



Student Handbook

Winthrop University - Division of Student Life

2014 - 2015

Live • Learn • Lead

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A Message from the Vice President for Student Life...

Dear Students:



The primary responsibility of the staff of the Division of Student Life is to provide developmental programs and support services which assist your progress through Winthrop. We work to enhance the quality of campus life, establish a sense of community and school spirit, and foster the overall maturation and ethical development of you and your peers. Our goal is to engage you in all that your university has to offer you. We know that if you fully engage with your university, you will become a better person in and out of the classroom, and you will get better grades too!

Through our various programs and activities, the Division of Student Life attempts to cultivate a genuine appreciation for racial and cultural diversity among members of the campus community. Programs are intentionally designed to encourage you to engage actively in pursuing your educational objectives, life goals and personal growth and development. Guidance and support are provided so that each of you can achieve your personal best and contribute constructively to the University community and broader democratic society.

Please remember you were selected to join this rigorous institution and we rightfully have high expectations for you to continue achieving and learning "habits of intellect, habits of heart, and habits of appetite" that will serve you very well for your lifetime. We expect you:

- To graduate.
- To become an educated and ethical person.
- To smile and be friendly as you cross campus.
- To respect our beautiful campus environment.
- To make Winthrop University better for YOU having been here.

We care for your growth and attainment. Please use this handbook and, more important, become fully engaged with the programs and services described within it. Take full advantage of all Winthrop University has to offer and work to fulfill the student government's Dedication for Excellence. You will be glad you did fully engage in the Winthrop Experience. Live. Learn. Lead.

Frank Ardiolo, Ed. D., Vice President for Student Life



Alma Mater

*The Chapel holds our history
 Each new day Tillman rings,
 Your halls are rich with memories
 To which we'll always cling.
 A part of each one here remains
 As a part of you we claim,
 Alma Mater, may your name be grand,
 Winthrop ever stand.*

*The friends we've made, the memories,
 Will last a lifetime long,
 We soar to reach the goals
 We've set as Eagles bold and strong.
 May others see our loyalty,
 Ever honored you will be,
 Alma Mater, may your name be grand,
 Winthrop ever stand.*

Melody: Donna C. Durst '83
Text: Donna C. Durst and Lisa Breland Spangler '87

Student Handbook Purpose

The purpose of this handbook is to provide a general description of Winthrop University and many of its programs for students and to present detailed information regarding policies and procedures which affect students. In as much as the educational process necessitates change, the information, policies and procedures in this handbook represent a flexible program which may be altered where such alterations are thought to be in the mutual interest of the University and its students.

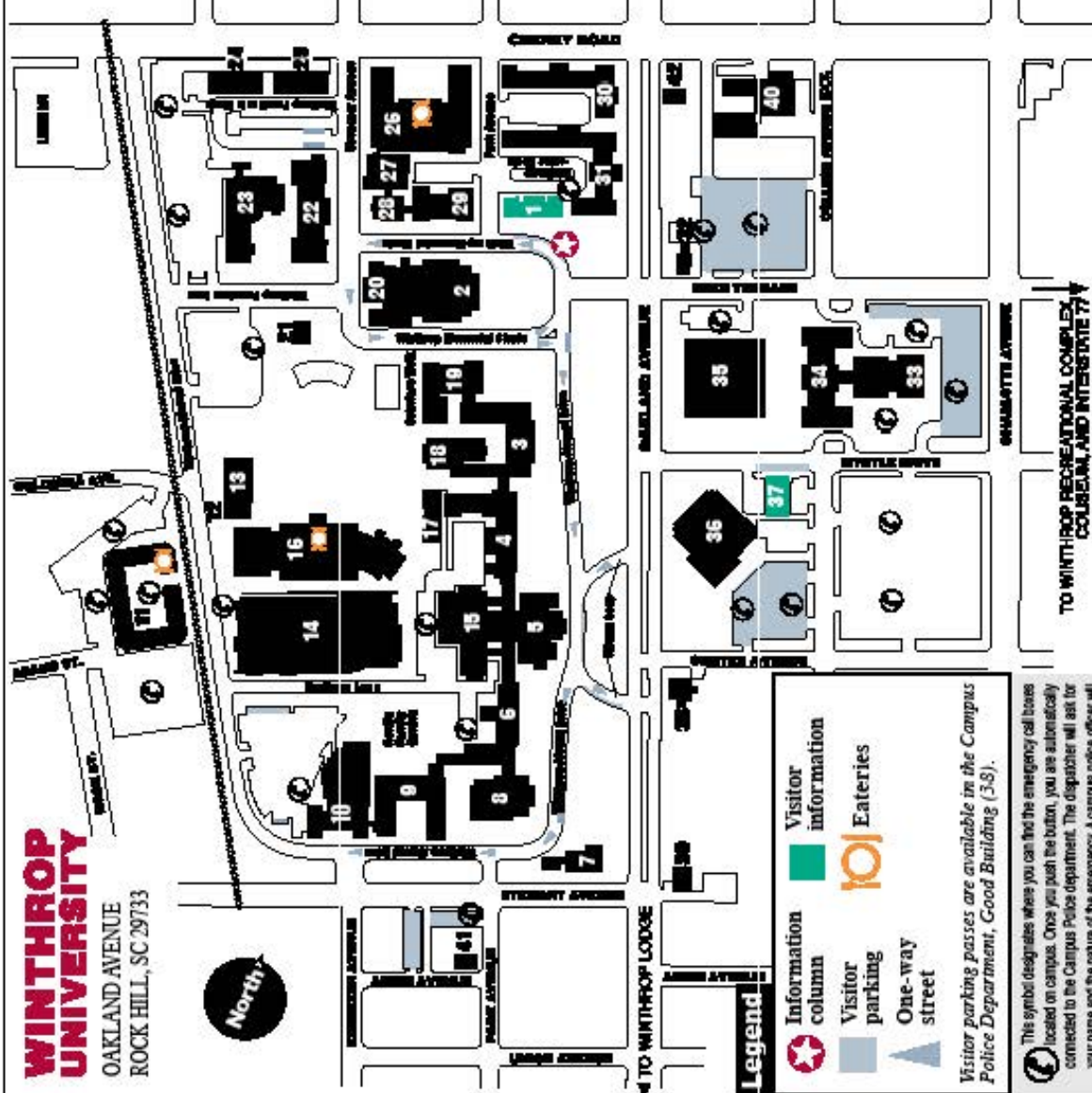
The University reserves the right to change without notice any provision with this handbook.

Winthrop University offers equal opportunity in its employment, admissions, and educational activities.

Cover Photo: Scholars Walk and Crawford Building. Photo courtesy of University Relations. Named for Dr. Thomas A. Crawford, an original Board of Trustee member and well-known physician, the building was the last to be completed under the initial campus plan in 1896.

