between the student and the person (s) alleged to have caused the grievance. (b) If the student considers the response to that discussion to unsatisfactory and feels the grievance still exists, written notification of the grievance shall be delivered to the chairman of the Academic Affairs Committee. The Academic Affairs Committee facilitates better student –faculty communications on the Salkehatchie Campus by listening to student and faculty grievances. Hearings may be requested by students and faculty. A written report is submitted to the Dean recommending what action, if any, should be taken.

USC Sumter Student Grievance Policy

Policy for Academic Grievances

The University of South Carolina Sumter has developed its own policy for academic grievances. Academic grievances include, but are not limited to grading, acceptance into programs, academic policies, and transfer credits.

Any student having a grievance should start the process by first discussing the problem with the faculty member concerned. If the problem is not resolved, the student should speak with the Division Chairperson. An appeal to the Academic Dean is the next step if the problem is still unresolved.

Policy for Non-Academic Grievances

A non-academic grievance is defined as a dissatisfaction occurring when a student thinks that any condition affecting him/her is unjust, inequitable, or creates an unnecessary hardship. Such grievances include, but are not limited to, the following problems: mistreatment by any University employee, wrongful assessment and processing of fees, records and registration errors, racial discrimination, sex discrimination, handicapped discrimination as they relate to non-academic areas of the University. The grievance procedure shall not be used for appeals of disciplinary decisions, residency classification decisions, traffic appeals decisions, or any other type decision where a clearly defined appeals process has already been established. The procedure is as follows:

1. Both phases of Step 1 are optional and unofficial.

1. It is suggested that the student begin with an oral discussion with the person(s) alleged to have caused the grievance.
2. In lieu of or after speaking with the person(s) alleged to have caused the grievance, the student may choose an oral discussion with the person(s)' immediate supervisor.
3. If the student wishes to file an official grievance, a written grievance must be filed with the immediate supervisor of the person alleged to have caused the grievance. The written grievance must be filed within ten (10) working days of the incident that constituted the grievance.
4. The supervisor shall immediately investigate the incident. The investigation shall not exceed five (5) working days.
5. The supervisor shall render a decision within three (3) working days of the conclusion of the investigation.

If the student feels the grievance is resolved, the process is complete.

If the grievance is unresolved, the student may bring the matter before the Discipline/Grievance Committee by presenting a written statement within five (5) working days of the supervisor's decision. This statement shall be forwarded to the Director of Student Life or the Executive Associate Dean for Academic and Student Affairs in a sealed envelope and shall (a) state the grievance, (b) state why the response is unacceptable, and (c) request a hearing before a grievance panel.

Any related materials, including a written response from the supervisor, must accompany the letter. The Director of Student Life or the Executive Associate Dean for Academic and Student Affairs and the chairperson of the Discipline/Grievance Committee shall be immediately notified of the appeal.

Upon receipt of the appeal, the chairperson of the Discipline/Grievance Committee shall send a copy of the appeal to the members of the Committee and the major parties involved. The major parties include: the person(s) against whom the grievance was initiated, the supervisor of that individual(s), and the Executive Associate Dean for Academic and Student Affairs. The chairperson of the Committee shall ask the major parties to respond in writing to the appeal within five (5) days.

At the end of the five (5) working days period, the chairperson shall meet with the Discipline/Grievance Committee to examine the request for an appellate hearing and replies. A hearing shall be granted if a majority of the quorum finds that grounds for the appeal have been substantiated. A tie vote shall result in a hearing being granted. The chairperson shall notify all major parties of the decision of the Committee to either hear or not hear the grievance.

The hearing procedure is outlined in Section IV of the Code of Student Conduct in the USC Sumter Student Handbook.

USC Union Student Grievance Policy

Grievance Policy

Preface

The University of South Carolina Union is committed to a policy of treating all members of the University community fairly regarding their personal and professional concerns. To ensure that students know what to do when they need to resolve a problem, this procedure is provided.

Purpose

The primary objective of the grievance procedure is to ensure that concerns are promptly dealt with and that resolutions are reached in a fair and just manner. Each student must be given an adequate opportunity to bring complaints and problems to the University administration with assurance that each will be given fair treatment.

Definition

Grievance is defined as dissatisfaction occurring when a student thinks that any condition affecting him or her is unjust, inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to, the following problems: mistreatment by any USC Union employee, wrongful assessment and processing of fees, records and registration errors, racial discrimination, sex discrimination, and handicapped discrimination, as they relate to nonacademic areas in the University.

One exception to this definition of grievance is that the procedures herein shall not extend to matters of grading student work where the substance of a complaint is simply the student’s disagreement with the mark or grade placed on the work. Such matters shall be discussed by the student and the teacher; final authority shall remain with the teacher.

The grievance procedure shall not be used for appeals of disciplinary decisions or any other type of decision where a clearly defined appeal process has already been established.

Procedure

Initiating a grievance. The initial phase of the student grievance procedure requires an oral discussion between the student and the person(s) alleged to have caused the grievance. This discussion must take place within 10 working days of the incident that constituted the grievance.

First appeal. If the student wishes to file a formal grievance, a written appeal must be prepared that includes the name, address, and phone number of the grievant; the name of the person against whom the grievance is being filed; the nature of the grievance; a description of the desired solution; a description of the actions taken by the grievant to date; and all pertinent written documentation. This file must be completed and presented to the immediate supervisor of the person alleged to have caused the grievance within five working days of the initial discussion referred to in the above paragraph.

The supervisor shall immediately acknowledge receipt of the grievance and shall begin an investigation of the incident at once. The supervisor shall respond in writing of the decision to the student (with a copy to the dean) within three working days of the conclusion of the investigation.

If the student feels the grievance has been resolved, the process is complete. If not, an appeal may be brought before the Student Affairs Committee.

Appeal to the Student Affairs Committee

If the grievance is unresolved, the student may bring the grievance before the Student Affairs Committee by presenting a written statement within five working days of the date of the supervisor's decision. This statement shall be forwarded to the dean in a sealed envelope and shall

a) state the grievance, b) state why the response is unacceptable, and c) request a hearing before a grievance panel.

Any related materials (including a copy of the grievance file and the written response from the supervisor) must accompany the letter. The dean shall immediately notify the chair of the Student Affairs Committee of the appeal.

Upon receipt of the appeal, the chair shall send a copy of the appeal to the members of the committee and the major parties involved. The major parties include the person(s) against whom the grievance was initiated, the supervisor of that individual(s), and the appropriate administrator. The chair of the committee shall ask the major parties to respond in writing to the appeal within five working days.

At the end of the five working day period, the chair shall meet with the Student Affairs Committee to examine the request for an appellate hearing and the replies. A hearing shall be granted if a majority of the quorum finds that grounds for the appeal have been substantiated. A tie vote shall result in a hearing being granted. The chair shall notify all involved parties of the decision of the committee to either hear or not hear the grievance.

The hearing shall be conducted no sooner than five working days after the decision to grant the request for the hearing and no later than 15 working days after the decision to grant the request for the hearing.

A postponement may be granted by the chair upon the written request of either party. The request shall state why the postponement should be granted.

Conduct of the Hearing

The chair of the Student Affairs Committee shall open the hearing by reading the request for an appeal and informing the parties involved of the jurisdiction of the committee and its procedures. The chair shall ascertain that all the parties involved are aware of their rights, answer any questions they have regarding these matters, and conduct the meeting.

All hearings shall be closed to the public, unless all parties agree that the hearing be opened to members of the USC Union community.

A tape recording shall be made of the proceedings.

All parties involved in a hearing shall maintain in the strictest confidence the identity of the individuals appearing before the committee, as well as the information presented to the committee.

Hearings shall be conducted informally. The taking of statements from the parties to the grievance (and from witnesses, if any) may be done by discussion format, though each individual appearing before the committee may be subject to cross-examination. Witnesses shall be present only during the time they are testifying. The major parties involved in the grievance shall be required to attend all hearings of the committee.

At the conclusion of the hearing, each party shall submit a proposed solution of the grievance to the committee.

After receiving the proposed solutions to the grievance, the chair shall dismiss all individuals who are not members of the Student Affairs Committee. The committee shall reach its decision based on the information presented during the hearing and according to the statement of student rights and responsibilities.

The committee shall decide by a majority vote the solution of the grievance. In the case of a tie, the chair shall vote and thus break the tie. The chair (or designee) shall forward a copy of the committee's decision to the major parties involved and to the dean within five working days of the conclusion of the hearing.

Decisions of the committee shall be final, subject to the student's right to appeal directly to the dean and to the vice provost for regional campuses.

The decision of the committee shall be kept on file in the dean's office.

The Grievance Committee

At USC Union, the Student Affairs Committee acts as the Grievance Committee.

a. Composition- SGA President, SGA Vice-President, SGA Secretary-Treasurer, and three faculty members, who are appointed by the Deans annually. The Director of Enrollment Services, the Associate Dean for Academic and Student Affairs, and the Director of Campus Health and Safety/Security may serve as ex-officio members of this committee.

b. Terms of office- 1. If vacancies occur, individuals appointed to fill the vacancies shall serve for the unexpired portions of the original appointees' terms.

2. If a member of the committee is involved in the grievance, the committee will elect a replacement for that particular grievance.

Policy Against Discrimination, Harassment & Sexual Misconduct – Policy CR 1.00

ADMINISTRATIVE DIVISION	Civil Rights & Title IX
POLICY NUMBER	CR 1.00
POLICY TITLE	Policy Against Discrimination, Harassment & Sexual Misconduct
SCOPE OF POLICY	USC Columbia and Palmetto College
DATE OF REVISION	August 7, 2023
RESPONSIBLE OFFICER	Assistant Vice President for Civil Rights & Title IX
ADMINISTRATIVE OFFICE	Office of Civil Rights & Title IX

PURPOSE

The University of South Carolina is committed to providing an environment free from discrimination, harassment, sexual misconduct, and related retaliation. This commitment helps realize the university's primary mission and aligns with institutional values and to complying with all requirements set forth by civil rights laws, including Title IX, and related federal and state authority.

DEFINITIONS

Prohibited Conduct: Discrimination, Harassment, Sexual Misconduct and related Retaliation. Appendix 1 contains examples of various types of prohibited conduct.

Discrimination: Discrimination includes Disparate Treatment Discrimination and Disparate Impact Discrimination.

Disparate Treatment Discrimination: Disparate treatment discrimination is any unlawful distinction, preference, or detriment to an individual as compared to others that is based on an individual's Protected Class and that: 1) excludes an individual from participation in; 2) denies the individual benefits of; or 3) otherwise adversely affects a term or condition of an individual's employment, education, living environment, or participation in a university program or activity.

Disparate Impact Discrimination:

Employment: In the employment context, disparate impact discrimination occurs when there is sufficient evidence that policies, tests, or practices that are neutral on their face disproportionately exclude or adversely impact a group of individuals within the Protected Class, where the policies, tests, or practices are not job-related and not consistent with business necessity. The university considers the following factors in assessing disparate impact:

1. Does the policy, test, or practice have a disparate impact on the basis of a particular Protected Class? This typically requires a statistical analysis.

2. Is the policy, test, or practice job-related and consistent with business necessity?

3. If job-related and consistent with business necessity, is there a less discriminatory alternative available?

Student/Educational Program or Activity: In the student or educational context, disparate impact discrimination occurs when there is sufficient evidence that seemingly neutral policies, tests, or practices, although not adopted with the intent to discriminate, nonetheless have an unjustified effect of discriminating against students or others seeking to participate in an educational program or activity on the basis of protected class. In determining whether a seemingly neutral policy has an unlawful disparate impact on the basis of Protected Class, the university will conduct the following three-part inquiry:

1. Has the policy, test, or practice resulted in an adverse impact on Students or Third Parties of a particular Protected Class?

2. Is the policy, test, or practice necessary to meet an important educational goal?

3. If necessary to meet an important educational goal, are there comparably effective alternative policies, tests, or practices, available that would meet the stated educational goal with less of a burden or adverse impact on the disproportionately affected Protected Class or is the proffered justification a pretext for discrimination?

Harassment: Harassment is a form of Discrimination, which includes Hostile Environment and/or Quid Pro Quo.

Hostile Environment: Unwelcome conduct (oral, written, graphic or physical) directed against any individual or group of individuals because of or based upon one or more protected class, that is sufficiently severe, pervasive, or persistent that it interferes with or limits the ability of an individual or group to participate in or benefit from programs, services and activities provided by the university. In evaluating whether a hostile environment exists, the university will evaluate the totality of known circumstances, including, but not limited to:

1. the frequency, nature and severity of the conduct;

2. whether the conduct was physically threatening;

3. the effect of the conduct on the Complainant's mental or emotional state;

4. whether the conduct was directed at more than one person;

5. whether the conduct arose in the context of other discriminatory conduct;

6. whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or The University of South Carolina's programs or activities;

7. whether the conduct implicates academic freedom or protected speech (see Appendix 2: Academic Freedom);

8. other relevant factors that may arise from consideration of the reported facts and circumstances;

9. the identity of and relationship between the Respondent and Complainant (s);

10. whether the conduct was humiliating.

A single or isolated incident of harassment may be severe enough to create a hostile environment. Minor slights, annoyances, and isolated incidents (unless extremely egregious) will not rise to the level of harassment. To violate this policy, the conduct must create a hostile environment, as described above, to a reasonable, similarly situated, person.

Quid Pro Quo: When submission to or rejection of unwelcome conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education (*e.g.*, admission, academic standing, grades, assignment); employment (*e.g.,* hiring, advancement, assignment); or participation in a university program or activity (*e.g.*, campus housing).

Sexual Misconduct: Sexual misconduct includes sexual assault, relationship violence, stalking, sexual exploitation, and sexual harassment (university definition and/or Title IX).

Sexual Assault: Sexual assault is having or attempting to have sexual contact with another individual without consent or where the individual cannot consent because of age or temporary or permanent mental incapacity (see the definition of consent and Appendix 3: Incapacitation).

Sexual assault includes: non-consensual sexual contact, non-consensual sexual penetration, incest, and statutory rape.

Non-consensual sexual contact: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent. Sexual contact includes: intentional contact with the breasts, buttocks, groin, genitals, or other intimate part of someone's body; or touching another with any of these body parts or an object; or making another touch you or themselves with or on any of these body parts. Non- consensual sexual contact includes forcible fondling

Non-consensual sexual penetration: Penetration, no matter how slight, of the vagina or anus (including genital or anal opening) with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant. Sexual penetration includes: vaginal penetration by a penis, object, tongue, finger or other body part; anal penetration by a penis, object, tongue, finger or other body part; and oral copulation (mouth to genital contact or genital to mouth contact); no matter how slight the penetration or contact.

Non-consensual sexual penetration includes forcible rape, forcible sodomy, and sexual assault with an object.

Forcible Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age of consent in the applicable jurisdiction or because of temporary or permanent mental or physical incapacity.

Sexual Assault with an Object: The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent in the applicable jurisdiction

Relationship Violence: Relationship violence includes dating violence and domestic violence.

In both definitions, violence includes threats of violence, which may include but be not limited to, threats against the Complainant, people close to the Complainant, a pet, or property.

Dating Violence: any act of violence or threats of violence committed by a person:

1. who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and

2. where the existence of such a relationship will be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Any act of violence or threat of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under South Carolina state law, or by any other person against an adult or minor Complainant who is protected from that person's acts under South Carolina state law.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person under similar circumstances or with similar identities to fear for their own safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more instances, including but not limited to; unwelcome acts in which an individual directly,

indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Sexual Exploitation: Sexual Exploitation involves one or more of the following behaviors committed for any purpose, including sexual arousal or gratification, financial gain, or other personal benefit:

1. taking sexual advantage of another person without consent;

2. taking advantage of another's sexuality; or

3. extending the bounds of consensual sexual activity without the knowledge of the other individual.

Sexual Harassment: Includes University Sexual Harassment and Title IX Sexual Harassment.

University Sexual Harassment: Instances that meet the definition of harassment as outlined in the policy and are based on sex. All such acts of sexual harassment are forms of sexual misconduct under this policy.

Title IX Sexual Harassment: The Title IX regulations define Sexual Harassment as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the university conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (quid pro quo); or

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the university's education program or activity; or

3. Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as defined in this policy.

This definition is intended to meet the regulatory definition of sexual harassment in 34 C.F.R, §106.30.