WINTHROP UNIVERSITY

OAKLAND AVENUE
ROCK HILL, SC 29733



Key to Buildings

- 1 Joyce Hall and the Inn at Winthrop
- 2 Byrnes Amphitheater
- 3 Hancock Hall
- 4 Margaret Neuman Hall
- 5 Wilkerson Hall
- 6 McLeister Hall
- 7 Powell's Hall
- 8 Rindge Building
- 9 Kirby Apartments
- 10 Johnson Hall
- 11 Convoy at Winthrop
- 12 Facilities Management Office
- 13 Central Energy Plant
- 14 Lois Ekman West Health, Physical Education and Wellness Center
- 15 McByrd Hall
- 16 D'Arigo Computer Center
- 17 Crawford Building
- 18 Gilchrist Fitness and Cardio Jazzy Ocean Hall
- 19 Kinross Hall
- 20 Conservatory of Music
- 21 Little Chapel
- 22 Stans Science Building
- 23 DeLeon Hall
- 24 Winfield Hall
- 25 Richardson Hall
- 26 Thurston Hall
- 27 Vision Moore Carroll Hall
- 28 McFarland House
- 29 Thurston Building
- 30 Lee Wicker Hall
- 31 McFarland Hall
- 32 Student House
- 33 Student Activity Center
- 34 Wilson/WETS Building
- 35 Ms. Jean Deane Library
- 36 DeLeon Hall
- 37 Good Building
- 38 Syles House
- 39 Syles House
- 40 Operations Center
- 41 Canterbury House
- 42 Winthrop Building

Departments

- Academics, The President's Office
 Administration, Department of
 Athletics, Department of
 Business Administration, Department of
 Child Development Center
 College of Arts and Sciences
 College of Business Administration
 College of Education
 College of Health, Physical Education and Wellness
 College of Nursing
 College of Public Administration
 College of Social and Behavioral Sciences
 College of Theology
 Department of Art
 Department of Biology
 Department of Chemistry
 Department of Computer Science
 Department of Criminal Justice
 Department of Economics
 Department of English
 Department of Environmental Science
 Department of Finance
 Department of Health, Physical Education and Wellness
 Department of History
 Department of Information Systems
 Department of International Studies
 Department of Law
 Department of Leadership Studies
 Department of Life Sciences
 Department of Mathematics
 Department of Music
 Department of Nursing
 Department of Philosophy
 Department of Political Science
 Department of Psychology
 Department of Religion
 Department of Sociology
 Department of Spanish
 Department of Statistics
 Department of Theology
 Department of Visual Arts
 Department of Writing
 Department of Youth Ministry
 Department of Zoology

Legend

- Information column
- Visitor information
- Visitor parking
- Eateries
- One-way street

Visitor parking passes are available in the Campus Police Department, Good Building (38).

This symbol designates where you can find the emergency call boxes located on campus. Once you push the button, you are automatically connected to the Campus Police department. The dispatcher will ask for your name and the nature of the emergency. A campus police officer will immediately be sent to the location for assistance.

TO WINTHROP RECREATIONAL COMPLEX
COURSENA AND INTERSTATE 77

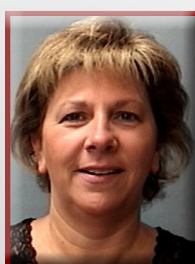
Division of Student Life Leadership



CINDY CASSENS
Assistant Vice President for
Student Life and Director of
Residence Life



JACQUELINE
CONCODORA
Director of
Health and Counseling
Services



LEE ANN JOHNSON
Manager of
Winthrop Bookstore



BETHANY MARLOWE
Assistant Vice President for
Student Life and Dean of
Students



ALICIA MARSTALL
Director of Student Activities
and the DiGiorgio Campus
Center



GRANT SCURRY
Director of the West
Center, Recreational
Services & Assistant Dean
of Students



AMY SULLIVAN
Director of the Center
for Career and Civic
Engagement



PAM YURKOVIC
Director of
Dining Services



FRANK ZEBEDIS
Assistant Vice President for
Student Life & Chief of
Campus Police

University Profile

Institutional Focus

Nationally recognized for its quality and value, Winthrop is a learning community that embodies the characteristics essential to being one of the best universities of its kind: a carefully selected student body of high academic achievement and cultural diversity; a national caliber curriculum of the arts, sciences and professions; a residential educational experience emphasizing personal identity and close relationships; and values that emphasize deep learning, quality teaching and engaged public service. Winthrop students have the opportunity to develop their individual capacities to become leaders in their professions and communities through a variety of highly personalized, engaging and progressively developmental academic and co-curricular programs predicated on national standards of excellence. The Winthrop Experience is one that prepares students to live, learn and lead for a lifetime.

History

Winthrop's 125-year history dates to 1886, when 21 students gathered in a borrowed one-room building in Columbia, S.C. David Bancroft Johnson, a dedicated and gifted superintendent of schools, headed up the fledgling institution, whose mission was the education of teachers. Winthrop has changed dramatically since moving to its permanent Rock Hill home in 1895, growing from a single classroom to a comprehensive university of distinction. Winthrop's historic campus is a setting of exceptional beauty, as is its recreational area known as The Farm. Today, nearly 6,000 students take courses in arts and sciences, education, business administration and visual and performing arts, all of which are supported by Winthrop's newest academic division, University College.

Academic Programs

Winthrop is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's and specialist degrees. A total of 43 undergraduate and 25 graduate degree programs are available in the College of Arts and Sciences, the College of Business Administration, the Richard W. Riley College of Education, and the College of Visual and Performing Arts. Within the four colleges more than 93 undergraduate and 53 graduate programs of study are offered through concentrations. An engaging liberal arts core provides the foundation for all degree programs. Additionally, the university is one of the few in the region that has achieved 100 percent national, specialized accreditation in all eligible programs.

Faculty

Winthrop's selective faculty recruitment process ensures that students learn from an outstanding faculty known for its focus on learning and student engagement. All classes are taught by faculty, and classroom instruction is further enriched by the expertise of distinguished visiting scholars, artists and practitioners.

Student Life

A vibrant, highly residential student life program provides opportunities and services to foster student development along cognitive, personal, and interpersonal dimensions. Six residence halls and the apartment-style Courtyard at Winthrop provide a variety of living arrangements on campus. Academic success communities and theme floors are designed to foster a supportive environment where students live, learn and have fun together. Further opportunities for service, participation and leadership are available through more than 160 student organizations and an energetic array of recreational sports. The DiGiorgio Student Union board has earned national acclaim for its programming efforts. The Winthrop Eagles are championship caliber and compete in NCAA Division I. Scholar-athletes at Winthrop compete in men's and women's basketball, tennis, golf, indoor/outdoor track, cross-country and soccer; women's softball and volleyball; and men's baseball.

Alumni

Upon graduation, Winthrop students continue their education in prestigious graduate and professional programs or enter a wide variety of positions in business, education, medicine, the arts, government or law. Winthrop's exceptionally loyal alumni currently total more than 41,000 worldwide.

Campus

Approximately 20 minutes from Charlotte is Winthrop's tree-lined campus, which encompasses a rich architectural blend of neo-Georgian buildings and is included in the National Register of Historic Places. Behind its stately facade is a community of learners who engage in their educational pursuits in spacious academic facilities, enhanced with SMART technology, and in laboratories and performance venues suitably equipped for rising professionals. The campus' computing infrastructure provides a state-of-the-art learning environment, including high-speed Internet access from all campus buildings and residence hall rooms and wireless access at select locations.

Approximately one half of Winthrop's students live on campus, only a short walk from classrooms, dining locations, art galleries, Dacus Library, DiGiorgio Campus Center and the Lois Rhame West Health, Physical Education and Wellness Center. A large, attractive recreational area surrounds Winthrop Lake and includes a 6,100-seat coliseum, a 2,000-seat ballpark, softball, track, soccer and tennis complexes, a 9-hole golf course, an 18-hole disc golf course, and numerous recreational athletic fields.

Most information based on fall 2011 data.

ACADEMIC ADVISEMENT

Interaction between faculty and students is an integral part of the learning process at Winthrop. Individual advisement sessions between students and their advisors provide opportunities for students to gain a broader understanding of the disciplines, as well as learn more about career opportunities available for specific majors. An effective student/advisor relationship enhances and supplements the learning that takes place in the classroom.

The advisor's primary responsibility is to assist students in making appropriate decisions regarding academic choices and life/career goals. While the advisor should maintain a record of the student's status toward degree completion and be able to discuss course selection with students from an informed perspective, it is the student's responsibility to know his/her degree requirements and monitor progress toward completion of the degree through DegreeWorks, the online degree progress program.

All students, including undeclared majors, are assigned advisors. Generally, the advisor assignment is not changed unless the student changes his or her major.

Prior to registration, students are required to schedule an appointment with their academic advisor to review their academic situation and discuss the courses they plan to take for the next term. Advisors must clear students for registration before students can register for classes on Wingspan.

Academic Student Services

Each college maintains an office that provides a range of academic support services, including processing change of majors, approving transfer of credit from other institutions and clarifying questions regarding degree audits. Students may contact the offices below for assistance from 8:30am - 5:00pm, Monday - Friday. The location and phone number of each college's Academic Student Services office is as follows:

College of Arts and Sciences
106 Kinard Hall, 323-2183
College of Business Administration
226 Thurmond Hall, 323-4833
Richard W. Riley College of Education
144 Withers Hall, 323-4750
College of Visual and Performing Arts
122 McLaurin Hall, 323-2465
University College
109 Dinkins Hall, 323-4785

ACADEMIC COMPUTING

Winthrop University Academic Computing supports the instructional and research functions of the University. Within the Division of Computing and Information Technology, Academic Computing provides access to diverse computing resources. Over 20 computer laboratories supporting PC, Macintosh, Linux, and UNIX systems are available on campus for open access and instructional needs.

Microcomputer networks and laboratories provide computing resources for support of instructional and research applications. Typical applications include desktop publishing, database management, spreadsheet analysis, graphics, communications, word processing, statistical analysis, and mathematical computation. Specific applications include Microsoft Office, Photoshop, Expression Web, Internet Explorer, Adobe Creative Suite, SAS, SPSS, Mathematica,

and Microsoft Visual Studio. Some labs support additional software including AutoCAD and other design applications.

All main campus buildings and residence halls are connected to the campus network and Internet through fiber optic cable. Students are provided with consolidated computing services including web based email, central server storage space, and personal websites.

For additional information on Academic Computing and other Information Technology services, procedures, and instructions, please refer to the Student Technology Handbook (also known as the "blue book"). To view general operational hours for Academic Computing labs, visit <http://www.winthrop.edu/acc>.

ACADEMIC SUCCESS CENTER

Winthrop University's Academic Success Center focuses on helping students achieve academic excellence and earn their college degrees. Designed to improve academic performance, the Center provides services and programs that motivate students to be more efficient and effective learners.

The Academic Success Center serves through a variety of personalized and structured experiences and resources that help students succeed academically, such as:

- One-on-one consultation
- Individual and group tutoring opportunities
- Academic skill development
- Development of academic action plans & success contracts
- Referrals to other university support services
- Individual and group study spaces
- Specialized services for students on academic probation
- Web-based instruction and resources
- A dedicated computer lab for online testing and other specific testing situations

The ASC's goal is for students to develop and refine thinking skills, learn and use self-management skills, and create structured learning strategies while earning higher grades. The Center's environment is respectful, nurturing, and challenging. Students are expected to take an active role in their learning.

Tutoring.

Peer tutors are hired and well-trained by the center to help with a variety of general education courses. Tutoring is targeted for content mastery and skill development. ASC tutors also provide supplemental support for the dedicated campus services already in place, such as the Writing Center, Math Tutorial Center, and the College of Business Resource Room. The peer tutors are selected based on their competence in the subject areas, faculty endorsements, and effective interpersonal skills.

Workshops.

Eagle Success Workshops are offered through the Center. These sessions can be facilitated for classes, residence halls, organizations, or other events. Workshop topics include study strategies, time management, test preparation, textbook reading and note taking, procrastination prevention, and best practices for successful students.

For more information regarding the Academic Success Center, please visit: www.winthrop.edu/success. The Academic Success Center is located in 106 Dinkins Hall. The Center's telephone number is 803-323-3929.

APPROPRIATE USE POLICY

May be found at www.winthrop.edu/technology/default.aspx?id=7044

STUDENT E-MAIL POLICY

May be found at www.winthrop.edu/technology/default.aspx?id=7048

OTHER TECHNOLOGY POLICIES AND GUIDELINES

In order to preserve the integrity of Winthrop University's technology infrastructure and to provide appropriate services to the campus population, please familiarize yourself with all Winthrop University technology rules, policies, and guidelines listed at <http://www.winthrop.edu/guide>. Due to the dynamic nature of technology, any changes or additions to the rules, policies, and guidelines will be indicated on this site.

APPLICATION FOR GRADUATION

The Application for Graduation serves as official notification to the Registrar of the student's planned graduation date and also generates the ordering of the student's diploma and other commencement-related notifications. Undergraduate students should apply for graduation upon earning 87 hours. An official review of the student's record is performed to verify remaining degree requirements only upon receipt of the application for graduation. The Office of Records and Registration will notify students upon review completion of all remaining requirements.

A new degree review is required if a student has a change of major, minor, or concentration. It is the student's responsibility to notify the Office of Records and Registration of such changes. If a student is not enrolled at Winthrop for one calendar year, the review is void and will require completion of a new application for graduation.

Failure to file an application as specified above will result in a late fee. The application deadlines are February 1 for August and December graduation and September 15 for May graduation. A graduation application fee of \$50 will be assessed. If the application is filed after the deadline, a \$25 penalty is assessed. After the deadline for the next commencement has passed, a \$50 penalty is assessed.

Graduate students should apply for graduation in the semester they intend to graduate. The application deadlines are February 1 for May and August graduation and September 15 for December graduation. A graduation application fee of \$50 will be assessed. If the application is filed after the deadline, a \$10 penalty is assessed. After the deadline for the next commencement has passed, a \$20 penalty is assessed.

ATTENDANCE POLICY FOR UNDERGRADUATES

Students are expected to attend classes and should understand that they are responsible for the academic consequences of absence. The student is responsible for all requirements of the course regardless of absences.