Retaliation: Any adverse action against any person by another, such as intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by this policy, or because the individual has made a report or complaint of prohibited conduct, testified, assisted, or participated or refused to participate in any manner in any investigation, proceeding, or hearing under this policy. Retaliation includes such conduct

through associates or agents of a Complainant, Respondent, or participant in any investigation or proceeding related to this policy. (See Appendix 4: Retaliation).

Complaint: Under this policy, a document filed by a Complainant or signed by the Assistant Vice President for Civil Rights & Title IX or designee alleging prohibited conduct and requesting that the university proceed with a resolution as outlined in this policy.

Consent: Consent is the clear, knowing, and voluntary, agreement to participate in mutually agreed-upon acts. Consent can be given by words and/or actions, as long as those words and/or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) the sexual activity. It is the responsibility of each party to determine that the other(s) has consented before engaging in the sexual activity.

Additional elements of consent include:

A. Consent cannot be obtained through force, where there is a reasonable belief of the threat of force, or by taking advantage of another person's incapacitation (See Appendix 3: Incapacitation). In evaluating whether consent has been freely sought and given, the university will consider the presence of any force, threat of force, or coercion; whether the Complainant had the capacity to give consent; and, whether the communication (through words and/or actions) between the parties would be interpreted by a reasonable person (under similar circumstances and with similar identities) as a willingness to engage in a particular sexual act.

    1. Force is the use or threat of physical violence or intimidation to overcome a person's freedom of will to choose whether or not to participate in sexual activity.

    2. Coercion is unreasonable pressure for sexual activity. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

B. Consent to one form of sexual activity does not imply or constitute consent to another form of sexual activity.

C. Consent on a prior occasion does not constitute consent on a subsequent occasion.

D. Consent to an act with one person does not constitute consent to an act with any other person.

E. The existence of a prior or current relationship does not, in itself, constitute consent; even in the context of a relationship, there must be real time and mutual consent to sexual activity.

F. Consent can be withdrawn or modified at any time, and sexual contact must cease immediately once consent is withdrawn and clearly communicated.

G. Consent cannot be inferred from the absence of a "no."

H. Consent cannot be inferred from silence, passivity, or lack of verbal or physical resistance.

Consent may not be given by an individual who has not reached the legal age of consent under applicable law.

Education Program or Activity: Locations, events, or circumstances over which the university exercises substantial control over both the Respondent and the context in which the sexual harassment occurs, including employment, and also include any building owned or controlled by a student organization that is officially recognized by the university.

Employee: Any person having an employment relationship with the university. Employees might be university officers, faculty, staff, student-employees, and other individuals employed by the university regardless of classification, including all full-time, part-time, temporary, research grant, time limited and contract employees.

Faculty: University personnel who are engaged in research, instruction both inside and outside the classroom, service and/or administration. Faculty can be further classified as having tenure-track, professional-track, or honorific appointments. For purpose of this policy, faculty include part-time, temporary and adjunct faculty.

Party: A broad term that encompasses Complainant(s) and Respondent(s) in a matter.

Complainant: An individual who is alleged to be the victim of prohibited conduct under this policy. An individual may be a Complainant regardless of whether that individual makes a report or participates in the review of that report by the university.

Respondent: An individual who has been reported to have engaged in prohibited conduct under this policy.

Protected Class: Age, ancestry, citizenship status, color, disability, ethnicity, familial status, gender (including transgender), gender identity or expression, genetic information, HIV/AIDs status, military status, national origin, pregnancy (false pregnancy, termination of pregnancy, childbirth, recovery therefrom or related medical conditions, breastfeeding), race, religion (including religious dress and grooming practices), sex, sexual orientation, veteran status, or any other bases under federal, state, local law, or regulations.

Report: A notification to the University of South Carolina's Office of Civil Rights & Title IX of a concern of prohibited conduct, either by a Complainant or a third party.

Student: A person who is currently enrolled at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus, or individuals who are not currently enrolled at the university remain subject to the disciplinary process for conduct that occurred while they were enrolled.

POLICY STATEMENT

Discrimination or harassment based on age, ancestry, citizenship status, color, disability, ethnicity, familial status, gender (including transgender), gender identity or expression, genetic information,

HIV/AIDs status, military status, national origin, pregnancy (false pregnancy, termination of pregnancy, childbirth, recovery therefrom or related medical conditions, breastfeeding), race, religion (including religious dress and grooming practices), sex, sexual orientation, veteran status, or any other bases under federal, state, local law, or regulations is prohibited. Sexual Misconduct, including sexual assault, relationship violence, stalking, sexual exploitation, and sexual harassment (university definition and/or Title IX), is prohibited. The university prohibits discrimination and harassment based on protected class along with sexual misconduct in all education programs and activities, including employment and admissions, for faculty, staff, prospective employees, students, student organizations, and other persons utilizing the university's resources (e.g. third-parties such as volunteers, visitors, or contractors).

It is the responsibility of every member of the University of South Carolina community to foster an environment free from prohibited conduct, as defined by this policy. All members of the community are expected to take reasonable actions to prevent or stop an act of prohibited conduct and the university will help prevent retaliation from occurring.

This policy provides information about campus and community resources, the difference between privacy and legal confidentiality, how to make a report of discrimination, harassment, sexual misconduct, or related retaliation, available supportive measures, and information about resolution options, including how to file a complaint requesting an investigative or informal resolution. The specific procedures for resolving a complaint under this policy can be found in the Discrimination, Harassment, Sexual Misconduct resolution procedures.

Any employee or student of the University of South Carolina who violates this policy may be subject to disciplinary action, which may include termination or separation from the university. Some forms of prohibited conduct may also violate federal, state and/or local law, and criminal prosecution may occur independently of any disciplinary action imposed by the university.

A. Scope and Jurisdiction:

This policy applies to all members of the University of South Carolina community, including students, faculty, staff and third parties such as affiliates, volunteers, vendors, contractors, consultants, guests, alumni, applicants for admission or employment, or other individuals.
This Policy applies to acts of prohibited conduct that occur in a university education program or activity, which includes:

- all of the university's operations, including locations, events, or circumstances over which the university exercises substantial control over both the Respondent and the context in which the conduct occurs;
- any building owned or controlled by a student organization that is officially recognized by the university.

The term education program or activity includes employment and admissions. The university's education program or activities includes on-campus, off-campus, or online conduct, and conduct outside of the United States. Examples include university-sponsored, university-funded, or otherwise university-supported study off campus, research, internship, mentorship, summer session, conferences, meetings, social events, or other affiliated

programs or premises. Conduct outside of the United States may include, for example, university-sponsored, university-funded, or otherwise university-supported study abroad.

Under certain circumstances, this Policy may also apply to reports of prohibited conduct that occur outside of the education program or activity but have continuing effects in the education program or activity, or that fall within the scope of conduct otherwise regulated by the university. This may include, for example, a report of an off-campus Sexual Assault committed by a student, faculty, or staff.

1. Jurisdiction under Title IX

   For some forms of prohibited conduct covered under this Policy, the university's jurisdiction is limited by Federal law.

   Title IX complaints will cover alleged sexual misconduct that:

   a. Takes place in the context of an education program or activity of the university; and

   b. Occurs against a person in the United States; and

   c. Where the Complainant is participating in or attempting to participate in the education program or activity of the university; and

   d. Meets the regulatory definition of sexual harassment in 34 C.F.R. §106.30; and

   e. Where the Respondent is an individual the university has authority to discipline; and

   f. For the purpose of this policy, Title IX complaints refer to matters that fall within the scope of the procedural requirements provided by 34 C.F.R. § 106.45. If the reported conduct does not meet the basis above (1-5), the university will dismiss the complaint as a Title IX complaint.

      However, in keeping with the university's educational mission and commitment to foster a learning, living, and working environment free from discrimination, harassment, sexual misconduct, and related retaliation the university will move forward under the same resolution process for sexual misconduct that occurs outside of Title IX Jurisdiction (*e.g.,* not in the United States, or as noted above, outside of the education program or activity).

2. Jurisdiction regarding Third Parties

   Any individual may make a report to the university of prohibited conduct and receive access to reasonably available supportive measures. A student, employee or other individual who is participating in, or attempting to participate in the university's education program or activity may also file a complaint requesting an investigation under this Policy. In addition, the Title IX Coordinator may file a complaint on behalf of a

third party where the reported conduct occurred in the university's education program or activity.

The university's ability to respond to a report of prohibited conduct under this Policy is based on its disciplinary authority over the Respondent. If the Respondent is not an employee or student, the university's ability to take disciplinary action will be limited and is determined by the context of the prohibited conduct and the nature of the relationship of the third-party Respondent to the university.

B. Reporting Requirements

All University of South Carolina employees are required to report incidents of prohibited conduct, as defined in this policy, to the Office of Civil Rights & Title IX, which is the office with the authority to institute corrective measures on behalf of the university. Additional information on how to report and exceptions to the reporting requirements is outlined in the procedures section of this policy.

C. Supportive Measures

1. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant and/or Respondent when a report is received. Supportive measures are available before or after the filing of a complaint or where no complaint has been filed. Supportive measures are
designed to restore or preserve equal access to the university's education program or activities, including employment, without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the university's educational environment, or deter prohibited conduct.

2. Supportive measures are offered to a Complainant at the time a report is received.

3. Supportive measures are offered to a Respondent at the time of Notice of Complaint.

4. The University of South Carolina will also provide reasonably available supportive measures for third parties, provided that the supportive measures are within the scope of that individual's relationship to the university.

    a. Supportive measures may include, but are not limited to, counseling, extensions of deadlines, or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual no contact directives, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

    b. The university will consider a number of factors in determining which supportive measures to take, including the needs of the student or employee seeking supportive

measures; the severity or pervasiveness of the alleged conduct; any continuing effects on the Complainant; whether the Complainant and the Respondent share the same residence hall, academic course(s), or job location(s); and other relevant factors.

c. The Assistant Vice President for Civil Rights & Title IX and designees are responsible for ensuring the implementation of supportive measures and coordinating the university's response with the appropriate offices on campus. The university will maintain the privacy of any supportive measures provided under this Policy to the extent practicable and will promptly address any violation of the protective measures.

D. Emergency Removal and Suspension of Employee Respondents

1. Emergency Removal

Certain circumstances may warrant removing a Respondent from a University of South Carolina educational program or activity. The university may remove a Respondent on an emergency basis from university property or employment, education, or research programs or activities. Before imposing an emergency removal, the university will undertake an individualized analysis of safety and risk for the campus community to determine whether the Respondent's presence in the program or activity poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of prohibited conduct and justifies removal of the Respondent from the university program or activity.

The Assistant Vice President of Civil Rights & Title IX or designees will promptly provide the Respondent with written notice of any emergency removal and an opportunity to challenge the removal. During any challenge, the Respondent must comply with the notice of removal. That notice will include a statement that the use of any information the Respondent chooses to provide may subsequently be used in implementing any aspect of this Policy, including the investigation and adjudication. The Respondent will have three business days to submit a written challenge of the emergency removal to the Assistant Vice President of Civil Rights & Title IX or designee, who has until the end of the next business day to respond.

Nothing in this policy precludes the university from taking other appropriate action under separate university processes, if applicable.

2. Suspension of Employee Respondents

Following a report of Prohibited Conduct, the university may place a non-student employee Respondent on a suspension without pay or otherwise modify duties.

E. Obligation to Provide Truthful Information

All university community members are expected to provide truthful information in any proceeding under this policy. This provision does not apply to reports made or information

provided in good faith, even if the facts alleged in the report are erroneous or are not later substantiated. It is a violation of this policy, and considered process abuse, for anyone to:

1. Obstruct, prohibit, exert improper influence over, or interfere with any individual making a report, participating in a process, or carrying out a responsibility covered by this policy;

2. Falsify or misrepresent information in or related to a process covered by this policy;

3. Make a false allegation;

    a. A false allegation is, knowingly or with reckless disregard for the truth, making false allegations of discrimination, harassment, or sexual misconduct.

    b. The absence of a finding of a policy violation is not equivalent to a false allegation

4. Disrupt or interfere with the orderly conduct of any proceeding conducted under this policy; or

5. Fail to comply with any directive or sanction issued pursuant to this policy.

F. Prevention and Education Programs:

All faculty, staff, student employees, graduate assistants, and students are required to take annual sexual misconduct training and other anti-discrimination and harassment training as directed by the university. All individuals who are responsible for effectuating any part of this policy are required to be trained on the substantive requirements of Title IX. (See Appendix 5: Prevention and Education).

PROCEDURES

A. Reporting:

The University of South Carolina encourages anyone who has experienced prohibited conduct to report it directly to the university. Certain individuals have a reporting requirement to make reports of prohibited conduct to the Office of Civil Rights and Title IX (see Section 3: Reporting Requirement). An individual does not need to know whether they wish to request any particular course of action or how to label what happened. Individuals with questions or concerns about the university's processes may also contact the Office of Civil Rights & Title IX directly to learn more about resources and procedural options.

Any individual may make a report of prohibited conduct under this Policy regardless of affiliation with the University of South Carolina and regardless of whether or not the person reporting is the person alleged to be the victim of conduct.

1. Reporting to the Office of Civil Rights & Title IX:

Reports of prohibited conduct or questions about this policy and procedures can be made to the Assistant Vice President of Civil Rights & Title IX, or designees in the Office of Civil Rights & Title IX, through one of the following ways:

a. Online: reporting form at (put new consolidated landing page for report forms);

b. Phone: 803-777-3854;

c. Email: civilrights@mailbox.sc.edu; or

d. Mail or in person: Office of Civil Rights & Title IX, Byrnes Building, 901 Sumter Street, Suite 401, Columbia, SC 29208

2. Anonymous Reporting:

Note that anonymous reports do not fulfill an employee's requirement to report prohibited conduct as outlined in the policy (see section Reporting Requirements). Depending on the nature of the information provided, the university's ability to respond may be limited. Insofar as possible, the anonymity of the reporter will be maintained.
However, a reporter's identity may have to be disclosed, at the discretion of the university, to comply with the law, to conduct a thorough investigation, or to provide fair procedural review for alleged individual(s).

Individuals, including members of the university community, may submit reports anonymously via the Integrity Line:

a. Toll Free: 844-890-0006; or

b. Website: www.lighthouse-services.com/sc

3. Reporting Requirements

All University of South Carolina employees are required to report incidents of prohibited conduct, as defined in this policy, to the Office of Civil Rights & Title IX, which is the office with the authority to institute corrective measures on behalf of the university. In particular, supervisors who become aware of a report of a prohibited conduct are obligated to report the allegation to the Office of Civil Rights & Title IX.

Exemptions to Reporting Requirements:

a. Confidential Resources:

A confidential resource acting within the scope of their confidential role or an employee who directly reports to a confidential resource and is acting within the scope of the confidential work, is exempt from the reporting requirements outlined in this policy. Examples of confidential resources can be found in the Appendix 6: Confidential Resources.

b. Student-Employees Reporting Requirements:

A student-employee must report any information learned during the course of their work. When disclosures are made to student-employees who are operating outside of their official work capacity, the student-employee is exempt from the reporting requirement. If unsure, the student-employee should ask the person disclosing to them if they are seeking to connect with the university for support; if yes, they should follow the reporting requirements outlined in this policy.

c. Public Survivor Support Events:

Unless the individual is explicitly seeking assistance from the university, employees are not required to report disclosures of information regarding sexual misconduct pursuant to this policy while at public survivor support events including, but not limited to: "Take Back the Night," candlelight vigils, protests, and survivor speak-outs.

Additional information about reporting timeframes, amnesty, privacy versus confidentiality, and reporting requirements under the law can be found in Appendix 7: Reporting.

4. Time Frame for Reporting

The university does not limit the timeframe for reporting. However, the passage of time may impact or limit the university's jurisdiction and/or the ability to gather relevant evidence that may have been lost given the passage of time. Depending on the relationship of the Respondent to the university, the university may not have the authority to impose disciplinary action; this may occur when a student Respondent has graduated or an employee Respondent is no longer employed by the university. If the Respondent is no longer affiliated with the university (for example, a report is made after a student has left or graduated or an employee no longer works for the university), the university will still provide reasonably available supportive measures to the Complainant, assist the Complainant in identifying external reporting options, and may take other appropriate action to address the reported conduct. Should a Respondent leave the university during an investigative resolution, the university reserves the right to continue the investigation and implement disciplinary actions relating to their ability to their ability to return to the university and participate in the university's education programs and activities.

B. Process following a report of Prohibited Conduct:

The University of South Carolina recognizes that deciding whether to make a report of prohibited conduct is a personal decision (note: certain individuals must fulfill their reporting requirements). Making a report is different from filing a complaint. When the university receives a report of prohibited conduct, the university will offer supportive measures to a Complainant, inform the Complainant of the availability of supportive measures with or without the filing of a complaint, and explain to the Complainant the process for filing a

complaint. The university will consider the Complainant's wishes with respect to supportive measures and seek to respect a Complainant's autonomy in making the determination regarding how to proceed.

An individual who is uncertain what they wish to do in response to an alleged incident of prohibited conduct, including how or whether to report the conduct, may contact and consult a Confidential Resource to address questions and concerns in a confidential setting.

C. Preliminary Inquiry

Upon receipt of a report of prohibited conduct, the Office of Civil Rights & Title IX will engage in a preliminary inquiry to assess and understand the nature of the report, provide outreach to a Complainant, offer supportive measures, and determine whether this Policy applies to the report, and if so, what form of resolution is reasonably available and appropriate. Centralized outreach through the Office of Civil Rights & Title IX ensures that all university community members have access to information about the university's resources, policies, and procedural options for resolving the report.

D. Overview of Resolutions

At the conclusion of the preliminary inquiry, the following resolution options may be possible:

No Further Action (which may involve referral to another university policy)	**Supportive measures Only** (regardless of whether a complaint is filed)	**Investigative Resolution** (following a complaint by the Complainant or Title IX Coordinator)	**Informal Resolution** (voluntarily and mutually agreed upon by all parties, following a complaint by the Complainant or Title IX Coordinator, or when a Respondent accepts responsibility)	**Other Resolution** (educational conversations or coaching, considered non-disciplinary)

In order to initiate an investigative or informal resolution, a complaint must be filed with the Office of Civil Rights & Title IX.

1. Complaint

If a Complainant wishes to sign a complaint, they can work with an intake coordinator to do so. A complaint is a document filed by a Complainant or signed by the Assistant Vice President for Civil Rights & Title IX or designee alleging prohibited conduct and requesting that the university proceed with a resolution as outlined in this policy. Upon receipt, the Office for Civil Rights & Title IX will determine which Prohibited Conduct is being alleged (including Title IX matter as defined in 34 C.F.R. § 106.30 and defined in this policy).

The Assistant Vice President for Civil Rights & Title IX also has the discretion to file a complaint. In evaluating the appropriate manner of resolution, including whether the Assistant Vice President for Civil Rights & Title IX will file a complaint in the absence of a complaint by the Complainant, the Assistant Vice President for Civil Rights & Title IX will consider the following factors:

a. whether the Complainant has requested anonymity;

b. whether the Complainant wants to participate in an investigation;

c. the severity and impact of the alleged misconduct and whether the misconduct was committed with a weapon;

d. the respective ages of the parties and whether the Complainant is a minor under the age of 18;

e. whether the Respondent has admitted to the alleged Prohibited Conduct;

f. whether the Respondent has a history of committing such Prohibited Conduct or whether there have been other complaints about the same Respondent or the extent of prior remedial methods taken with the Respondent;

g. whether the Respondent is alleged to have threatened further Prohibited Conduct;

h. whether the misconduct was committed by multiple Respondents or whether the report reveals a pattern of misconduct (e.g., at a given location or by a particular group); and

i. the existence of independent evidence that may be available without the participation of the Complainant.

The university will take all reasonable steps to respond to the report consistent with a Complainant's requested course of action, but its ability to do so may be limited based on the considerations outlined above.

2. Investigative Resolution

Following the filing of a complaint, if requested or otherwise required, the university will initiate an investigative resolution to determine if there is sufficient evidence, by a preponderance of the evidence, to establish that this policy has been violated. The investigation, hearing and appeals processes are described in the accompanying Discrimination, Harassment, Sexual Misconduct resolution procedures.

3. Informal Resolution

Following the filing of a complaint, if requested or otherwise required, with the written consent of the Complainant and Respondent, the university may initiate an informal resolution process. Informal resolutions include instances where the Respondent accepts responsibility for any or all allegations in a complaint.

4. Other Resolution

The university reserves the right to have educational conversations and conduct coaching with anyone covered under this policy outside of the investigative and informal processes. Having an educational conversation is non-disciplinary and does not preclude the university's ability to move forward with an informal or investigative resolution process.

5. Conduct that may violate other University Policies

   When reported conduct may violate this policy and other university policies, the Assistant Vice President of Civil Rights & Title IX or designee will consult with the appropriate university office(s) to determine how the matter should be resolved. This may, but is not required to, involve a joint resolution by more than one office.

6. Process Abuse

   The Office of Civil Rights & Title IX may combine allegations of process abuse with their resolution processes and/or forward reports of process abuse to the Office of Student Conduct, Division of Human Resources, and the Office of the Provost for appropriate disciplinary action, if substantiated.

E. Expectations During Resolutions

All resolution processes are conducted in accordance with federal and state law. In all stages of the resolution process, Complainants and Respondents can expect:

1. a prompt, fair, impartial, and equitable investigation and resolution of allegations of prohibited conduct conducted by individuals with sufficient training and/or experience related to their role;

2. an investigator, decision-maker, and/or facilitator of informal resolution free from conflict of interest or bias for or against Complainants or Respondents generally or the individual parties related to the report or complaint;

3. privacy in accordance with this Policy and any legal requirements;

4. access to reasonably available supportive measures, without fee or charge;

5. freedom from Retaliation for making a report of prohibited conduct or participating in any proceeding under this policy;

6. a presumption that the Respondent is not responsible until a determination is made at the conclusion of the resolution process;

7. written notice of any meeting or proceeding at which the party's presence is contemplated by this Policy, including the date, time, location, participants, and purpose

of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

8. an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
9. freedom to discuss the allegations under investigation or to gather and present relevant evidence;
10. the opportunity to be accompanied by an advisor of choice, including the right to have that advisor accompany the party at any meeting or proceeding and to have the university provide an advisor to conduct cross-examination on the party's behalf at any live hearing;
11. an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence;
12. notice of reasonably prompt time frames for major stages of the process, with written notice of permissible extensions for good cause;
13. written notice of a complaint, including notice of potential Policy violations and the nature of the alleged Prohibited Conduct;
14. timely and equal access to any information that will be used in informal or formal disciplinary meetings or hearings under this Policy, including all information gathered that is directly related to the allegations in the complaint as well as the information contained in the investigation report;
15. written notice of the outcome of investigative or informal resolution processes, including the determination of a Policy violation, any sanctions, and the rationale; and
16. the opportunity to appeal the outcome.

More information on resolution procedures can be found in the Discrimination, Harassment, Sexual Misconduct resolution procedures.

F. Documentation and Records Retention:

The university will create and maintain the following records for a period of seven years (as aligned with current law): (A) all materials used to train investigators, adjudicators, and Title IX coordinators with regard to sexual harassment; (B) any sexual harassment investigation, including any responsibility determination; (C) any required recording or transcript; (D) any sanctions imposed on the Respondent; (E) any remedies provided to the Complainant; (F) any appeal and its result; (G) any informal resolution and its results.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

Americans with Disabilities Act
Age Discrimination in Employment Act
Genetic Information Nondiscrimination Act
Jeanne Clery Disclosure of Campus Security Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA)

Jessica Horton Act Pregnancy Discrimination Act
Title VI of the Civil Right Act of 1964
Title VII of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972 and its implementing regulations, 20 U.S.C. §1681 *et seq.*
University of South Carolina Faculty Manual – Columbia
Vietnam Era Veterans' Readjustment Assistance Act of 1974

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
August 18, 2022	New policy approval
August 7, 2023	Change in policy scope

APPENDICES

Appendix 1 Examples of Prohibited Conduct Appendix 2 Academic Freedom
Appendix 3 Incapacitation
Appendix 4 Retaliation
Appendix 5 Prevention and Education
Appendix 6 Confidential Resources
Appendix 7 Reporting
Appendix 8 Additional Information about Relevant Federal Laws

Appendix 1: Examples of Prohibited Conduct

Discrimination:

Examples of potential discrimination under this Policy include but are not limited to those that result in the interference with, limitation, or denial of access to:

- An employee's, or applicant for employment's, access to employment or conditions and benefits of employment (e.g., hiring, advancement, assignment).
- A student's, or admission applicant's, ability to participate in, access, or benefit from educational programs, services, or activities (e.g., admission, academic standing, grades, assignment, campus housing; athletics).
- An authorized volunteer's ability to participate in a volunteer activity.
- A guest's or visitor's ability to participate in, access, or benefit from the university's programs or activities.
- Failing to provide reasonable accommodations, consistent with state and federal law, to a qualified individual with a disability.
- Failing to accommodate religious beliefs of students, faculty, and staff.

Hostile Environment:

Examples of hostile environment may include but are not limited to:

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing as defined further in the Hazing Policy;
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate hurt, control, or diminish another person, physically or mentally, that is not speech or conduct otherwise protected by the First Amendment.

Sexual Exploitation:

Examples of sexual exploitation include, but are not limited to:

- observing another individual's nudity or sexual activity, or allowing another to observe the same, without the knowledge and consent of all parties involved;
- exposing one's genitals in non-consensual circumstances, including unwelcome sexting;
- streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
- prostituting another individual;
- knowingly exposing another individual to a sexually-transmitted disease (STD) or infection (STI) or human immunodeficiency virus (HIV) without the individual's

knowledge;

- knowingly failing to use contraception, or deliberately removing or compromising contraception (Stealthing) without the other party's knowledge; and/or
- inducing incapacitation (e.g. through the distribution of alcohol or other drug, such as Xanax, Ambien, Benadryl, Rohypnol ["Roofies"], Ketamine, GHB, etc.) for the purpose of taking sexual advantage of another person.

Appendix 2: Academic Freedom

All members of the University of South Carolina community, including students, faculty and staff, are expected to conduct themselves in a manner that does not infringe the academic freedom of members of the academic community. Scholarly, educational, or artistic expression in written, oral, graphic, or any other form, which is permitted by law shall not be limited by this policy.

The university's prohibition against harassment is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom. Where speech or conduct is protected by policy, academic freedom and/or free speech rights, it will not be considered a violation of this Policy, although supportive measures or remedies may be offered to those impacted.

See policy STAF 6.28 Academic Freedom

Appendix 3: Incapacitation

Incapacitation, for the purposes of this policy, is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically impaired, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. Incapacitation means a person cannot understand the fact, nature, or extent of the sexual activity because they lack the physical and mental capacity to make informed, reasonable judgements about whether or not to engage in sexual activity.

When alcohol or other drugs are involved, incapacitation is a state of intoxication or impairment that is so severe that it interferes with a person's capacity to make informed and knowing decisions. Alcohol and other drugs impact each individual differently and determining whether an individual is incapacitated requires an individualized determination. The university does not expect students or employees to be medical experts in assessing incapacitation. Individuals should look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. A person's level of intoxication is not always demonstrated by objective signs; however, some signs that a person may be incapacitated include clumsiness, difficulty walking, poor judgment, difficulty concentrating, slurred speech, vomiting, combativeness, emotional volatility, or unconsciousness.

Another effect of excessive alcohol consumption can be memory impairment or an inability to recall entire or partial events (sometimes referred to as "black-out" or "brown-out"). A person may experience this symptom while appearing to be functioning "normally," including communicating through actions or words that can reasonably and objectively be interpreted as communicating consent to engage in sexual conduct. Total or partial loss of memory alone, may not be sufficient, without additional evidence, to prove that a person was incapacitated under this Policy. Whether sexual contact under these circumstances constitutes prohibited conduct depends on the presence or absence of the outwardly observable factors indicating that a person is incapacitated, as described above.

An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism. It is especially important, therefore, that anyone engaging in sexual activity is aware of both their own and the other person's level of intoxication and capacity to give consent.
In evaluating consent in cases of reported incapacitation, the university asks two questions:

1. Did the Respondent know that the Complainant was incapacitated? and if not,
2. Would a sober, reasonable person in a similar set of circumstances as the Respondent have known that the Complainant was incapacitated?

If the answer to either of these questions is "yes," the conduct is likely a violation of this policy based on the inability to give consent. It is important to remember that the use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or incapacitation, the safest course of action is to forgo or cease any sexual activity. Even where there is insufficient evidence to establish incapacitation, a

Complainant's level of impairment may still be a relevant factor in establishing whether consent was sought and freely given.

A Respondent's voluntary intoxication is not a defense for any behavior that violates this policy.

Appendix 4: Retaliation

The university will not tolerate retaliation in any form against any individual who partakes in a protected disclosure under this policy or otherwise participates in a resolution process with the Office of Civil Rights & Title IX. This may include, but is not limited to, those who make or receive an allegation, file a report, serve as a witness, or assist a Complainant or Respondent. Please consider the following steps to help prevent retaliation from occurring:

- Avoid publicly discussing the allegation or resolution process;
- Do not interfere with the resolution process;
- In a setting where you have authority over others involved in the resolution, be mindful not to isolate them or deny them information, equipment, or benefits provided to others in similar roles because of their participation in a disclosure or resolution;
- Provide clear and accurate information to the Office of Civil Rights & Title IX; and
- Do not threaten, harass, or coerce anyone involved in a report and/or resolution.

Appendix 5: Prevention and Education

The university is committed to the prevention of prohibited conduct through regular and ongoing education and awareness programs.

Incoming students and new employees receive primary prevention and awareness programming, and returning students and current employees receive ongoing training and related programs. Officials in the resolutions process must be free of conflict of interests and bias and must receive training under the Title IX regulations on:

a. Definition of sexual harassment as defined by the regulations;

b. Scope of the school's programs or activities;

c. How to conduct an investigation and grievance;

d. How to serve impartially;

e. How to avoid prejudgment;

f. Any technology to be used at a live hearing;

g. Issues of relevance of questions and evidence including training on the rape shield law;

h. Relevance, to create an investigative report that fairly summarizes relevant evidence;

i. Training material must not rely on sex stereotypes.

Institutions are required to make these training materials available on its website or upon request for inspection by members of the public (see section Documentation and Records Retention Policies).

Appendix 6: Confidential Resources

Medical Assistance:

All individuals who experience prohibited conduct are welcome to seek immediate medical treatment and preserve physical evidence even if they have not decided whether they wish to pursue any campus or law enforcement action. This will help to ensure that a Complainant receives proper care, preserve any available evidence, and enhance their opportunity to pursue a disciplinary or criminal action at a later time. Local hospitals have trained Sexual Assault Nurse Examiners who can conduct a forensic examination. The University of South Carolina's medical personnel and University Police can also assist in preserving other forms of evidence and/or providing referrals or transportation to community resources.

In addition, testing and treatment for sexually transmitted infections, HIV, and pregnancy are available by appointment at the University Health Services at 803-777-8920.

Campus Confidential Resources:

A Complainant can seek assistance and support from these individuals without triggering a university report that could reveal the Complainant's identity or that the Complainant has disclosed the incident. While maintaining a Complainant's confidentiality, some university resources will share de-identified data, for Clery reporting. This limited report — which includes no information that would directly or indirectly identify the Complainant — helps keep the university informed of the general extent and nature of prohibited conduct on and off campus so as to track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses.

Student Health Services- Counseling and Psychiatry
Thomson Building
1409 Devine Street
Columbia, SC 29208
Counseling: 803-777-5223
Psychiatry: 803-777-1833

Sexual Assault and Violence Intervention & Prevention (SAVIP)
Thomson Building
1409 Devine St.
Columbia, SC 29208
803-777-8248

University Health Services
(Includes Primary Care, Women's Health, Sports Medicine & Physical Therapy. Allergy Immunization & Travel Clinic, Pharmacy, Lab, Radiology and student and faculty/staff wellness and prevention services, Center for Health and Well-Being)
1401 Devine St.
Columbia, SC 29208
803-777- 8283

Appendix 7: Reporting

A. Mandatory Reporting of Suspected Child Abuse

Any employee of the University of South Carolina community who has reasonable cause to suspect abuse, or neglect, of a minor under the age of 18 must make a report to university law enforcement, who will facilitate a report to local law enforcement. For more information see policy UNIV 4.00 Programs Involving Minors.