Instructors are obligated to provide makeup opportunities only for students who are absent with adequate cause such as incapacitating illness, death of an immediate family member, or authorized representation of the university. The instructor will be responsible for judging the adequacy of cause for absence. The student is responsible for providing documentation certifying the legitimacy of the absence to his or her instructor in advance of

such absences. In health-related or family emergency cases where advance notice is not possible, documentation should be provided to the instructor no later than the date the student returns to class. If the instructor denies the adequacy of cause, then the student can appeal the denial to the Vice President for Academic Affairs, who will judge the adequacy of cause, and if found to be adequate, will require the instructor to provide a make-up opportunity.

The instructor may establish the attendance requirements for the course. The following policy will be in effect unless the instructor specifies otherwise: if a student's absences in a course total 25 percent or more of the class meetings for the course, the student will receive a grade of N if the student withdraws from the course before the withdrawal deadline; after that date, unless warranted by documented extenuating circumstances as described in the Withdrawal from Courses section, a grade of F or U shall be assigned.

CULTURAL EVENTS REQUIREMENTS

The purpose of the cultural events requirement is to establish and foster a life-enriching pattern of cultural involvement. By graduation, each undergraduate student who began at Winthrop as a Freshman is required to attend three cultural events for every 20 hours completed at Winthrop University, not to exceed 18 cultural events.

Transfer students will be required to attend 3 cultural events for every 20 hours needed to reach 124 hours. For example, a student bringing in 30 hours of accepted transfer credit would be required to complete 13 cultural events. Since 31 hours of credit is the minimum number of hours that must be earned for a degree at Winthrop, the minimum Cultural Event requirement is four.

Students may fulfill this requirement through any one of the following three methods or a combination of these methods:

1. Attend approved on-campus events. To receive credit the student must be scanned both in and out of the event. Students are expected to behave appropriately at all events and show courtesy to the performers and speakers as well as their fellow audience members.
2. Petition for credit for attendance at an event off-campus. This option requires a petition form (from the Cultural Events website or contact the Office of Records and Registration), proof of attendance (ticket stub or program), and a one-page typewritten report.
3. Present a portfolio of past life experiences. All experiences cited must be post-high school. This option is designed for the non-traditional student with extensive past cultural experiences.

Each semester a calendar of on-campus events that have been approved as fulfilling the cultural events requirement is prepared. Events that are selected will be chosen from areas that are related to the arts such as plays, concerts, films, art shows, and dance performances or from lectures, panel discussions, and forums of general appeal. Selection of items from those final three areas is made on the basis of the speaker's reputation and ability to generate new ideas and discussion on topics of broad significance. This calendar will have events added to it over the course of the semester. The most current calendar is posted on the cultural events website (<http://www.winthrop.edu/culturalevents>). It is the student's responsibility to obtain the schedule and confirm any changes,

cancellations, or additions that may occur.

For more information about an event, call the number listed with that event on the calendar. More information regarding the requirement, and the means of fulfilling the requirement, can be obtained by checking the cultural events website or contacting the Office of Records and Registration, 323-2194

Global cultural events are required of ACAD 101 students but all students are encouraged to take advantage of such events. They are identified by a distinct logo indicating that they fulfill criteria developed by the Global Learning Initiative (GLI).

FINAL EXAMINATIONS

The form of the final examination is determined by the instructor. However, a final examination may not exceed two and one-half hours in length. The times and places of final examinations are officially scheduled by the Master Schedule Coordinator, and are posted on the Records and Registration website under “calendars.” Students may also see their exam schedule in Wingspan after mid-semester.

FINANCIAL AID

A Winthrop education is among the most valuable of investments and the Financial Aid Office is committed to helping students find appropriate ways to finance their education. Winthrop offers a comprehensive program of student financial assistance including scholarship, grants, student loans, and employment.

Applying for Financial Aid

To apply for need-based and non-need based financial aid including federal and state grants, work-study, and loans, students must file a Free Application for Federal Student Aid (FAFSA). Students must renew the FAFSA each year. Detailed information about applying for aid can be found on the financial aid website at www.winthrop.edu/finaid.

Satisfactory Academic Progress (SAP)

All institutions of higher education must measure students’ academic progress toward graduation as required for participation in the Federal Title IV student aid programs. Academic progress must be measured by both qualitative (grade point average) and quantitative standards (percentage of hours earned over a period of time). The financial aid office reviews a student’s academic progress at the end of each term. Students who fail to meet either the qualitative or quantitative standards of satisfactory academic progress (SAP) are ineligible to receive federal financial aid and state need-based aid in future terms. The SAP policy is available at www.winthrop.edu/finaid. Click “Types of Financial Aid” and “Satisfactory Academic Progress.”

Student Employment on the Campus

Some students are awarded Federal Work-Study funds (based on need and availability of funding). Federal Work-Study jobs are posted on the Financial Aid website (www.winthrop.edu/finaid). Click “Types of Financial Aid” and “Student Employment. Students who are not awarded Federal Work-Study may still seek employment on campus. The Center for Career and Civic Engagement (CCE) posts all non-federal Work-Study positions through an online jobsite, EAGLElink (www.winthrop.edu/eaglelink).

Scholarships

Departmental and private scholarship information is available at www.winthrop.edu/finaid. Click “Types of Financial Aid” and

“Scholarships.”

Wingspan

Financial aid information is accessed on Wingspan. Students will be notified by email whenever a financial aid change is made in Wingspan. It is critical that students regularly check their Winthrop e-mail account in order to receive financial aid notifications. Further information on how to access financial aid information on Wingspan can be found at <http://www.winthrop.edu/finaid>.

Withdrawals (Official and Unofficial)

Federal regulations provide that students must earn their federal financial aid award amount(s). Federal financial aid includes: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loan (Subsidized and Unsubsidized), Perkins Loan, Parent PLUS Loan, Graduate PLUS Loan, and TEACH Grant. Winthrop University awards and disburses a student’s financial aid at the start of each term (period). However, a student is not considered to have “earned” that entire financial aid award unless the student completes more than 60 percent of the period. The financial aid office is required to perform a Return of Title IV calculation for students who do not complete the entire period as a result of an Official Withdrawal or an Unofficial Withdrawal. An official withdrawal occurs when a student withdraws from all courses at Winthrop University. An unofficial withdrawal occurs if a student who began attendance and has not officially withdrawn, fails to earn a passing grade in at least one course offered over an entire period. More information regarding withdrawals (official and unofficial) and the effect on federal, state, and institutional financial aid is available at www.winthrop.edu/finaid. Click “Applying for Aid,” “Financial Aid Policies,” and “Withdrawals.”

FLUENCY IN ENGLISH

A grievance policy exists for cases in which a student claims that a faculty member’s fluency in English is not adequate to conduct a course. Students may consult department or deans’ offices to obtain the full text of the policy as well as grievance procedures.