B. Reporting to Law Enforcement

The university encourages all individuals to consider their options to report any crime to University Police, and/or to local law enforcement. A Complainant has the right to report, or decline to report, potential criminal conduct to law enforcement. Upon request, the university will assist a Complainant in contacting law enforcement at any time. Pursuant to the Jessica Horton Act, the university is required to report instances of Sexual Assault and murder that occur on campus to the South Carolina Law Enforcement Division. Under limited circumstances posing a threat to health or safety of any university community member, the university may independently notify law enforcement.

An individual may make a report to the university, to law enforcement, to neither, or to both. University investigative processes and law enforcement investigations operate independently of one another.

D. Amnesty Statement

As a caring community, the university wants to foster an environment in which students take responsibility to call for help when another student is in need. There are protections for amnesty under policy STAF 3.19 Overdose Medical Treatment and Chapter 53, Title 44, Article 19 of the Code of Laws for South Carolina (Drug or Alcohol-Related Overdose Medical Treatment).

E. Privacy and Confidentiality

The University of South Carolina is committed to protecting the privacy of all individuals involved in a report of prohibited conduct under this policy.

Privacy and confidentiality have distinct meanings under this policy:

Privacy: refers to the discretion that will be exercised by the university in the course of responding to any report or complaint. Information related to a report of prohibited conduct will be shared on a need to know basis, in order to assist in the assessment, investigation, and resolution of the report and related issues. During the course of a resolution, information may be disclosed as necessary to facilitate the thoroughness and integrity of the resolution. In all such proceedings, the university will maintain the privacy of the parties to the extent reasonably possible.

Confidentiality: Those with legally-protected or privileged relationships, can keep information strictly between them and the individual they are serving. Examples of

confidential resources include professional mental health counselors, medical professionals, attorneys, ordained clergy/pastoral counselors and rape crisis counselors (Appendix: Confidential Resources). Similarly, an individual's medical and counseling records are confidential and cannot be released without the individual's written permission or unless permitted or required consistent with ethical or legal obligations. More information about confidentiality and the release of information by the university can be found in the Appendix. (See Appendix: Confidential Resources). Some confidential resources may have other reporting requirements under the law. For example, when a report involves suspected abuse of a minor under the age of 18, these Confidential Resources are required by state law to notify child protective services and/or local law enforcement.

Appendix 8: Additional information about relevant federal laws

Concerns about the university's application of Title IX or any civil rights law can be made externally to:

Assistant Secretary for Civil Rights
Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Equal Employment Opportunity Commission (EEOC)
Contact: http://www.eeoc.gov/contact/

Clery Act:

Pursuant to the Clery Act, the University of South Carolina must disclose statistics about Clery Act crimes in its daily crime log and Annual Security Report and provides those statistics to the United States Department of Education. If a report of Sexual Assault, Dating Violence, Domestic Violence, or Stalking discloses a serious or continuing threat to the campus community, the university will issue a timely notification to the community to protect the health and safety of the community as required by the Clery Act. In all of these instances, the information is reported in a manner that does not include personally identifying information about persons involved in an incident. In addition, Confidential Resources may submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient or student. The university will not release the name of the Complainant, the Respondent, or witnesses to the general public except as otherwise permitted or required by law.

Campus Security Authorities (CSAs):

Some employees, because of their role on campus, also have reporting responsibilities under the Clery Act. Employees who are considered Campus Security Authorities (CSAs) have a duty to report Sexual Assault, Dating Violence, Domestic Violence, Stalking, and other Clery Act-defined crimes. This reporting helps to provide the community with a clear picture of the extent and nature of campus crime in order to ensure greater community safety and enable campus community members to make important decisions about their own safety.

Release of Information by the University:

Per federal regulations, the university will also maintain the confidentiality of any supportive measures provided to a Complainant, to the extent that maintaining such confidentiality would not impair the university's ability to provide the supportive measures. The university may also share non-personally identifying information about reports received in aggregate form, including data about outcomes and sanctions. All University of South Carolina proceedings are conducted in compliance with the requirements of the Family Educational Rights and

Privacy Act (FERPA), the Clery Act (as amended by VAWA), Title IX, state and local law, and university policy.

Policy for:	USC Columbia and Palmetto College
Procedure for:	USC Columbia and Palmetto College
Authorized by:	Assistant Vice President for Civil Rights & Title IX
Issued by:	Office of Civil Rights & Title IX

USCL CODE OF STUDENT CONDUCT

Based on USC Policy STAF 6.26

Policy for: USC Lancaster Campus
Procedure for: USC Lancaster Campus
Authorized by: Walter P. Collins III, Dean
Issued by: Office of Academic & Student Affairs

1. Policy

The University of South Carolina Lancaster strives to maintain an educational community that fosters the development of students who are ethical, civil, and responsible persons. The purpose of the USCL Code of Student Conduct is to set forth the specific authority and responsibility of the university in maintaining behavioral standards.

1. Scope

1. The university may take disciplinary action for a violation of the Student Code of Conduct when the offense takes place on university premises or at university sponsored, endorsed, supported or related events which occur off campus. University action will also occur when an offense which occurs off campus may adversely affect the university community, its policies or procedures, or which affect the university's pursuit of its mission.

2. When there is an allegation that a student has committed an offense that is also a crime, a student can be charged both by the criminal justice system and the student conduct system. Disciplinary action at the university will normally proceed independently of pending criminal charges, including when charges involving the same incident have been dismissed by the criminal justice system.

3. Jurisdiction

1. Definition of a student - For the purpose of this policy a student is defined as a person who is admitted, enrolled or registered for study at the University of South Carolina Lancaster for any academic period; Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, the University of South Carolina are considered students. A person shall also be considered a student during any period while the student is under suspension from the institution or when the student is attending or participating in any activity preparatory to the beginning of school including, but not limited to, orientation, placement testing, athletic practices, and athletic meetings.

2. Definition of a student organization – A student organization is any group that is officially registered (or is pending registration) with the Office of Student Life for the current academic year. Additional standards on this definition may be found at http://www.sc.edu/policies/staf310.pdf

3. Authority

The Board of Trustees and the president of the university are ultimately responsible for governing the university. The USCL student conduct system is administered by the Office of Academic and Student Affairs. This responsibility includes formulating and implementing policies and procedures, in

cooperation with other appropriate University bodies, for the consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal, and educationally meaningful manner.

The Student Government Association has an elected and representative voice within the USCL student conduct system, and has the right to comment on any proposed changes pertaining to the discipline of students.

Decisions of the Associate Dean for Academic and Student Affairs or designee or from a formal university conduct hearing may be appealed by a student/student organization found responsible for the infraction. Reasons for appeal are limited to the following: a procedural error in hearing the case which significantly prejudiced findings; or new evidence which could not have been available at the time of the hearing. An appeal must be made in writing to the Office of the Dean 5 business days of receipt of the original written decision of the Office of Academic and Student Affairs. A decision is assumed to be received three university business days from the date of mailing.

4. Procedure

This section establishes the rules and regulations all students and student organizations are expected to follow under the duty and corollary powers inherent in educational institutions. Institutions protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of university facilities. Lack of familiarity with institutional rules is not an excuse for an infraction.
Additional rules and regulations may be promulgated during the year and will be updated in this handbook. A link to this handbook may be found on the university's website.

1. Alcohol Related Misconduct

Prohibited behaviors include:

1. As a general rule, students and student organizations are not permitted to possess alcohol on the USCL campus or at any officially sponsored university function

2. Possession or consumption of alcohol by a person under the age of 21 or under the lawful age of the jurisdiction in which the student resides

3. Possession of false or altered identification

4. Public intoxication

5. Possession of alcohol related paraphernalia (empty containers, beer pong table, etc.) or games that are specifically designed for alcohol consumption anywhere on university property

6. Open containers in vehicles or anywhere on university property

7. Providing or distributing alcohol to individuals under the age of 21 or to an intoxicated person

8. Common containers (kegs, coolers, etc.) that provide unrestricted access are not permitted on campus or at student organization functions

9. Violating other provisions of the Student Code of Conduct while under the influence of alcohol

10. Students and student organizations must comply with the published regulations and applicable laws concerning the transport, display, provision, possession, and consumption of beer, wine, and other alcoholic beverages. Stipulations of the university alcohol policy can be found at www.sc.edu/policies/staf302.pdf.

Violations of the alcohol policies may result in fines and restitutions. Please see the appropriate information in this handbook for further explanation.

11. Drug Related Misconduct

Prohibited behaviors include:

1. Possession or use of any counterfeit, illegal, dangerous, or controlled drug or other substance is prohibited. This includes the unauthorized use or possession of prescription medications.

2. Manufacturing, selling, or distributing any counterfeit, illegal, dangerous or controlled drug or other substance is prohibited. This includes the unauthorized distribution of prescription medications.

3. Possession of drug paraphernalia (i.e., pipes, bongs, blunts)

4. Violating any other provision of the Student Code of Conduct while under the influence of an illegal or illegally obtained drug

5. Dilute, late, missed, forged, or failed drug screens (typically university required)

Violations of the drug policies may result in fines and restitutions. Please see the appropriate information in this handbook for further explanation.

6. Dangerous Behaviors

Intent is not an element of this violation, but will be considered in the application of sanctions

Prohibited behaviors include:

1. Conduct or actions that have the potential for physically harming another person. Included is conduct which creates conditions that pose a risk of physical harm to another, which causes reasonable apprehension of physical harm, and/or unwelcome physical contact.

2. The use or display of any object or instrument in a dangerous or threatening manner

3. Driving under the influence of alcohol or drugs or while intoxicated or impaired

4. Physical or verbal threats of violence or placing a person in fear of imminent physical injury or danger

5. Physical abuse, physical intimidation, coercion, and/or other conduct that threatens or endangers the health or safety of another person or violates a legal protective order

6. Actions that have the potential for damage or destruction or create hazardous conditions

7. Weapons

Prohibited behaviors include unauthorized possession of weapons including firearms or weapons of any kind including but not limited to knives, slingshots, metal knuckles, razors, paintball guns, BB guns, and air pistols; even if permitted by law. Authorization for possession of a firearm on campus or in campus controlled facilities is only available from the university president or designee.

8. Disorderly Conduct

Intent is not an element of this violation, but will be considered in the application of sanctions.

1. Conduct that disturbs the peace or disrupts the rights or privileges of others

2. Making, causing, or continuing any loud, unnecessary, or unusual noise that disrupts the normal operations of the university or infringes on the rights of other members of the university community

3. Disruptive Activity

Prohibited behaviors include:

1. Interfering with or disrupting the normal activity and operations of the university or its educational mission, programs, or events

2. Conduct that causes or provokes a disturbance that disrupts the academic pursuits of others

3. Behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program

4. Intentional obstruction which unreasonably interferes with freedom of movement (including but not limited to pedestrian or vehicular obstruction)

5. Throwing or dropping objects or substances out of buildings.

6. Non-compliance with reasonable time, place, or manner restrictions on expression.

7. Failure to leave immediately when asked to disperse by university or law enforcement officials.

In any case wherein students are involved in actions which is disruptive of the normal activities of the institution or its personnel, or which exceeds the bounds of normal internal discipline in its impact, the Board of Trustees may exercise its right to name a special hearing board, committee, or officer to investigate the questioned action and to initiate appropriate disciplinary or other measures.

8. Abusive Conduct or Sexual Misconduct

Prohibited behaviors include:

1. Fighting, assaults, or actions which result in physical harm

2. Sexual assault as defined by the University Sexual Assault Policy (STAF 1.08 https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/)

3. Hazing as defined by the University Policy on Hazing (STAF 3.05 https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/)

4. Sexual harassment and discriminatory harassment as defined in the University's Sexual Harassment and Discriminatory Harassment Policies (EOP 1.02 https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/ and EOP 1.03 https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/)

5. Discrimination and harassment as defined in the Student Non-Discrimination and Non-Harassment Policy (STAF 6.24 https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/)

6. Stalking and relationship violence as defined by the Relationship Violence and Stalking Policy (https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/)

7. Harassment or conduct (including but not limited to cyber-stalking, cyber-bullying, etc.) that creates or attempts to create an intimidating, hostile, or offensive environment for another person including action(s) or statement(s) that threaten harm or intimidate a person or any other form of unwanted contact

8. Voyeurism or recording of images without consent while the person is in a place where s/he would have a reasonable expectation of privacy

9. Damage to or destruction of property

10. Lewd behavior or indecent exposure

11. Fire and General Safety

Prohibited behaviors include:

1. Starting a fire or creating a fire hazard on university property without university authorization.

2. The possession and/or use of candles, torches, incense and/or incense burners, other open flame apparatus, extension cords, gasoline, propane tanks or lighter fluid on university property without proper authorization

3. Unauthorized possession of or use of fireworks and explosive materials, the ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion

4. Causing or pulling a false fire alarm or emergency report of any kind

5. Tampering with, damaging, disabling or misusing fire safety equipment including fire extinguishers, fire sprinklers, fire hoses, fire alarms, and fire doors

6. Failing to immediately evacuate any university building when a fire alarm or other emergency notification has been sounded or hindering or impairing the orderly evacuation;

7. Disobeying a directive or command by any university or emergency official in connection with a fire, alarm, or other safety, security, or emergency matter

8. Misuse of emergency notification systems

Violations of the fire and general safety policies may result in fines and restitutions. Please see the appropriate information in this handbook for further explanation.

9. Compliance with General Laws and Arrests

    1. Violations of any federal, state, or local laws may be subject to disciplinary action. A disciplinary action imposed by the university may precede and/or be in addition to any penalty imposed by an off-campus authority.

10. Dishonesty and Theft

Prohibited behaviors include:

    1. Theft any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen
    2. Sale, possession, or misappropriation of any property or services without the owner's permission

    3. The sale of a textbook by any student who does not own the book

    4. Dishonest or fraudulent behavior in any oral or written transaction with the university

    5. Dishonesty or misrepresenting the truth before a hearing of the university, or furnishing false information or withholding information to any university official which interferes with university processes or procedures

    6. Forgery, alteration, or misuse of any document, record, or officially issued identification information from university processes and/or officials

11. Misuse of Identification or University Resources
    1. Possession of fake or altered identification

    2. Unauthorized entry into, presence in, or use of university facilities, equipment ,or property which has not been reserved or accessed through appropriate university officials

    3. Student identification cards

1. failing to present a Student ID/Carolina Card when requested by a university official acting in the performance of his or her duties

2. possession of more than one Student ID/Carolina Card

3. lending a University Student ID/Carolina Card to anyone for reasons not authorized by the University Student ID/Carolina Card policy (Violations may subject both the owner and the holder to disciplinary action).

4. failure to report within 24 hours a lost ID/key to a secured facility

4. Keys
   1. Unauthorized use, possession, or duplication of any university key

5. Communication technology (phones, social mediums, electronic mail, voice mail, etc.)
   1. misusing or assisting in the misuse of telephones and communication equipment including using any form of communication equipment to harass or threaten any person(s)
   2. using any form of communication equipment to disrupt the normal operations or activities of any person, organization, or the university

6. Computers

   1. Misusing university computing resources by intentionally making, receiving, accessing, altering, using, providing or in any way tampering with files, discs, programs, passwords, messages or other computer users without their permission

   2. Using computer resources to harass others or in ways that violate institutional computer use policies

12. Failure to Comply

Prohibited behaviors include:

1. Failure to comply with and respond appropriately to the reasonable and lawful requests of university staff members (including student employees, peer advisors, etc.) and officials in the performance of their duties

2. Failure to abide by any published university policy or procedure

3. Failure to properly comply with or complete a sanction or obligation resulting from a conduct or honor code hearing

4. Unauthorized disclosure of confidential or proprietary information gained by the student in the course of or by reason of the student's responsibilities or duties as a student employee

13. Shared Responsibility for Violations

Prohibited behaviors include:

1. Acting in concert to violate university conduct regulations

2. Attempting, assisting or promoting any act prohibited by the Student Conduct Code

3. Condoning, encouraging, or requiring behavior that violates university conduct regulations

4. Allowing, permitting or providing opportunity for a guest to violate university conduct regulations

14. Fines and Restitutions

An order may be issued to make restitution or to pay a fine when a student has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent behavior, violation of fire or general safety code, or violations of the alcohol and/or drug policies. Such property may belong to an individual, group, or the University. Restitution may be in the form of financial payment, community service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.

III. Related Policies

University Policy EOP 1.02 Sexual Harassment
https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/

University Policy EOP 1.03 Discriminatory Harassment
https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/

University Policy STAF 1.08 Sexual Assault Policies and Services
https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/

University Policy STAF 1.09 Relationship Violence and Stalking Policy
https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/

University Policy STAF 3.05 Hazing
https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/

University Policy STAF 6.24 Student Non-Discrimination and Non-Harassment Policy
https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/

IV. Reason for Revision

This document reflects the entirely revised rules for student behavior which is more concise, specific, and accessible to students.

USC Salkehatchie

Student Academic Responsibility

Infractions of academic discipline in the undergraduate schools and colleges will be dealt with in accordance with this Code of Student Academic Responsibility.
Definitions - Infractions of academic discipline include, but are limited to:

1. Cheating – This refers to conduct during quizzes and examinations that shall include utilizing written information not specifically permitted by the instructor. It shall also include receiving written or oral information from any person other than the instructor. It shall further include stealing, buying, selling, or using any copy of an examination before it has been administered.
2. Plagiarism – This refers to submitting, as a student's own work, material obtained from another source without indicating the source from which it was obtained. It further includes letting another person compose or rewrite a student's written assignment.

1. Illegal Use of Old Laboratory Reports - This comprises the copying of an old report belonging to another person and submitting the work as one's own.

A student who assists in the form of dishonesty mentioned above shall be considered equally as guilty as the student who accepted such assistance.

Definition of a "Student": For the purpose of this policy a "student" is defined as any person who is admitted, enrolled or registered for study at the University of South Carolina for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, the University of South Carolina are considered "students". A person shall also be considered a student during any period that follows the end of either the Spring or Fall semester that the student has completed until the last day for registration for the next succeeding semester. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to orientation, placement testing, and registration.

A student who possesses evidence that one of the offenses listed above has been committed and who does not report the offense to the appropriate authority shall be considered guilty of an infraction of academic discipline.

Enforcement of Student Academic Responsibility – Students who have committed infractions of the Student Academic Responsibility principle will be heard before the Academic Affairs Committee.

Reporting Procedures – Infractions of academic discipline may be reported in writing to the chair or any member of the committee by the student committing the infraction, any student observing the infraction, or the faculty member observing the infraction.

It shall be the duty of any member to whom report of an infraction has been made to submit the same in writing to the chair of the committee as soon as possible.

Hearing Procedures

- Committee - (1) The Academic Affairs Committee shall conduct hearings when circumstances warrant such action and determine appropriate penalties. (2) The chair shall be responsible for conducting the hearing, insuring that proper records are kept, informing the accused of the decision, and reporting the decision to the dean and to the associate dean whose responsibility it shall be to insure that proper record notations are made. (3) The student charged with infractions will be sent written notice, by the chair, of the charges against at least seven days before the time

scheduled for the hearing. This notice will include the specific charges; the time and place of the hearing; notice of rights to bring witnesses, question witnesses, and have representation, if desired; notice of the right to appeal to the dean, the president of the University and then the Board of Trustees in that order.

- Hearing (1) The accused will be present for all testimony, be permitted to bring witnesses, to question the witnesses against, and to make any statement desired bearing on the matter being discussed. (2) The decision as to guilt (unless admitted) and the penalty will be made in closed session and then the accused will be informed by the committee in open session of its decision. (3) All hearing proceedings will be kept confidential.

- Post-Hearing (1) The chair will inform the dean and the associate dean of the penalty imposed whenever a student has been found guilty. (2) The associate dean will be responsible for notifying the student in writing of the decision of the committee, informing the appropriate administrative officials, and for making the proper record entries and taking the appropriate action on the penalty.

Penalties – The following action may be taken against a student who is found guilty of an infraction of academic discipline for the first time:

- Warning – not entered on permanent academic record
- Probation – entered on permanent academic record
- Recommendation to professor that F be awarded in course.

In serious cases even a first offender may be suspended. A student guilty of an infraction of academic responsibility for a second time, shall, except in extraordinary cases, be suspended from the University.

NOTE: A student who has violated or who has been charged with the violation of any regulation of the University may not be permitted to withdraw from the University without the permission of the chair of the committee. A notation of the circumstances under which the accused student was permitted to withdraw shall be entered in the minutes of the committee. The withdrawal of a student with or without such approval shall not deprive the committee of the power to hear charges, and in the event the student be found guilty, the committee may restrict readmission on such terms or under such circumstances as it may prescribe.

Student Responsibility – (a) Each student is responsible for abiding by the Code of Student Academic Responsibility at all times. In the classroom, it applies in all academic activities, whether a faculty member is involved or not. (b) Any student who observes or learns of another student's violation of the Code of Student Academic Responsibility may request the student to report to the instructor of the course, and if this is not done, shall report the matter to the instructor of the course or the chair of the Academic Affairs Committee.

Faculty Responsibility – Each faculty member also has responsibilities with respect to this code. These responsibilities include, but are not limited to:

- The promotion of conduct conducive to the effective functioning of the code. Primarily, the faculty member should conduct classes and examinations in such manner as to minimize opportunities and temptations for cheating.
- A clear exposition to students of the values as well as the obligation of the code.
- A demonstration of interest in the proper functioning of the code.
- The use of uniform procedures in handling violations of the code, including the submission of all violations to the Student Discipline Committee.

Additional Rules – The committee shall make such additional rules as are necessary, so long as they do not contravene any of the provisions of this code, to carry out its function, with the approval of the University-wide committee.

Student Rights and Freedoms

The statement of student rights and responsibilities has been approved by the Board of Trustees of the University.

General Understanding

- The statement in no way intends to abrogate the legal powers invested in the Board of Trustees under American corporate law and the laws of the State of South Carolina.
- The statement is recognized as a statement of principles only and that the interpretation of these statements, principles, and procedures is a continuing joint process.
- The statement is clearly understood as not giving complete autonomy to any sector of the academic community but promotes a community approach to those problems which are of proper concern to the University as a whole.

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The University has a duty to develop policies and procedures, which provide and safeguard this freedom. Such policies and procedures should be developed within the framework of general standards with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

Section I: Freedom of Access to Higher Education

The admission policies of the University are a matter of institutional choice provided that the University makes clear the characteristics and expectations of the students that it considers relevant to success in the institutional program. Under no circumstances should a student be barred from admission on the basis of race, creed, or national origin. Thus, within the limits of its facilities, the University should be open to all students who are qualified according to its admission standards.

Section II: In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performances should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

- Protection of freedom of expression - Students should be free to take reasoned exceptions to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- Protection against improper disclosure - Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

Section III: Student Records

The University should have a carefully considered policy as to the information that should be part of a student's permanent record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Final transcripts or academic records should contain only information about academic status. Information from disciplinary files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or for security clearance. No permanent records should be kept which reflect the political activities or beliefs of students. Administrative staff and faculty members should respect as confidential such information that they acquire in the course of their work. Counseling files should not be available to any person without the consent of the student except under legal compulsion. Authorized counselors should not, without the consent of the student disclose any information obtained while counseling any student unless failure to disclose the information may result in physical or emotional harm to the student or others.

Section IV: Student Affairs

In student affairs certain standards must be maintained if the academic freedom of students is to be preserved.

- Student organizations - Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests. (1) Affiliation with an extramural organization should not of itself disqualify recognition of a student organization. (2) Each organization should be free to choose its own campus advisor. Members of the faculty serve the college community when they accept the responsibility to advise and consult with student organizations; they should not have the authority to control the policy of such organizations. (3) Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition other than an initial list of members on formation of an organization. (4) Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin. (5) The membership, policies and actions of a student organization usually will be determined by vote of only those persons who hold bonafide status in the University community.

- Freedom of inquiry and expression - (1) Students and student organizations should be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They should be free to support causes by lawful and orderly means which do not disrupt the regular and essential operation of the institution and which do not interfere with the rights of others. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students or organizations speak only for themselves. (2) Students should be allowed to invite and to hear any person of their own choosing subject to those routine procedures provided for off-campus speakers. These procedures should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, that the occasion is conducted

in a manner appropriate to an academic community, and that the safety of individuals, the University, and the community are not endangered. While the University is properly concerned with the prevention of unlawful conduct, the institutional control of campus facilities should not be used as a device of censorship of ideas. It should be made clear to the academic and large community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

- Student participation in institutional government - As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures. The University should provide sufficient governing freedom and sufficient financial autonomy for the student government to maintain its integrity of purpose as elected representatives of the student body.

- Student publications – Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinions on various issues on the campus and in the world at large.

In the delegation of editorial responsibility to students the University must provide sufficient editorial freedom and sufficient financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary: (1) The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage. (2) Editors and managers of student publications should be protected from arbitrary suspension and removal because of student faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for appointment of editors and managers should be the agency responsible for their removal. (3) All University published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the University or the student body.

<u>Section V: Off-Campus Freedom of Students</u>

1. University students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

2. Activities of students may upon occasion result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only when the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of off-campus activity, such as those relating to class attendance, should be subject to no great penalty than would normally be imposed. Institutional action should be independent of community pressure.

Section VI: Procedural Standards in Disciplinary Proceedings

Educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to counseling, guidance and admonition. In the exceptional circumstances when these preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from unfair imposition of serious penalties. The following are set forth as proper safeguards in such proceedings:

1. Standards of conduct expected of students – The institution has an obligation to clarify those standards of behavior that it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to their education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations. (1) Except under circumstances where delay may create a risk of harm to property or students, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible official should be designated to whom application should be made before a search other than a routine inspection is to be conducted. During routine inspections only items in plain sight can be seized and used as evidence. Any application to search should specify the reasons for the search and the object or information sought. The official should keep an accurate record including the time, date and reason for the search. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed. (2) Students detected or arrested for allegedly committing serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. While interrogation may be conducted, no form of harassment should be used by institutional representatives to coerce admission of guilt or information about conduct of other suspected persons. (3) Pending action on the charges, the status of a student should not be altered, or the right to be present on the campus and to attend classes suspended except where the administration determines such action is necessary for the student's physical or emotional safety and well-being, or for the safety of students, faculty, or University property.

2. The formality of the procedure to which a student is entitled in disciplinary cases should be proportionate to the gravity of the offense and the sanctions that may be imposed. Matters involving minor infractions of the University regulations where suspension is not contemplated may be handled by the administration in an informal manner. Where misconduct may result in suspension, the student should have the right to a hearing before the Student Discipline Committee.

3. The Student Affairs Committee – (1) The committee should include faculty members and student members. No member of the committee who is otherwise interested in the case should sit in judgment during the proceedings. (2) The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity and in sufficient time, to ensure opportunity to prepare for the hearing. (3) The student appearing before the committee should have the right to be assisted in defense by an advisor of choice. (4) The burden of proof should rest upon the officials bringing the charge. (5) The student should be given the opportunity to testify and to present evidence and witnesses. The student should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against the student unless the student has been advised of their content and of the names of those who made them, and unless the student has been given an opportunity to refute unfavorable inferences that might otherwise be drawn. (6) All matters upon which the decision may be based must be introduced into evidence at the proceeding before the committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted. (7) There should be, where possible, a verbatim record, such as a tape recording, of the hearing. (8) In the event that the student is disciplined other than by the regularly constituted Student Discipline Committee, the student shall have the right to a complete hearing before the committee. The decision of the committee shall be final, subject to the student's right of appeal to the president of the University and to the Board of Trustees of the University.

Code of Student Conduct

Introduction

This chapter extends and applies the general principles of the Statement of Student Rights and Freedoms to specific actions and responsibilities of students at the University of South Carolina Salkehatchie. It accepts the proposition that "academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society," and that "free inquiry and free expression are indispensable to the attainment of these goals." This chapter establishes rules, regulations, policies and disciplinary guidelines under the duty and corollary powers inherent in educational institutions to protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of University facilities.

Students have a right to expect enforcement of these rules and regulations. The University also has a right to expect students to abide by them as befits the responsibilities lodged in students as members of the University community. Knowledge of these rules and regulations can prove most beneficial to students in utilizing and protecting their guarded rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is no grounds for excusing infractions.

Application of Law

1. Students should be aware that educational institutions are not sanctuaries from the reach of the civil and criminal laws of the communities and states wherein such institutions exist. While the rules and regulations of the University of South Carolina Salkehatchie are not meant to duplicate general laws, there are some respects in which the lawful interests of the institution as an academic community coincide with the broader public interests treated in general laws. Students who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities as well as liable for disciplinary action under University rules when their conduct violates institutional standards.

2. Students, no less than other citizens, are entitled to be secure in their persons, lodging, papers and effects against unreasonable searches and seizures. This does not prohibit normal inspections of University housing or other facilities for maintenance, health, or safety purposes. Nor does it preclude searches and seizures properly authorized by administrators in emergency

situations where the welfare and safety of persons or property is involved. Approval for such procedures will be granted in strict accord with required legal standards. Searches and seizures by outside law enforcement personnel incident to investigations or arrests are conducted only under proper warrant and are not the responsibility of the University.

3. Students enjoy the same freedoms of speech and peaceable assembly that accrue to other citizens, but students are under certain legal obligations in the exercise of these freedoms by virtue of their membership in the University community. Expression may be subjected to reasonable regulations of time, place, number of persons, and form under established regulations. Expression in the form of action which materially interferes with the normal activities of the rights of free speech and assembly and will invoke appropriate legal and disciplinary sanctions when necessary in pursuit of this goal.

4. Students who are apprehended and charged by law enforcement agencies with criminal conduct on or off campus may not continue as students without approval by the Academic Affairs Committee or in certain cases, approval by the dean. Students under such charges are required to keep the University informed of their trial status.

General Conduct Regulations

1. Introduction

Responsibility for good conduct rests with students as individuals. All members of the academic community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. When breaches of good conduct occur, they are considered jointly by students, faculty, and administrators on the Academic Affairs Committee. Responsibility for maintaining discipline is vested in the dean; under him, administration of the system for handling misconduct is the duty of the associate dean for Student Services.

2. Conduct Rules

The following statements constitute the official record of all general conduct rules and regulations at the University of South Carolina Salkehatchie. Students are expected to abide by these rules and administrators are required to enforce them. (NOTE: Additional rules and regulations may be promulgated during the year; when this happens, announcements will be made upon adoption of the changes or additions.)

1. Damage to Property

Acts of vandalism such as damage to or destruction of property owned or controlled by the University or its members is prohibited.

2. Firearms and Other Deadly Weapons

The unauthorized possession or use, in any way, of firearms or weapons of any kinds such as dirks, slingshots, metal knuckles, razors or any other deadly weapons is prohibited.

3. Flammable Materials and Fireworks

The possession, ignition or detonation of any object or article which could cause damage by fire or other means to person or property, or possession of any substance which could be considered fireworks, is prohibited on any property owned or operated by the University.

4. Arson

No person shall start a fire or be in any way responsible for starting a fire on University property without authorization.

5. False Fire Alarms and Misuse of Fire Equipment

No person shall make, or cause to be made, a false fire alarm. No person shall tamper with fire safety equipment.

6. Theft or Misappropriation

Theft of any kind, including seizing, receiving or concealing property with knowledge that it has been stolen, is forbidden. Sale or possession of any property, including USC Salkehatchie property, without owner's permission is also prohibited.

7. Disorderly Conduct

Individual or group behavior that unnecessarily disturbs individuals or groups is prohibited. Such conduct includes (but is not necessarily limited to) physical assault or threat of assault, hazing, and boisterous conduct which is unreasonable for the area in which it occurs.

8. Sale of Textbooks

The sale by any student of a textbook that does not belong to them is prohibited unless they have prior written authorization from the owner of the book. (Books that are found should be turned in to the Lost and Found department in the Dean's Office.)

9. Forgery

Forgery and the alteration or misuse of University documents or records are forbidden.

10. Keys

No one may use or have in their possession any University key without proper authorization. No student is allowed under any conditions to have a University key duplicated.

11. Misuse of Telephone

No student shall abuse telephone privileges.

12. Disruption of Normal Activity

No one may interfere with or disrupt the normal activity and operations of students, faculty, administrations or staff of this institution or its buildings or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited.

NOTE: To remain in the vicinity of activity which threatens to disrupt or is disrupting normal University functions may have serious legal and disciplinary implications. Bystanders as well as more active participants may be charged with jointly engaging in an enterprise that is prohibited by law. Students should accordingly avoid the scene of any disruption or potential disruption. In any case, failure to leave when asked to disperse by University or law enforcement officials will result in disciplinary and/or legal action.

NOTE: In any case where students or employees of the University of South Carolina Salkehatchie are involved in action which is disruptive of the normal activities of the institution or its personnel, or which exceeds the bounds of normal internal discipline in its impact, the Board of Trustees may exercise its right to name a special hearing board, committee, or officer to investigate the questioned action and to initiate appropriate disciplinary or other measures.