THE GRADUATE SCHOOL

The Graduate School at Winthrop University offers 25 degree programs and 40 programs of study through concentrations and options. These nationally-accredited graduate programs promote the growth and development of students seeking advanced study, as well as provide the professional skills demanded of selected disciplines. The Graduate School office, located in 211 Tillman, advises prospective students on admission procedures and requirements, and provides student services to Winthrop’s enrolled graduate students. To learn more visit www.winthrop.edu/graduateschool, call 803/323-2204, or email gradschool@winthrop.edu.

HONORS PROGRAM

At Winthrop, academically high-achieving students have the benefit of a challenging educational experience predicated on the liberal arts. To provide students with intellectual challenges and to help them reach their full potential as educated persons, Winthrop encourages participation in the Honors Program for superior students.

The Honors Program, with its interdisciplinary approach to academics, offers individual seminar courses which are often team-taught, involve guest lecturers, or include visits to sites or events associated with the subject of study. Students may choose from honors sections of regular courses, special topics courses, in-class honors and independent study courses. There is also an option for transfer students. Contact Dr. Kathy Lyon, 323-2320, for more information.

INSTRUCTIONAL TECHNOLOGY CENTER

The Instructional Technology Center (ITC), located in 307 Withers, provides an instructional laboratory environment with computers and other technologies for use by University faculty, and staff and students.

The ITC encourages and supports using technology as a tool to facilitate and enhance student learning. Student and graduate assistants are also available to help ITC patrons on an individual basis.

The technology center is filled with the latest equipment and software for use by students, faculty and staff. The center offers computers with internal CD/ DVD burners, video editing stations, color scanners, digital still and video cameras, a color laser printer, Macintosh iBooks with firewire, and VHS to DVD conversion equipment. The ITC also has several PC laptop computers and projectors that faculty and students may check out and use for on and off-campus presentations. In addition, we offer an Assistive Technology Demonstration Lab complete with hardware and software for students with both physical and learning disabilities, as well as 300+ P-12 software titles available for preview.

The ITC also houses SC state adopted textbooks, sells computer and office supplies and has a letter cutter and offers lamination services.

INSTRUCTIONAL SUPPORT LABS

Three on-campus facilities supplement students' academic programs.

The Writing Center, located in 220 Bancroft, assists students with their writing. Tutors work one on one (or in small groups when requested) with students in all phases of the writing process and on academic or personal writing projects in any discipline. Call 323-2138 for information regarding hours and services or visit the Center's website at www.winthrop.edu/wcenter.

The Math Lab, 165 Bancroft. Hours to be announced during first week of classes. Contact the Math Department, 323-2175 for more information.

The Language Lab, 307 Kinard, offers individual web and computer-based foreign language practice. Hours vary. Contact the Modern Languages Department, 323-2231, for more information.

PRE-PROFESSIONAL ADVISING

To help students plan a course of study that will meet the requirements of some professional schools, Winthrop offers individualized advising with a faculty member in the appropriate field or department. Pre-professional advising is offered to students planning to study such disciplines as engineering, medicine, den-

tistry, veterinary medicine, other health-related professions and law. See the Winthrop University Undergraduate Catalog or contact the Arts and Sciences Office of Student Services, 106 Kinard, 323-2183, for information regarding programs and advisors.

PRIVACY OF STUDENT RECORDS

It is the responsibility of everyone at Winthrop University to maintain the privacy of student records. Each fall and spring semester, Winthrop notifies students of their rights under FERPA (Family Educational Rights and Privacy Act of 1974 as Amended). This federal act gives students certain rights with respect to their education records. Student may read this notification at www.winthrop.edu/uploadedFiles/recandreg/FERPA-notification.pdf.

OFFICE OF NATIONALLY COMPETITIVE AWARDS

The Office of Nationally Competitive Awards (ONCA) allows Winthrop University to be more intentional and proactive about selecting the best and brightest of our student body to apply for nationally and internationally competitive awards, scholarships, fellowships, and unique opportunities both at home and abroad. There are many award opportunities for undergraduate and graduate study within both disciplinary and interdisciplinary categories.

For more information, contact: Director, Office of Nationally Competitive Awards (ONCA), 803-323-3906. The office is located in Dinkins 222.

UNIVERSITY COLLEGE

University College supports student achievement and engagement across the university by coordinating and developing programs from both academic affairs and student affairs. It also facilitates cooperation across disciplines to ensure that all Winthrop students, regardless of their ultimate degree goals, have a common academic foundation. Enhancing the freshman year experience and supporting overall student retention and success are shared objectives of all the dynamic elements of University College.

Specific components of University College include Winthrop University's Touchstone Program, our distinctive general education program; the Touchstone Core (ACAD 101: Principles of the Learning Academy, WRIT 101, HMXP 102, CRTW 201); the Common Book Project; the Honors Program; TRiO Student Support Services; Leadership Studies; the Office of Nationally Competitive Awards; the International Center; the Teaching and Learning Center; and the McNair Scholars Program.

In addition, students who have not declared majors are advised through University College's Undeclared Major Advising Center. The College also works with Orientation and New Student Programs, Multicultural Student Life, Academic Success Communities in the residence halls, and the Center for Career and Civic Engagement. For more information regarding University College, please call 323-3900 or visit <http://www.winthrop.edu/uc/>.

WITHDRAWAL FROM COURSES

Students are expected to follow the courses of study selected at the beginning of the semester or summer term. There may be instances, however, when the student wishes to withdraw from a course. The decision to withdraw from a course is the

student's alone, but consultation with the advisor or academic dean and with the instructor is strongly encouraged.

Students may withdraw online via Wingspan during the first 60% of the instructional days of a particular course. The Registration Calendar found at www.winthrop.edu/recandreg/default.aspx?id=25474 will be helpful in determining particular course withdrawal dates. Students who are unable to withdraw online due to registration holds may visit the Office of Records and Registration to complete a course withdrawal form, or download the form from the Records and Registration website and fax or email it (signature required.) Late forms will not be accepted. A grade of N is assigned, indicating that no credit is awarded. Withdrawal from a course may not occur after 60% of the instructional days of the course have been completed, unless documented extenuating circumstances should warrant withdrawal from the course with the assignment of an N grade. Documented extenuating circumstances include the following: death of an immediate family member; traumatic and unforeseen circumstances which are considered beyond a student's control; prolonged emotional instability, physical injury or illness which has resulted in the student's inability to complete academic responsibilities; or a change in nonacademic employment beyond the student's control. Documentation of such circumstances must be definitive and must be presented along with a request for withdrawal with the assignment of an N grade to the Registrar or his or her designee no later than the last day of classes for the course in question.

WITHDRAWAL FROM THE UNIVERSITY

Students who find it necessary to discontinue their college work during the fall or spring semester should officially withdraw from the University. Students who wish to initiate the withdrawal process should go to the Office of Records and Registration, 126 Tillman Hall.