13. Drugs

Possession, except on a physician's or dentist's prescription, of stimulant, depressant, narcotic, or hallucinogenic drugs and other agents having potential for abuse violates University rules and is prohibited. The selling, bartering, exchanging, and giving away of such drugs to any person not intended to possess them is also prohibited.

NOTE: The University always stands ready to do everything within its power to help any students who want help in breaking an involvement with drugs. See also the University policy below.

14. Alcohol Policy

1. It is the policy of this campus of the University of South Carolina that alcohol (beer, wine, distilled spirits) will not be included in any student activity; i.e., club events, student government activities, or athletics and field events; whether on or off the immediate campus.
2. Beer or wine or distilled spirits may not be carried in a state vehicle.
3. Special events that relate to the greater community such as luncheons, support gatherings, theater events, shall be exempt from the above listed policies upon the approval of the dean of the campus. However, monitoring of those attending who drink must be assured to make sure all South Carolina state laws are followed. No one under the age of 21 shall be served alcohol at any event.
4. For special events, those beverages included may not be sold; however, a "contribution" may be taken at the point of delivery.

University Drug Policy

The relationship of a university to its students is one that has as one of its basic purposes the creation of an environment conducive to the pursuit and dissemination of knowledge. A portion of this relationship involves the interaction between the student's personal welfare and academic achievement. Since there are numerous means by which the use and abuse of drugs may adversely affect this relationship, it is incumbent upon the University to issue to all members of its community a clear statement of its policy concerning drugs.

The University's primary obligation in dealing with the drug problem is to educate the academic community. A full and comprehensive educational program should be offered including formal and informal courses, lectures and discussions that cover drugs and drug problems. It is considered most important that students also receive up-to-date and accurate information about drug laws and medical findings. The University should also conduct research and offer its expertise as a public service in drug matters.

Another responsibility is to promote an atmosphere where students who have a problem with drug abuse can feel free to seek help. Students must feel that they can obtain help without fear of legal reprisal and in order to accomplish this, the University will consider situations where a student initiates the contact as completely confidential. In accordance with state law, students may now receive counseling and advice, legally sanctioned as confidential, from the Counseling Office.

The University must maintain its primary function as a center of learning. At the same time, it must be clear that local, state, and federal laws apply equally on campus as well as off campus.

Grievance Policy

Preface- The University of South Carolina is committed to a policy of treating all members of the University community fairly in regard to their personal and professional concerns. In order to ensure that students know what to do when they need to resolve a problem, this procedure is provided.

Purpose – The primary objective of the student grievance procedure is to ensure that concerns are promptly dealt with and resolutions reached in a fair and just manner. It is essential that each student be given an adequate opportunity to bring complaints and problems to the attention of the University administration with the assurance that each will be given fair treatment.

Definition – A grievance is defined as dissatisfaction occurring when a student thinks that any condition affecting the student is unjust, inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to the following: mistreatment by any University employee; wrongful assessment of processing of fees, records, and registration errors; racial discrimination in student employment.

Procedure

Initiating a Grievance - (a) The initial phase of the student grievance generally requires an oral discussion between the student and the person(s) alleged to have caused the grievance. (b) If the student considers the response to that discussion to be unsatisfactory and feels the grievance still exists, written notification of the grievance shall be delivered the chair of the Academic Affairs Committee. The Academic Affairs Committee facilitates better student-faculty communications on the Salkehatchie Campus by listening to student and faculty grievances. Hearing may be requested by students and faculty. A written report is submitted to the dean recommending what action, if any, should be taken.

CONSTITUTION
STUDENT GOVERNMENT ASSOCIATION
UNIVERSITY OF SOUTH CAROLINA
SALKEHATCHIE REGIONAL CAMPUS

PREAMBLE

We, the students of the University of South Carolina Salkehatchie Campus, in order to conduct student affairs in an efficient, orderly, and systematic manner; to define clearly the powers and responsibilities of the students; to secure for ourselves training and experience in self-government; and to provide an organizational framework through which our efforts for a better institution may be directed, do hereby ordain and establish this constitution for the Student Government of the University of South Carolina Salkehatchie Campus

ARTICLE I. THE ESTABLISHMENT OF STUDENT GOVERNMENT

Section 1. Name

The name of this organization shall be the Student Government Association of the University of South Carolina Salkehatchie Regional Campus.

Section 2. Jurisdiction

All full- or part-time students registered at the University of South Carolina Salkehatchie Campus shall be a member of the Student Body and shall be subject to this constitution and its bylaws, the Student Government Association Statutes.

Section 3. Franchise

Only students registered at the University of South Carolina Salkehatchie Campus shall be entitled to vote in the special and general elections of the Student Government Associations.

ARTICLE II. THE LEGISLATIVE DEPARTMENT

Section 1. Name

All legislative powers herein granted shall be vested in a dual Student Senate.

Section 2. Composition

The Student Senate shall consist of two Houses. One of which shall be in Allendale, and the other existing in Walterboro.

The individual Houses shall each consist of the following: a vice president, a secretary, ten senators, and an additional senatorial seat for every 50 FTE students at the respective location.

The Vice President of each House shall be President of the House and preside over each individual House meetings. The Vice President shall have no vote unless they are equally divided.

In the case that there may be any future additional locations added to the USC Salkehatchie campus, each location shall have a house with the same functions and structure as the two present houses.

Section 3. Meeting and Quorum

The Student Senate shall convene at least once a month. Three-fifths of the Student Senate shall constitute a quorum. A quorum is necessary before the Student Senate can conduct business.

The General Session shall convene four times per year. These meetings shall be in September, December, February, and April. The first meeting shall be at the location of the President's enrollment. All other General Session meetings shall rotate in location.

Section 4. Duties and Powers

The Student Senate shall have the power to pass any laws that shall be necessary and proper for carrying into execution this constitution in order to conduct an efficient Student Government Association and Study Body.

A three-fourth vote of the Student Senate shall override a presidential veto.

The Student Senate shall establish its own rules and procedures for conducting business.

The Student Senate shall have the sole power to bring impeachment proceedings against an official of the Student Government Association who has exceeded the powers granted to the office by the Constitution.

ARTICLE III. THE EXECUTIVE DEPARTMENT

Section 1. Composition

The executive offices shall consist of the following:

Student Government President, Executive Secretary, Executive Treasurer, and the Vice Presidents of each Salkehatchie location.

Section 2. Duties and Powers of President

The President shall act as the official representative of the Student Body in all matters pertaining to the students.

The President may initiate legislation in the Student Senate and shall have the right to enter in the debate on said legislation. On all other matters, the President must receive the approval of the Student Senate to enter the debate.

The President shall have no vote in the Student Senate.

The President shall have the right to appoint persons to represent the Student Government Association in any official capacity relating to student activity.

The President may call special sessions of the Senate.

The President shall deliver a State of the Campus address during the first general session of the Student Senate each semester.

The President's signature is necessary for a bill, passed by the Senate, to become law. The President must act on all bills in either the affirmative or negative within five days from the time they are presented to the President by the Senate.

The President shall assume all powers and responsibilities pertaining to the office necessary to carry out the faithful execution of this constitution and the laws of the Student Senate.

Section 3. Duties and Powers of Vice Presidents

Should the President be temporarily or permanently vacated from their position, the Vice President of the same location as the President shall fulfill their duties.

The Vice President shall be the presiding officer of the House Senate.

The Vice President shall assume all powers and responsibilities upon their election to office.

Section 4. Duties and Powers of Executive Secretary

The Executive Secretary shall take and maintain the official roll and minutes of all general session meetings of the Student Government Association.

The Executive Secretary shall maintain an archive, in which shall be placed an official copy of all laws, minutes of the Student Government Association general session meetings, all official correspondence, as well as all other pertinent reports.

The Executive Secretary shall be authorized to organize and train secretariat to assist in the performance of duties subject to the approval of the Executive Committee.

The Executive Secretary shall perform any other duties assigned by the President pertaining to the office.

Section 5. Duties and Powers of Executive Treasurer

The Executive Treasurer shall record all receipts, expenditures, and appropriations of the monies of the Student Senate of Salkehatchie Campus.

The Executive Treasurer shall be responsible for depositing all proceeds included in USCS student activity account.

These records shall be public and subject to be audited by the Treasurer of the University of South Carolina or their appointed representative at any time.

The Executive Treasurer shall present a statement to account for Student Government Association income and expenses, to the Student Government at the last regular meeting of the fall and spring semester.

The Executive Treasurer shall have access to financial records of any organization that receives or requests money from the Students Government Association.

The Executive Treasurer shall perform any other duties germane to the office assigned by the President.

Section 6. Terms of Office

The President and Vice Presidents shall hold office for one calendar year. They shall assume their respective offices on the last day of the spring semester.

The Secretary and Treasurer shall hold office for two semesters, beginning in the fall semester. They shall assume their respective offices on the day following the fall term elections and end their term on the last day of the spring semester.

ARTICLE IV. DUTIES OF THE HOUSE MEMBERS

Section 1. Duties of the House Secretary

The House Secretary shall take and maintain the official roll and minutes of the Student Government Association House meeting.

The House Secretary shall maintain an archive, in which shall be placed an official copy of all laws, minutes of the Student Government Association House meetings, all official correspondence, as well as all other pertinent reports.

The House Secretary shall record all receipts, expenditures, and appropriations of the monies of the House.

ARTICLE V. LIMITATIONS OF POWER

Section 1. Non-Student Rights

The powers of the Student Government Association, as herein set by this constitution, are solely meant to facilitate the work of said Student Government and in no way do abridge the powers or rights of the faculty or administration of this institution or the Western Carolina Higher Education Commission.

Section 2. Student Government Association Limitations

Officers serving in the Student Government Association shall be bound by the duties of the offices they hold and the authority of said officers shall not exceed in any way the power vested in that office by this constitution.

Section 3. Speakers

Any speaker, invited or uninvited, must be cleared through the Student Life Coordinator before addressing any portion of the Student Body.

ARTICLE VI. ELECTION PROCEDURES

Section 1. Time of Election

The President, two Vice Presidents, Executive Secretary, and Treasurer shall be elected in the spring semester. The time of the spring election shall be determined by the outgoing Student Government Association.

Section 2. Petitions

In order to run for any office created by this constitution, a student must inform the current officers of their intention to run for office.

Section 3. Qualifications

The officers elected to fill the offices created by this constitution must be full-time students and must be in good standing with the university at the time of their election.

A minimum grade point ratio of no less than 2.30 shall be necessary in order to become President or Vice President of the Student Government Association. This standard shall not apply to either the Executive Secretary or the Executive Treasure of the Student Government Association.

Section 4. Elections

All constitutional officers created in this constitution, with the exception of the appointed officers, shall be elected by the entire Student Body of the campus hosting that office for the coming year.

All elections shall be decided by simple majority vote. A simple majority vote to mean one vote more than the opposition.

Vacancies in the executive department shall be filled by special election called by the President.

Vacancies in the individual Houses shall be filled by special election called for by the respective Vice President.

The President and the Executive Secretary shall represent the same location. The Treasurer shall represent the alternate location. These three offices shall rotate annually between the two locations. The rotation process shall begin with the oldest existing location.

Section 5. Termination of Office

The terms of all constitutional officers shall terminate the last day of the spring semester, with the exception of the incoming President and two Vice Presidents who shall take office on that day.

Section 6. Dual Office Holding

No one shall hold two or more offices within the Student Government Association.

Section 7. Election Returns

The President of the Student Body, the dean of the Campus, and one faculty member, chosen by the dean, shall be the official counters for all Student Elections.

ARTICLE VII. STUDENT RIGHTS

All students coming under the jurisdiction of this constitution shall have the right to petition the administration or Student Government Association for a redress of grievances. Said petition shall be acted upon as is deemed appropriate by the body petitioned.

ARTICLE VIII. CHARTERING OF CLUBS

Section 1. Requirement

All service, social, academic, and extra-curricular clubs must receive a charter from the Student Government Association. No club shall be allowed to function at either campus unless it has received a charter.

Section 2. Applications

All applications for charters must include the following information:

1. Name of club
2. Detailed purpose of the club
3. Organization structure
4. Adherence to alcohol policy of institution
5. The names of potential members

Section 3. Fees

A five dollar non-refundable deposit and a one dollar renewal fee must be placed on deposit in the USC Salkehatchie Activity Account by the chartered group.

ARTICLE IX. BUREAU OF THE BUDGET

Section 1. Composition

The Bureau of the Budget shall consist of the President and Treasurer of the Student Government Association, and the Director of the institution or their appointee.

Section 2. Duties

The Bureau shall have the sole power to formulate the budget of the Student Activity Fund for the academic year.

Section 3. Approval

The Student Government President shall present the budget to the Student Senate for its approval. Approval by the Student Senate is necessary before the budget shall become binding.

ARTICLE X. AMENDING OF CONSTITUTION

Section 1. Petition

A petition signed by no less than 20 percent of the Student Body shall be necessary before an amending bill may be brought before the Student Government.

Section 2. Student Senate Ratification

A two-thirds vote of the Student Government shall be necessary for any petition presented to it to have the approval of the Student Government. All petitions for amendments must have this Student Government approval in order to proceed with ratification.

Section 3. Student Body Ratification

After a petition has been presented to the Student Government and received Student Government approval, it must then be presented to the Student Body for its approval. Approval of the Student Body shall be defined as a simple majority vote of said body. All petitions must meet Student Body approval. After the Student Body has ratified the petition it shall become an integral part of this constitution.

ARTICLE XI. RATIFICATION OF CONSTITUTION

Section 1. Electors

Only students of the Salkehatchie Campus shall be electors for the ratification of this constitution.

Section 2. Voting

Each elector shall have one vote and a majority vote of the electors is necessary for ratification.

Section 3. Date

This constitution shall come into effect on the day the electors have ratified this document as the Constitution for the University of South Carolina Salkehatchie Campus.

USC Sumter

DEFINITION OF A STUDENT

For the purpose of this policy a "student" is defined as any person who is admitted, enrolled or registered for study at the University of South Carolina for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, the University of South Carolina are considered "students". A person shall also be considered a student during any period that follows the end of either the Spring or Fall semester that the student has completed until the last day for registration for the next succeeding semester. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to orientation, placement testing, advisement, and registration.

CODE OF STUDENT CONDUCT

I. Introduction

The University of South Carolina Sumter is an academic community preserved through the mutual respect and trust of the individuals who learn, teach, and work within it. Students as well as all other parties at the University must be protected through fair and orderly processes. These are best safeguarded when each person within the University community acts in an orderly and responsible manner. All students and guests are equally entitled to the protection embodied in this document and are expected to meet the standards, which are set forth herein.

This document addresses and governs the conduct of all students and student organizations. Violators are subject to local, state, and federal laws, as well as to the provisions listed herein.

Nothing herein is intended or shall be construed to limit or restrict the student's freedom of speech or peaceful assembly. Free inquiry and free expression are indispensable to the objectives of an institution of higher education; and to this end peaceful, reasonable, orderly demonstrations in approved areas shall not be subject to interference by members of the University community. Those involved in demonstrations, however, may not engage in conduct that violates the rights of other members of the University community.

These rules are not to restrain controversy or dissent, or to prevent, discourage, nor limit communication among faculty, students, staff, and administrators. The purpose of these rules is to prevent the abuse of the rights of others and to maintain public order appropriate to the University. In this regard, it shall be the responsibility of every student to obey the Code of Student Conduct, which includes the Code of Student Academic Responsibility and the Student Discipline Code.

Students whose official campus of record is a University of South Carolina campus other than Sumter, but who attend class(es) at USC Sumter are subject to USC Sumter policies and procedures. If a violation occurs on the USC Sumter campus, the USC Sumter Student Handbook will serve as the official procedural guide. Additionally, the official campus of record may choose to review the matter and/or impose sanctions.

II. Student Academic Responsibility

Under the Code of Student Academic Responsibility, students are on their honor not to cheat, lie, or steal. If they witness another student doing so, it is their responsibility to request that the student

report him/herself to the instructor of the course, and if this is not done, to report the individual and the circumstances to the Instructor, Department/Division Chair, Director of Student Life or Executive Associate Dean for Academic and Student Affairs.

Violations of this code include, but are not limited to, use of unauthorized notes during an examination, collusion with another student to obtain unfair advantage during a test or assignment, plagiarism, and other incidents, which reflect unethical or dishonest academic behavior. Students are required to properly acknowledge sources such as books, newspapers, magazines, journals, records, tapes, films, web sites, and interviews. Students may not present as their own the ideas, opinions, images, figures, language or concepts of another, including those of other students. Some specific uses of source material are:

Cheating: The use of unauthorized material or information from others to gain an unfair advantage during testing, assignments or evaluation.

Direct Quotation: word-for-word copying of a source. Direct quotation must be accurate, must not misrepresent the source in any way, and must be properly acknowledged.

Paraphrase: a recasting into one's own words material from a source, generally condensing the source but not misrepresenting it. A source must be properly acknowledged as well. A direct quotation with only a word or two changed, added, or omitted should not be passed off as a paraphrase.

Use of ideas: The use of an idea from a source must be properly acknowledged, even when ones' application of that idea varies from the source.

Use of figures, tables, charts, statistics, images, photographs, and other similar sources: These items must be fully acknowledged, and any changes must be clearly indicated.

If a student has received any kind of help (except that permitted by an instructor) in the preparation of a project, that help must be fully acknowledged. Papers and other materials bought from "term paper writing services," if submitted, as the work of anyone except the writing service, constitutes a violation of the principles of this document.

Instructors have the right to handle academic matters of integrity within their classroom. Instructors are expected to use the Code of Student Conduct when the integrity of the institution may be in question.

III. The Student Discipline Code

It shall be the responsibility of all students and student organizations to abide by the Student Discipline Code on and off campus. All non-academic conduct that infringes upon the rights or welfare of others is thus embodied in this Code. Violations of the Student Discipline Code are handled in the same manner as violations of the Code of Student Academic Responsibility.

Failure to Pay for Returned Checks: Violations include the failure of the student to pay for any returned checks, fines and/or late fees associated with application fees, tuition, books and other miscellaneous charges for goods or services on campus.

Violations of University Policy: Breach of policy, rules, and regulations, as well as parking and traffic rules.

Violations of Written University Policy or Regulations: violations include breach of student handbook, University catalog, or University bulletin rules and regulations, as well as parking and traffic rules.

Violations of Local, State or Federal Laws: violations include all local, state, and federal laws. Violators may face prosecution off campus, as well as disciplinary action on campus. Students charged with violations of local, state, or federal law off campus must report the incident to the Director of Student Life within three class days.

Disruption of Operations of the University: violations include the restraint of another's freedom of movement, speech, assembly or access to University facilities; the disruption of classroom activities during periods of instruction, or any other form of disruption of University function.

Falsification of Records/Information: violations include a) causing or contributing to the completion of any official University record, document, or form dishonestly so as to supply incorrect or misleading information; b) reporting or providing false information to any University official; c) originating and/or circulating a false warning of an impending bombing, fire, or other catastrophe.

Failure to Comply with Directions of Officials: violations include the failure of a student to present proper identification to a University official acting in the performance of his/her duty; failure to comply with a reasonable request of a University official acting in the performance of his/her duties; supplying a false identity; or contempt of the subpoena or other order of the Discipline and Grievance Committee.

Use of Illegal Software: It is the policy of USC Sumter, in keeping with federal copyright laws, to prohibit the use, possession or distribution of illegal computer software on campus. Only properly acquired and appropriately copyrighted software may be used at any USC Sumter computer facility. Breech of this policy shall be considered a violation of the Code of Student Conduct and thus subject to disciplinary sanctions.

Possession or Use of Firearms or Dangerous Weapons on University Property: violations include the unauthorized possession on University property of any weapon such as a firearm, knife, explosives, fireworks, or dangerous chemicals, without the written permission of the Dean of the University.

Unauthorized Use or Possession of Alcoholic Beverages: USC Sumter clearly prohibits the unauthorized and/or unlawful possession, use, or distribution of alcoholic beverages by students or employees on University property or at any University activity.

Use, Possession, or Distribution of Narcotics or Illegal Drugs: violations include unlawful possession, use, or distribution of illegal drugs (for example, marijuana, amphetamines, cocaine, barbiturates, opiates, hallucinogens, etc.) by students or employees on or off campus. Students charged with drug-related offenses off campus must report the incident to the Director of Student Life within three class days.

Theft, Unauthorized Possession, or Damage to Property: violations include larceny, property damage, theft, unauthorized borrowing, or cases involving acts of felonious larceny or theft on or off campus.

Hazing and/or Threats: Any action taken, or situation created, intentionally, whether on or off campus or on the Internet to produce mental or physical discomfort, embarrassment, harassment, ridicule, or suffering. Such actions and situations include creation of excessive fatigue; physical and physiological shocks; wearing apparel in public that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery, morally degrading or humiliating games and activities; and any other activities not consistent with the rules and regulations of USC Sumter.

Disorderly Conduct or Lewd, Indecent, or Obscene Conduct: violations concerning personal conduct--including fighting, threatening behavior, public disturbance, drunk and disorderly conduct, public indecency by act or word, or use of the internet/e-mail in a manner unacceptable by University or community standards.

Abuse of Trust: violations include the knowing abuse of any elective or appointive position of trust or responsibility, including misuse of a student organization's funds or properties, or is in a conflict of interest involving the activities of a student organization.

Aiding or Abetting: violations include activities which constitute any assistance or encouragement in the infraction of any of the above provisions of the Code.

Environmental Concerns: The University of South Carolina Sumter is committed to environmental protective measures for land, water, and air resources. It is the responsibility of each student to properly dispose of personal trash in the receptacles provided within the buildings and on the grounds. Leaving trash in classrooms, lobbies, recreation or office areas, discarding cigarettes on the grounds, and waste or damage to any natural resource on or off campus are examples of violations of the Code of Student Conduct related to environmental concerns**.**

1. Student Disciplinary Procedures

1. Ordinarily, proceedings for student conduct violations before the Disciplinary/Grievance Committee are initiated by an Assistant/Associate Dean or a member of the Student Life Staff. However, any member of the University community may initiate disciplinary proceedings. The allegation must be submitted in writing to an Assistant/Associate Dean or to the Director of Student Life. The Director of Student Life may call an individual conference with the accused student to discuss the scope and general nature of the alleged offense. Upon investigation, the Director of Student Life decides whether a formal charge will be brought against the student or student organization. A student charged with infractions is summoned for a pre-hearing interview with the Director of Student Life or a designee to explain the disciplinary procedures and options for resolution of the disciplinary charges. A student charged with infractions who is to appear before the discipline/grievance committee will be sent a written notice by the chair of the committee to appear at the scheduled hearing. This notice will include:

    1. A written notice of the charge(s) brought forward.

    2. The general nature of the charge

    3. The time and place of the hearing

    4. Notice of his/her rights to have representation if desired (however, only USC students or employees may participate in the proceedings)

5. Notice of his/her rights to call witnesses in his/her behalf, and to be confronted with and question witnesses against him/her.

6. The charged student will have the following options for resolution to the disciplinary charge(s):

    1. Plead not guilty to the charge(s) and have a regular hearing before the Discipline/Grievance committee where a determination of responsibility is made and recommendations are made to the Dean of the University.

    2. Plead not guilty to the charge(s) and request an administrative hearing before the Director of Student Life or a designee of the Executive Associate Dean for Academic and Student Affairs where a determination of responsibility will be made and recommendations are made to the Dean of the University.

    3. The Director of Student Life or designee may decline to hear the case. Plead guilty to the charge(s) and elect for the Discipline/Grievance committee to recommend appropriate sanctions to the Dean of the University.

    4. Plead guilty to the charge(s) and elect for the Director of Student Life or a designee of the Executive Associate Dean for Academic and Student Affairs to recommend appropriate sanctions to the Dean of the University. The Director of Student Life or designee may decline to hear the case.

    5. Failure to respond to charge(s) and/or fails to appear for a required pre-hearing interview will constitute forfeiture of the above options. At the hearing, a determination of responsibility will be made with or without the accused student being present. Recommendations will be made to the Dean of the University and final disposition will be made to the student in writing.

6. If a student desires the presence of a witness, it is the student's responsibility to ensure that the witness appears. Any written statement presented must be dated, signed by the person making it, and witnessed by a University employee. Written statements will be given less weight than spoken testimony because of the inability to question the individual for more information.

7. It should be clearly understood that there is a fundamental difference between the nature of student discipline and that of criminal law. Regardless of the above options exercised for resolution of charges, the discipline of students within the University community must be consistent with the educational mission of the institution.

    The Discipline and Grievance committee may elect to place "holds" on diplomas and/or transcripts of students involved in disciplinary proceedings pending the final outcome of the disciplinary charges.

    The Dean of the University receives all recommended sanctions from the discipline/grievance committee for disciplinary violations. The Dean of the University has the authority to accept, reject, amend or impose different sanctions/penalties for violations of the code of student conduct in accordance with the penalties listed in the Student Handbook.

    If the student wishes to appeal the decision of the Dean of the University, a letter of appeal must be addressed to and received by the Vice Provost and Executive Dean for Regional Campuses and

Continuing Education within ten (10) business days of the Dean of the University's decision. The next step in the appeals process involves an appeal to the President of the University.

V. Penalties

Students should be aware of the range of penalties that may be assessed for infraction of rules and regulations governing conduct within the University community. The following is a summary of present penalties showing examples of the types of offenses for which each may be assessed. All penalties may be imposed either singly or in combination.

Major penalties (suspension, up to and including expulsion)

Penalties are recommended by the Discipline/Grievance Committee, with the approval of the Dean of the University or other body empowered by the Dean. Any person under one of these penalties is not in good standing with the University for any purpose, including transfer to another institution.

Probation

A period during which a student is under an official warning that his conduct is in violation of University rules, regulations or policies. While these violations are not serious enough to warrant a form of suspension, the student under probation is not considered in good standing (within the institution) and his continued enrollment is contingent upon good citizenship for the probationary period. While on disciplinary probation, a student may face specific limitations on his or her behavior and or university privileges (see conditions). Subsequent violations of university rules, regulations, or policies are likely to result in more severe sanctions, up to and including suspension from the university.

Conditions

Limitations upon a student's behavior and/or university privileges for a specific period of time, or an active obligation to complete a specified activity. Failure to abide by or fulfill conditions is likely to result in more severe sanctions, up to and including suspension from the University.

Restriction

Limitations upon a students' privileges for a period of time. For example, this penalty may include denial of the right to represent the University in any way, denial of parking or certain library, recreational, activity or other privileges.

Reprimand

An official rebuke making misconduct a matter of record in University files for a period of time, which may extend throughout a student's enrollment for a degree.

Other Specific Penalties

(a) Work hours, assessed for certain offenses in which supervised work benefiting the University community is deemed appropriate; (b) orders to make restitution, issued when a student has engaged in conduct injurious to property of another for which monetary damages may be ascertained. For example, this penalty may be assessed in cases of property damage, theft, fraud or deception, or misappropriation; (c) remuneration, fines, and/or additional charges assessed as

punitive measure for certain types of offenses representing injury to the University as a whole or to numbers of persons within the University community.

Persons found guilty of any of the following offenses may receive penalties up to and including suspension from the University: (a) serious acts of malicious vandalism; (b) possession or use in any way of any kinds of firearms or weapons (concealed or not concealed) without authority or under prohibition of law; (c) starting or being in any way responsible for starting a fire on University property; (d) theft, forgery, fraud or other dishonest acts of any kind including the possession or sale of books without permission of the owner(s); (e) possession of stimulant, depressant, narcotic, or hallucinatory drugs or other agents having potential for abuse, unless possession is legal; (f) selling, bartering, exchanging and giving away of stimulant, depressant, narcotic or hallucinogenic drugs or other agents having potential for abuse to any person not intended to possess them or not legally entitled to their possession or use; (g) serious violations of laws pertaining to consumption of alcoholic beverages; (h) disruption of normal activities of the University, or any conviction in a court of law for offenses of the nature which deals with interruption of normal operation of the University of South Carolina Sumter or other educational institutions; or of a kind involving activity which would constitute a danger to the health, safety or property of individuals within the University community or constitute similar danger to the welfare of the institution generally; (I) willful possession, ignition or detonation of anything which could cause damage by fire or other means to persons or property at the University; and (j) unauthorized possession or duplication of master keys.

The following offenses normally subject a student to penalties up to and including probation upon an appropriate finding of guilt: a) making false fire alarms or causing them to be made, or misusing fire safety equipment, b) misuse of telephones or abuse of telephone equipment, c) failure to make satisfactory settlement to the University whether such indebtedness be in fees or loans owed or in fines or restitution charges unpaid, or in any other form, d) misconduct associated with consumption of alcoholic beverages, and e) general misconduct and behavior which disturbs the academic community or its members, especially when such conduct is repetitive. Repeated or particularly serious instances of any of the foregoing may result in suspension.

VI. Retention of Student Discipline Records

1. These procedures and guidelines are established to govern the release, screening, retention, and destruction of the educational discipline records of USC Sumter students.

2. Records subject to this policy include but are not restricted to:

1. Written information and documentation filed with the Student Life Office by a USC Sumter student faculty, staff or University official.

2. Student Discipline/Grievance Committee records of proceedings and recommendations.

3. Student Academic Grievance reports and decision statements.

4. The Dean of the University's sanctions and/or conclusion on cases referred from the Student Discipline and Grievance Committee.

5. Disposition Instructions:

    1. Student Academic Grievance reports, decision statements, discipline reports, and summaries are maintained by the office of Academic and Student Affairs.

    2. All student discipline records, of all levels and types will be permanently maintained in the office of Academic and Student Affairs. The office of record will be the office of Academic and Student Affairs, and access to these records will be allowed only by written permission from the Director of Student Life or the Executive Associate Dean for Academic and Student Affairs or a designated representative.

    3. Screening of Records:

1. Upon resolution of a case, a disposition date will be assigned and placed in a prominent place on each case file by the person responsible for maintaining the case files.

2. Files will be screened annually by a designated representative.

3. Screened records will be separated into the categories, according to the guidelines established above.

        1.) Current records
        2.) Records to be destroyed
        3.) Records to be permanently maintained

    (d) No personally identifiable records will be kept after the record has been designated for destruction.

    4. Destruction of Records:

1. All paper records will be destroyed by shredding, burning, or other similar certain means.

2. Destruction of records will be accomplished by a designated representative.

3. Statistical files may not reflect the identity of an individual.

4. Non-paper artifacts will be disposed in a manner that will insure the artifact cannot be traced to an individual or any discipline case.

USC Union

The USC Union Student Code of Conduct

USC Policies and Procedures (STAF 6.26) [modified for USC Union]

I. Purpose

The purpose of the Code of Conduct is to articulate the university's authority to initiate disciplinary action against a student in accordance with procedure and due process protections. The Code of Conduct also identifies prohibited conduct and sanctions for violations of prohibited conduct.

II. Policy Statement

The University of South Carolina Union's mission includes providing students with the knowledge, skills, and values necessary for success and responsible citizenship in a complex and changing world. The university's aspirational set of values that will guide student behavior is encompassed in the Carolinian Creed (www.sc.edu/creed). Consistent with procedural and due process protections, however, this policy outlines specific prohibited conduct that can result in the disciplinary process being initiated with a student, group of students, or student organization.

A. Application and Jurisdiction

1. The university may initiate disciplinary action for prohibited conduct that occurs on university property or within a university-operated facility. The university may initiate disciplinary action for prohibited conduct that occurs while the student, students, or student organization is participating in off-campus activities sponsored by or affiliated with the university (including student organization functions, field trips, internships, rotations, and clinical assignments) or for any conduct that is deemed to potentially threaten the health/safety of the campus or disrupt the university learning environment no matter where such behavior may occur.

2. University disciplinary action may be instituted against a student or student organization charged with conduct that potentially violates both criminal/civil law and university policy without regard to the pendency of civil or criminal litigation in court or arrest. The university's disciplinary process may be initiated prior to, simultaneously with, or following criminal/civil proceedings off campus, and any disciplinary sanctions reached under the university's process will not be re-evaluated based on the results of a criminal/civil proceeding. Students or student organization conduct proceedings and actions are not subject to challenge or postponement on the grounds that criminal or civil charges involving the same/similar incident have been dismissed, reduced, or are pending in criminal/civil court.

3. University disciplinary action occurring under the Code of Conduct will be based on the preponderance of evidence standard.

4. Students, guests of students, and student organizations remain subject to discipline for prohibited conduct that occurs while suspended from the university.