A student who withdraws before the course withdrawal date of the semester receives grades of N for all courses. If the student stops attending after the withdrawal date of the semester, the student receives grades of F, U, or I, as the individual instructors deem appropriate. A student may withdraw after the course withdrawal deadline with documented extenuating circumstances. Such circumstances include the following: death of an immediate family member; traumatic and unforeseen circumstances which are considered beyond a student's control; prolonged emotional instability, physical injury or illness which has resulted in the student's inability to complete academic responsibilities; or a change in nonacademic employment beyond the student's control. Documentation of such circumstances must be definitive and must be presented along with a request for withdrawal with the assignment of an N grade to the Registrar or his or her designee no later than the last day of classes for the semester in question.

Failure to withdraw officially may seriously affect a student's eligibility for future readmission, financial aid eligibility, or for transfer to another institution.

CAMPUS SPACE RESERVATION SYSTEM

On-Line Space Reservations

This system is designed so that campus organizations,

faculty, and staff members can reserve space in advance for planned events. The system is a quick, easy, and effective way to meet the space needs of Winthrop University. For additional information about the system, please refer to the website at www.winthrop.edu/spacereservations or call (803) 323-2247.

On-line Space Request and Support Forms

Most events where Winthrop University facilities are used require an on-line Space Request Form. These forms must be submitted in advance (minimum of 10 days advance will be accepted) of the event and must contain complete event information. Failure to submit an on-line Space Request, in a timely manner will result in denial of usage of the requested space for that facility. The form must also display detailed event description and purpose. Prior to submitting a space request, the date of the event must be checked for availability by referring to the schedule on the Campus Space Reservation System at www.winthrop.edu/spacereservations. An event is not confirmed or approved until an authorization is received by email, indicating that all associated parties have consented. If an event is canceled (for any reason), it is the responsibility of the sponsoring organization to contact the Campus Space Reservation System Coordinator, Space Use Manager, Facilities Management, Campus Police and Aramark if their services were requested through the reservation process. Otherwise, the sponsoring organization will be assessed charges and penalties.

Campus Police officers may be required at any Winthrop University associated event. It will be left to the discretion of the approving parties to determine the need for Campus Police presence. The sponsoring organization is responsible for any fee assessed by Campus Police. The sponsoring organization will be notified prior to the event of all associated charges. Adequate funds must be present in the organization's account before approval is granted for that space, or the organization must pay in advance.

Audio-visual requests are granted on a first come first serve basis and may not be available for all events. It will be left to the discretion of each Space Use Manager, Audio Visual Coordinator or Building Coordinator to govern and administer usage of equipment in each facility.

Any external group desiring space should contact the Office of Public Events, 323-2518, which will initiate and process all necessary paperwork. Request for the use of the Coliseum and adjacent playing fields by external groups should be made to the Director of Coliseum Operations.

To view the Space Use Policy please refer to: www.winthrop.edu/studentaffairs/spaceusepolicy/default.htm.

CENTER FOR CAREER AND CIVIC ENGAGEMENT

The Center for Career and Civic Engagement is home to three distinctive programs: Career Development, Service Learning, and Volunteer & Community Service. Career and Civic Engagement provides students with a comprehensive approach to career preparation, professional development, personal growth, and service to the community with experiential learning as a key component. Career and Civic Engagement is open from 8:30a.m. to 5p.m., Monday through Friday, and is located on the first floor of the Crawford Building. Students are encouraged to visit any time during office hours or individual appointments can be scheduled by calling 323-2141. For additional information please stop by or visit our website www.winthrop.edu/cce.

CAREER DEVELOPMENT

Career Development includes the exploration of career options beginning in the freshman year and continuing throughout graduation with job search and graduate school assistance. The staff is dedicated to teaching students effective job search skills that can be used in the initial job search, as well as in making subsequent career changes throughout their lives.

Services offered to assist students with their career development include career assessment tools (Strong Interest Inventory and the Myers-Briggs Type Indicator), career counseling, and a career library (both virtual and actual). Students are also encouraged to take advantage of a variety of workshops and professional development activities including: resume writing, mock interviews, networking techniques, business and dining etiquette, and career fairs. EAGLElink is Winthrop University's online job search engine for jobs, internships, and volunteer opportunities.

Internships provide students with the opportunity to obtain professional experience in their major or field of interest while earning academic credit. Internships can be paid or unpaid depending on the employer and the nature of the position. Both full and part-time opportunities are available in all academic majors, allowing students to integrate classroom knowledge with real world experience.

Internships can help students to:

- Confirm the choice of a major
- Explore potential career choices
- Obtain marketable experience
- Develop professional contacts
- Earn academic credit and money

...all while being enrolled as a Winthrop student!

SERVICE LEARNING

The Service Learning program provides opportunities for students to participate in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility, and commitment to the community. Through service learning, students develop a deep understanding of course material, gain hands-on experience, and explore personal interests, values and beliefs. In order to engage students outside the classroom, faculty members utilize the Center for Career and Civic Engagement to integrate service learning components into course curriculum. Additional opportunities offered include international service learning or individually-tailored service learning experiences.

VOLUNTEER AND COMMUNITY SERVICE

The Volunteer and Community Service (VCS) program provides volunteer opportunities for students, faculty and staff while meeting the needs of our local community partners. These experiences may be either one time service projects or service work that extends throughout the semester. Staff in VCS help students find service opportunities that fit their specific talents, schedules, and desires while serving our community.

One way to meet area community partners is through the annual Volunteer Fair. The Volunteer Fair is held during the fall semester and allows students to speak with representatives from non-profit agencies about volunteer opportunities. Serving Others And Reflecting (S.O.A.R.) is a student-led service organization. This organization allows students to develop leadership skills by both planning and

participating in service projects throughout the year. Other opportunities offered through VCS include the Homework Clinic, Alternative Spring Break, Blood Drives, and advocacy projects for social justice issues.

COLLEGE OF VISUAL AND PERFORMING ARTS

The College of Visual and Performing Arts is comprised of four academic departments: Design, Fine Arts, Music and Theatre & Dance. Each semester offers a new season of artistic experiences at Winthrop University with programs of performances, exhibitions, forums, and events for students, adults, young people, and families rich with innovation, experimentation, and enlivening entertainment. All students are welcome to audition for a selection of performances in Music and Theatre and Dance. The College of Visual and Performing Arts also houses the Winthrop University Galleries, Create Carolina Arts and Film Festival, Winthrop University's Medal of Honor in the Arts, and the Arts in Basic Curriculum Project. The College of Visual and Performing Arts is pleased to provide students with artistic opportunities of varying nature.

DACUS LIBRARY

The Ida Jane Dacus Library, on the corner of Oakland and Eden Terrace, is an integral part of the university's instructional program. Students are encouraged to take the Virtual Library Tour to learn basic library procedures and the location of facilities within the library. Many full-text databases and bibliographic indexes along with DOC, the Dacus Online Catalog are available on the Dacus Library Online website.

The library also offers textbooks, iPads MacBooks, laptops, and more for checkout. The Music Library is located on the second floor of Dacus, and the Computer Music Laboratory and Classroom is located on the basement floor. Seven groups study rooms are also available. The library is open 24-hours a day, five days a week during the fall and spring semesters.

For more detailed information on the library's holdings, hours, departments, and services, check Dacus Library Online at www.winthrop.edu/dacus or call the reference desk at 323-4501.

DIGIORGIO CAMPUS CENTER

At the heart of campus, the DiGiorgio Campus Center enhances the collegiate experience for students. It is home to the administrative offices for the Vice President for Student Life, Dean of Students, Residence Life, Office of Diversity and Student Engagement, Student Conduct, New Student and Family Programs, Student Activities, Council of Student Leaders, and the DiGiorgio Student Union. The Campus Center also provides wireless meeting spaces for student organizations as well as a variety of amenities and services including the campus bookstore, post office, theater, recreational gaming, and a food court.

The Information Services Office provides faculty, staff, students, and the community with information about the university and upcoming, on-campus events. Students can take advantage of a faxing service for a small fee and both students and the general public may purchase tickets for events hosted by the DiGiorgio Student Union. The web address is <http://www.winthrop.edu/studentaffairs/DSU/> for a complete listing

of events posted by semester.

HEALTH & COUNSELING SERVICES

Eligibility for Service

Health Services and Counseling Services are available to all undergraduate, graduate and New Start students who have registered and paid their Student Health Fees, are enrolled in the current semester and have documented compliance with Winthrop University's immunization policy on file. Call for information about summer hours and eligibility. Health histories are to be updated every year. Student or picture ID must be presented at each visit. Victims Assistance, Disability Services, and Wellness Services are free of charge at all times. The Testing Program is open to all members of the Winthrop community and the general public; call for pricing on various tests offered.

Location and Hours of Operation

All services are located in Crawford Building. Health, Counseling, Victims Assistance, and Testing are located on the second floor. Disability Services and Wellness are located on the first floor. All services are open fall and spring semesters Monday – Thursday, 8:30 a.m. – 5:00 p.m. and Friday, 9:30 a.m. – 3:00 p.m. Health Services closes 12:30-1:30 and sees emergencies only after 4 p.m. Health and Counseling Services will close when university offices are closed. Call for summer hours.

After Hours and Weekends

Resident students are to contact their RA or RLC who will help them obtain medical or psychiatric care. In a medical, psychiatric, sexual violence, or domestic/dating violence emergency, students should contact Campus Police (803/323-3333) who will coordinate emergency services for students. All students who need non-emergency care can go to a local urgent care center. All charges incurred are the responsibility of the student.

Confidentiality

Confidentiality of information is maintained in accordance with professional ethics, professional guidelines, and state and federal laws. The information a student shares with a staff member of Health Services or Counseling Services is not provided to anyone without the student's written consent. In a medical emergency, where life or limb is threatened, the policy of confidentiality will be governed by one of reasonableness and accepted statutes. Other limits to confidentiality include where a staff member suspects clear and imminent danger to the student or others; or suspects current abuse of a individual under 18, the elderly, or an individual who cannot protect themselves due to a disability; or is court-ordered to testify or provide counseling records. A student's permission must be given by written consent before Health Services or Counseling Services can release specific medical or counseling information or any portion of a medical or counseling record, including releases to parents, university officials, and external agencies, except where required by law.

Health Services

Medical Services are provided by a team that includes certified and licensed nurse practitioners, registered and licensed nurses, consulting pharmacists and a registered laboratory technician. Basic medical services include consultation, diagnosis and treatment and follow-up of acute illness or injury, such as asthma, back pain, common colds, skin conditions, abdominal pain, headaches, pneumonia and sexually transmitted infections. Work physicals

and annual female GYN exams are provided. Mandatory immunizations are available. Office visits are offered at no charge. Some services (e.g. laboratory and medical supplies/procedures/treatments) will incur a minimal fee. All charges are billed to the student's account as "Health Services."

Laboratory

Some routine diagnostic laboratory tests can be performed at Health Services. Other ordered tests may be obtained on site and sent to an outside lab with results generally in 24 to 48 hours. All laboratory tests will incur a minimal fee.

Allergy Injections

Students previously seen by a physician or specialist at home may store and receive injections at Health Services. Physician instructions and orders must be supplied with the serum. Allergy injections are given Tuesdays and Fridays by appointment. Following injections, students must remain in Health Services for thirty minutes for observation. A minimal fee per injection is billed to the student's account as "Health Services."

Counseling Services

A student's college experience can be very rewarding, but also very challenging; and sometimes personal struggles can get in the way of doing one's best academically. Counseling Services offers assessment, treatment, and referral services for a wide range of personal and mental health issues from friend, roommate, couples, and family conflicts to depression, anxiety, disordered eating, trauma, etc. Professional, licensed counselors offer short term counseling on a free and confidential basis. Counselors make every effort to see a student in crisis immediately. After hours and on weekends, students in need of immediate assistance should contact their RA or RLC, Campus Police, or go to the emergency room of the nearest hospital. Consultation and referral services

Important Phone Numbers

Health Services, Counseling Services, Wellness Services,
and Office of Victims Assistance

323-2206

Office of Disability Services and Testing Program

323-3290 (V/TDD)

Dean of Students

323-4503

Campus Police

323-3333

Piedmont Healthcare System (hospital)

803/329-1234; 800/578-4555

Riverview Medical Clinic

803/329-3103, open 24 hrs.

Piedmont East Urgent Care

803/329-1930

Piedmont Urgent Care Baxter Village

803/396-8100

Safe Passage (Local rape crisis & domestic violence center)

803/329-2800, 24-hour hotline 1-800-659-0977

York County Health Department (DHEC)

803/909-7300

Poison Control Hotline

800/922-1117

are available to faculty and staff year round. Call for further information or to schedule an appointment.

Office Of Victims Assistance

The Office of Victims Assistance provides direct services to survivors of sexual assault, domestic violence, dating violence, and stalking or victims of crimes or discrimination based on bias, as well as campus wide educational programming to prevent these crimes from occurring. The office is staffed with a full-time Victim Services Coordinator and a part-time counselor who provide ongoing support to the survivor, male or female, from the time of initial reporting. The staff provides counseling services and assists with obtaining sexual assault forensic exams, STI testing/treatment, pregnancy prevention, housing options, legal prosecution, and access to other support services. Each case is handled individually and the client is allowed to select which services he or she wishes to pursue. For additional information, visit the OVA website. In the case of an after-hours emergency, call Campus Police at 803/323-3333, or the local rape crisis center, Safe Passage, at their 24-hour hotline, 803/329-2800.

Office of Disability Services

The Office of Disability Services helps to create an accessible campus community by providing reasonable classroom, residence hall, and campus accommodations for students with documented disabilities. Accommodations are reasonable adjustments that help ensure students have equal opportunity to participate fully in their educational experience at Winthrop University. There are no fees associated with accommodations and disability documentation is handled confidentially in accordance with state and federal laws. Students who may be eligible for accommodations include, but are not limited to, students that had an IEP or 504 Plan in high school. Students who need accommodations are responsible for providing current and relevant disability documentation and for scheduling an intake appointment with our professional staff. Call 803/323-3290 or visit the ODS website (<http://www.winthrop.edu/disabilities/>) for more information about accommodations.