5. Adjudication of any alleged violation of prohibited conduct will advance under established policies that are in effect on the day that the university receives notification of the alleged violation and not the date on which the purported infraction is noted to have occurred.

6. Additional rules and regulations may be put in place during the year and will be updated to the university's website upon adoption.

B. Definitions

1. Definition of a "Student" - For the purpose of this policy, a "student" is defined as any person who is admitted, enrolled or registered for study at the University of South Carolina for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, the University of South Carolina are considered "students". A person shall also be considered a student during any period that follows the end of either the Spring or Fall semester that the student has completed until the last day for registration for the next succeeding semester. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to orientation, placement testing, and registration.

2. Definition of a "Student Organization" – A student organization is any group that is officially registered (or is pending registration) with the Admissions Office for the current academic year. STAF 3.10 governs specific policies pertaining to the university recognition of student organizations as well as a number of specific regulations student organizations must follow. Student organizations accused of violating the regulations in STAF 3.10 or the Code of Conduct, will follow the same disciplinary procedures outlined in this policy.

(https://www.sc.edu/policies/ppm/staf310.pdf)

C. Authority

The Board of Trustees and the president of the University are ultimately responsible for governing the university. The USC Union student conduct system is administered by the Office of Academic and Student Affairs. This responsibility includes formulating and implementing policies and procedures, in cooperation with other appropriate University bodies, for the consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal, and educationally meaningful manner.

The Student Government Association has an elected and representative voice within the student conduct system and has the right to comment on any proposed changes pertaining to the discipline of students.

Decisions of the Associate Dean for Academic and Student Affairs or designee, or from a formal university conduct hearing, may be appealed by a student/student organization found responsible for the infraction. Reasons for appeal are limited to the following: a procedural error in hearing the case, which significantly prejudiced findings; or new evidence which could not have been available at the time of the

hearing. An appeal must be made in writing to the Associate Dean for Academic and Student Affairs within 5 business days of receipt of the original written decision of the Office of Academic and Student Affairs. A decision is assumed to be received within three university business days from the date of mailing.

D. Prohibited Conduct

This section establishes the rules and regulations all students and student organizations are expected to follow under the duty and corollary powers inherent in educational institutions. Institutions protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of university facilities. Lack of familiarity with institutional rules and regulations is not an excuse for an infraction. Additional rules and regulations may be promulgated during the year and will be updated in this handbook. A link to this handbook may be found on the university's website.

1. Compliance with General Laws and Arrests

Disciplinary action imposed by the university may precede and/or be in addition to any penalty imposed by an off-campus authority if a student engages in conduct that is determined by the institution to violate any provision of federal, state, or local laws.

2. Alcohol Related Misconduct

Prohibited behaviors include:

a. As a general rule, students and student organizations are not permitted to possess alcohol on the USC Union campus or at any officially sponsored university function.

b. Possession or consumption of alcohol by a person under the age of 21 or under the lawful age of the jurisdiction in which the student resides.

c. Public intoxication in a public place or gathering in a grossly intoxicated condition or otherwise conducting oneself in a disorderly or boisterous manner.

d. Possession of alcohol related paraphernalia (empty containers, beer pong table, etc.) or games that are specifically designed for alcohol consumption anywhere on university property.

e. Open containers in vehicles or anywhere on university property.

f. Possessing, manufacturing, distributing, dispensing or selling alcohol on university- controlled property or in connection with university-affiliated activity.

g. Providing or distributing alcohol to individuals under the age of 21 or to an intoxicated person.

h. Common containers (kegs, coolers, etc.) that provide unrestricted access are not permitted on campus or at student organization functions.

i. Violating other provisions of the Student Code of Conduct while under the influence of alcohol.

j. Students and student organizations must comply with the published regulations and applicable laws concerning the transport, display, provision, possession, and consumption of beer, wine, and other alcoholic beverages. Stipulations of the university alcohol policy can be found https://www.sc.edu/policies/ppm/staf302.pdf

k. Possession of fake or altered identification.

3. Drug Related Misconduct

Prohibited behaviors include:

a. Possession or use of any illegal, counterfeit, or controlled drug or narcotic

prescription medications, prescription medication that is not issued under your own name, and medical marijuana in any university operated facility. b. Possession of quantities of any illegal, counterfeit, or controlled drug or narcotic that meet the legal definition for distribution.

c. Selling, transferring, giving away, or exchanging something in return for narcotics, prescription medication, or other illegal, controlled, or counterfeit substances.

d. Manufacturing of any counterfeit, illegal, dangerous or controlled drug or other substance is prohibited.

e. Possession of drug paraphernalia (i.e., pipes, bongs, rolling papers, grinder, scale, nicotine cartridges, etc.).

f. Violating any other provision of the Student Code of Conduct while under the influence of an illegal or illegally obtained drug.

g. Failing, missing, forging or submitting a dilute test or late test for a drug screen that is required by the university.

4. Health and Safety Concerns

Intent is not an element of this violation but will be considered in the application of sanctions.

Prohibited behaviors include:

a. Conduct that threatens or endangers the health or safety of another living being.

b. The use of any object or instrument in a manner that a reasonable person in a similar situation would believe to be threatening.

c. Driving while impaired under the influence of drugs or alcohol.

d. The use of skateboards, bicycles, roller blades or any motorized vehicle in unauthorized areas or in a manner that threatens public safety, damages university or personal property, disrupts university classes or activities or disrupts normal pedestrian or vehicular traffic flow.

e. Intentional obstruction or restriction which unreasonably interferes with freedom of movement (including but not limited to pedestrian or vehicular obstruction).

f. Physical, verbal, or electronic threats of violence or placing a reasonable person in fear of imminent physical injury or danger.

g. Physical abuse, physical intimidation, coercion, and/or other conduct that threatens or endangers the

health or safety of another person or violates a legal protective order or No Contact directive.

h. Throwing or dropping objects or substances out of university operated facilities.

i. The entry or exit of any person through a window, balcony access, rooftop or any otherwise authorized/unsafe opening without cause of emergency.

5. Weapons

Prohibited behaviors include:

a. Unauthorized use, possession, or storage on university property or in any university operated facility of any weapon. Weapons may be defined as any object used or designed to inflict or attempt to inflict harm or injury or fear of harm or injury. Weapons include, but are not limited to firearms, any weapon designed or intended to propel a missile of any kind (this includes air soft, paintball, BB or pellet guns, potato guns and other such homemade devices), knives over two inches, slingshots, metal knuckles, explosives, fireworks, any dangerous chemical or biological agent, or any other object or material capable of causing harm.

b. Possession of ammunition is not permitted in any university facility or on university property.

6. Disruptive Activity

Disruptive activity is any conduct that impedes, interferes with, or disrupts any teaching, research, administrative, disciplinary, public service, learning, or other authorized behavior. Disruptive Activity may occur at functions on or off campus, or at other authorized non-university activities when the conduct occurs on university property.

Prohibited behaviors include:

a. Behavior in a classroom or instructional program that unreasonably interferes with the instructor or presenter’s ability to conduct the class or program after the instructor requests the activity to cease.

b. Non-compliance with reasonable time, place, and manner restrictions on activities.

c. Making, causing, or continuing any loud, unnecessary, or unusual noise that disrupts the normal operations of the university or infringes on the rights of other members of the university community or in off-campus living communities.

d. Interfering with or disrupting the normal activity and operations of the university or its educational mission, programs, or events.

e. Failure to leave immediately when asked to disperse by university or law enforcement officials.

7. Violent Conduct

Prohibited behaviors include:

a. Fighting, assaults, or actions which inflict bodily harm upon any person or animal or threaten force of bodily harm against any person or animal.

b. Hazing as defined by the university policy STAF 3.05 Hazing .

8. Damage to Property

a. Damage to or destruction of property

9. Discrimination and Harassment

a. No student shall engage in discrimination or harassment as defined in the university policy CR 1.00 "Policy against discrimination, harassment, and sexual misconduct" or other university approved policies and prohibitions related to discrimination and harassment.

10. Retaliation

a. Retaliation against a person who reports a potential violation under the Code of Conduct, assists someone with a report of a violation, or participates in any manner in an investigation or in the resolution of a complaint made under the Code of Conduct is prohibited. Retaliation includes but is not limited to threats, intimidation, reprisals and/or adverse actions related to an individual's employment or education. The university will take appropriate steps to ensure that a person who in good faith reports, complains about, or participates in an investigation pursuant to this institutional rule will not be subjected to retaliation. Individuals who believe they are experiencing retaliation are strongly encouraged to file a complaint with the university.

11. Sexual Misconduct, Intimate Parter Violence and Stalking

Prohibited Behaviors include:

a. Sexual assault as defined by the university policy CR 1.00

b. Sexual harassment and discriminatory harassment as defined in the University's Sexual Harassment and Discriminatory Harassment Policies (CR 1.00)

12. Fire and General Safety

Prohibited behaviors include:

a. Starting a fire or creating a fire hazard on university property.

b. The unauthorized possession and/or use of candles, torches, incense and/or incense burners, other open flame apparatus, extension cords, gasoline, propane tanks or lighter fluid in any university operated facility or on-campus location without written permission from a university official.

c. Unauthorized possession of or use of fireworks and explosive materials, the ignition or detonation of

anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, or corrosion.

d. Making or causing to be made, a false fire alarm or emergency report of any kind.

e. Tampering with, damaging, disabling or misusing fire safety equipment and/or warning systems including fire extinguishers, fire sprinklers, fire hoses, fire alarms, and fire doors.

f. Failing to immediately evacuate any university building when a fire alarm or other emergency notification has been sounded or hindering or impairing orderly evacuation.

g. Disobeying a directive or command by any university or emergency official in connection with a fire, alarm, or other safety, security, or emergency matter.

13. Theft and Burglary

Prohibited behaviors include:

a. Theft of any kind, including obtaining academic materials or services through deceptive means or possessing public, private or university property that was removed without authorization.

b. Burglary, the unlawful entrance of a structure to commit a theft.

c. Knowingly giving assistance or information to aid in the action of theft.

d. Sale, possession, appropriation or attempt to appropriate property without the consent of the owner or the person to whom it belongs.

e. Selling or attempting to sell textbooks not owned by the student.

14. Fraudulent Behavior

Prohibited behaviors include:

a. Fraudulent behavior in any oral or written transaction with the university.

b. Dishonesty or misrepresenting the truth before a hearing of the university, or furnishing false information or withholding information to any university official which interferes with university processes or procedures.

c. Forgery, alteration, or misuse of any document, record, or officially issued identification information from university processes and/or officials, including parking permits and athletic tickets.

15. Misuse of Identification or University Resources

Prohibited behaviors include:

a. Violating, attempting to violate, or assisting the violation of any established rule or regulation of the university not specifically included in the Code of Conduct.

b. Possession of fake or altered identification.

c. Unauthorized entry into, presence in, or use of university operated facilities, equipment or property which has not be reserved or accessed through appropriate university officials.

d. Student identification cards and keys: \

i. Failing to present a Student ID/Carolina Card when requested by a university official acting in the performance of that individual's duties.

ii. Possession of more than one Student ID/Carolina Card.

iii. Lending a university Student ID/Carolina Card to anyone for reasons not authorized by the university (violations may subject both the owner and the holder to disciplinary action).

iv. Failure to report within 24 hours a lost ID/key to a secured facility.

v. Unauthorized use, possession, or duplication of any university key.

e. Unauthorized disclosure of confidential or proprietary information gained in the course of or by reason of the student's responsibilities or duties as a student employee.

16. Misuse of Institutional Technology

a. Failure to adhere to the university policy UNIV 1.52 Responsible Use of Data, Technology, and User Credentials.

b. Engaging in inappropriate or disproportionate use of an information technology resource owned or controlled by the university or using an information technology resource for an illegal, threatening, or intentionally destructive purpose. Prohibited conduct includes, but is not limited to, circumventing system or network security, committing copyright infringement, transmitting unsolicited email, sharing a university-issued password, falsifying an email header, and using resources for personal financial gain or profit.

17. Failure to Comply

Prohibited behaviors include:

a. Failure to comply with and respond appropriately to the unreasonable and lawful requests of university officials in the performance of their duties.

b. Failure to properly comply with or complete a sanction or obligation resulting from a conduct or honor code hearing.

18. Shared Responsibility for Violations

Prohibited behaviors include:

a. Acting in concert to violate university policy.

b. Attempting, assisting or promoting any act prohibited by university policy.

c. Condoning, encouraging, or the collusion of behavior that violates university conduct regulations. Collusion is any action or inaction with another one or more individual(s) to intentionally violate university policy.

d. Allowing, permitting or providing opportunity for a guest to violate university policy.

e. Being an accessory to any act prohibited by university policy.

19. Privacy Violation

a. Engaging in surveillance or recording of any type without the subject's knowledge or consent in areas where there is a reasonable expectation of privacy and/or the broadcasting or distribution of such material.

20. Harassing Behavior

a. Repeated conduct of a harassing nature that reasonably interferes with one's ability to succeed in an academic setting or major life activity and that persists after such conduct has been requested to stop.

E. Outcomes

One or more of the following sanctions may be utilized to provide educational interventions and to hold the student accountable. The severity of the sanctions will align with the severity of the offense, community standards and will increase with subsequent violations of the Code of Conduct. Although not an exhaustive list, the following are examples of sanctions that may be applied:

1. Educational workshops: seminar-style educational sessional which may focus on alcohol, decision making, off-campus living, civility, etc. Workshops may include pre-test and post-test.

2. Conduct probation: a period of review during which a student is on official notice that subsequent violations of the Code of Conduct are likely to result in more severe sanctions, including suspension.

3. Reflection papers: a written response to prompts with the goal of promoting student learning and reflection on their actions to determine what they have learned, how they impacted others, and how they may avoid future missteps. The topic and essay questions assignment will depend on the type of incident.

4. Community service: compensatory hours of unpaid service to a non-profit organization or university office to facilitate self-awareness. A reflection paper is part of the community service assignment. Hours must be documented and signed by a site supervisor.

5. Fines: fines assist with costs associated with administering, facilitating and evaluating the educational workshops and programs. Violations of policies may result in administrative fees.

6. Restitution: for theft, misappropriation or damage to university property, students may be required to reimburse the university for the loss, which may also include cost of materials and labor for repairs.

7. Drug testing: may be required for student found in violation of the drug policy. Tests are available at off-campus licensed agencies. Students are responsible for the costs.

8. Anger management or substance abuse interventions and treatment: For times students may need

higher level of services and may be referred to an off-campus provider for substance use or anger management assessments. Students are responsible for the costs.

9. Removal from an academic class: when permission has been granted by academic affairs, the student may be removed from a course(s).

10. Disciplinary withdrawal: under certain circumstances when it is impossible for a student to address disciplinary action due to specific mitigating factors and the incident in question does not require a suspension, the university may grant a student a disciplinary withdrawal. The decision to grant a disciplinary withdrawal will be made by the Associate Dean for Academic and Student Affairs or their designee(s). The student will be permitted to withdraw from classes and a disciplinary hold will be placed on the student's registration and transcript. The student must understand that they will not be permitted to return to the university until the disciplinary matter has been resolved.

11. Access restriction: Access restriction for a period of time to specific or all university operated buildings may be a part of sanctions imposed for a violation of the code of conduct.

12. Delayed suspension: a status used in situations where the conduct is severe enough to justify suspension but mitigating circumstances exist to permit the student an opportunity to correct behavior. During this period of time, students who fail to follow all requirements of their restrictions will almost always be immediately suspended. Like probation, delayed suspension is imposed for a certain period of time and may be contingent on completing additional requirements.

13. Suspension: a denial of enrollment, attendance, presence on university property, and other privileges at the university for no less than one semester. Permission to apply for readmission upon termination of the period may be granted without conditions/restrictions.

14. Expulsion: permanent dismissal from the university.

15. Degree revocation: the termination of a student's degree based on a violation that occurs after a student graduates.

Related University Policies:

ACAF 3.03 Handling of Student Records

CR 1.00: Policy Against Discrimination, Harassment & Sexual Misconduct

STAF 3.02 Alcohol Policy and Guidelines for the University Community

STAF 3.05 Hazing

STAF 3.10 Student Organizations

UNIV 1.52 Responsible Use of Data, Technology, and User Credentials

Voter Registration

Legislation requires certain agencies to assist with voter registration efforts. The following web sites is provided to address this requirement.

South Carolina State Election Commission

https://info.scvotes.sc.gov/eng/ovr/start.aspx