Wellness Services

Wellness Services promotes the physical and mental well-being of Winthrop students by enabling them to make informed choices that contribute to healthy lifestyles. Educational information on health-related topics such as sexually transmitted infections, exercise, nutrition, disordered eating, as well as alcohol, tobacco, and other drug prevention is available to all students. Educational and preventive programs are presented upon request in residence halls, classes and to student groups by the Coordinator for Wellness Services or the Student Wellness Advocacy Team (SWAT). SWAT is a Winthrop student group that specializes in peer-to-peer health education. SWAT members are nationally certified peer health educators who serve as healthy role models and teachers on campus. To learn more about Wellness Services or SWAT, visit our website.

Testing Program

The Testing Program offers registration information about various credit-by-examination and graduate school entrance examinations. We also administer such tests, including but not limited to: CLEP, GRE, MAT, and LSAT. For more information, visit our website.

Visit Verification

Medical excuses are not provided by Health and Counseling Services staff to students for missing a class. Students are responsible

for attending classes. Verification of the date of visit can be given to the student but it is up to the individual professors to decide whether an absence will be excused. Documentation of a visit or illness will not be granted to a student who was not seen by Health and Counseling Services staff. Visit documentation is only written for the day(s) and time the student was seen in Health and Counseling Services. Students are responsible for scheduling visits so as to have a minimal impact on academic requirements.

IDENTIFICATION CARDS

Winthrop student identification cards are issued in room 15 Tillman. The first ID card is free; replacements are \$10 each. ID cards are non-transferable and must be presented to appropriate university officials upon request. For specific questions concerning ID cards, call 323-4774.

INTERNATIONAL CENTER

The International Center (IC) of Winthrop University, located in 218 Dinkins Hall, is the center of all international activity on campus. The IC offers services for the campus community, including Study Abroad, National Student Exchange, and International Student and Faculty Services. The IC annually sponsors International Education Week, Taste of the World, Asian Lunar New Year, and the Around the World Floor through Residence Life. The IC is staffed by a Director, Assistant Director/International Student Advisor, Study Abroad Coordinator, Office Manager, Graduate Assistants, and Peer Counselors. Our office hours are Monday-Friday, 8:30am-5pm. For more info, call 323-2133 or visit www.winthrop.edu/international.

Study Abroad

Open to students of all majors, study abroad is an opportunity for academic advancement, cultural and language immersion, and interesting travel. Winthrop maintains relationships with schools in Argentina, Australia, Bolivia, Costa Rica, Egypt, England, Finland, France, Germany, Ireland, Italy, Japan, New Zealand, Norway, Panama, Senegal, Spain, Sweden and Taiwan. Winthrop is also affiliated with other international programs with sites across the globe. Opportunities are available for semester, summer and short-term study, international internships, service-learning and volunteer programs. For more information on specific programs, visit the International Center in 218 Dinkins Hall or <http://winthrop.abroadoffice.net>.

National Student Exchange (NSE)

The NSE program allows Winthrop students to study for one semester or one year at a partner university in the US, Canada, Puerto Rico, Guam or the US Virgin Islands. Over 180 universities are members of NSE. Students participate in either their sophomore or junior year and return to Winthrop to finish their undergraduate degree. For more info, visit www.nse.org.

International Student/Faculty Services

The IC offers support for the unique needs of international students, faculty and staff at Winthrop. The IC is responsible for the admission of undergraduate international students, providing information on the maintenance of legal status through the Dept. of Homeland Security's SEVIS and SAVE programs, application process for H1B visas for employment at Winthrop, and advising of all responsibilities while studying/working on a visa in the US. Each semester, the IC provides a comprehensive Orientation

to all our new international students allowing them to become acclimated to the US, Rock Hill, Winthrop, and prepare to be successful global citizens.

OFFICE OF DIVERSITY & STUDENT ENGAGEMENT

The mission of the Office of Diversity and Student Engagement (formerly Office of Multicultural Student Life) is to enhance awareness, knowledge, and skills of all students through promoting different perspectives, celebrating diversity, and providing diversity education. We create a “more than me experience” intended to promote dialogue and to provide opportunities for those that rarely engaged in diversity awareness, training, or interactions, and for those who desire to learn more about themselves and others.

While the Office of Diversity and Student Engagement focuses special attention to the needs of Winthrop’s multicultural student population, we are committed to enriching the academic, personal, cultural, and social development of all students as we make Winthrop University an institution of inclusive excellence. Winthrop University recognizes and celebrates diversity in all forms. Join us throughout the year at one of our multicultural programs such as Hispanic/Latino Heritage, MLK Day, Celebration of Women’s Achievement, Day of Silence and many other events that educate and promote diversity. Additionally, special interest organizations such as the Multicultural Student Council, Association of Ebonites, GLoBAL (Gay, Lesbian, Bisexual, Transgender, Ally League), and the Roddey-McMillan Record (multicultural student publication) offer additional opportunities for students to be active in multicultural activities.

For additional information on Diversity & Student Engagement activities and programs, call 803-323-4503, stop by the Multicultural Student Resource Center in 247 DiGiorgio Campus Center, or visit www.winthrop.edu/diversity.

RESOURCE CENTER FOR ADULT STUDENTS

The Resource Center for Adult Students serves as a “home-base” for all post-traditional, veteran, and transfer students as they transition to and matriculate through Winthrop University. The Resource Center for Adult Students provides personalized one-on-one consultations related to academic planning and skills, personal concerns, and campus involvement. Students are also encouraged to connect with current undergraduate Adult Student Mentors who are available to answer questions by contacting the office. The Resource Center for Adult Students also hosts a variety of seminars, workshops, and events tailored to the unique needs of post-traditional, veteran, and/or transfer students. The Resource Center for Adult Students is open Monday – Friday, 8:30 am – 5 pm, during the academic year. For more information, visit the office in 108 Dinkins, call 803/323-4784, e-mail at rcas@winthrop.edu, or visit the website at www.winthrop.edu/adultstudents.

FAMILY PROGRAMS

The Office of New Student and Family Programs provides services that allow parents and family members to engage and integrate into the Winthrop University community. The office serves as a source for information for parents and family members and to “bridge” the relationship between fami-

ly and the faculty/staff at Winthrop University. The services that the program provides include: Family Orientation, the *Eagle Family Connection*, a monthly eNewsletter that covers issues important to family members; an easily navigable website for family members to get information on virtually anything they need to aid them in their student’s college career; an email address specifically for parents and family members; and Family Day, a fun-filled, educational experience for families and students to share that is typically held during the fall semester.

WINTHROP POST OFFICE AND CAMPUS MAIL

A contract station of the United States Post Office is located in the basement of the DiGiorgio Center. Mail boxes are automatically assigned to students that live on campus through Wingspan. All incoming students who have paid their residence deposit will be able to obtain their PO Box information on wingspan, under their personal information. If you are unable to retrieve this information by the opening of school, please bring verification of residence and we will assign you a box. Unfortunately, we are unable to assign a PO Box to students not residing on campus.

Each PO Box user is responsible for updating their address. If you move off campus you are expected to inform the Winthrop Post Office and verify that we have your correct forwarding address. Every student MUST have an alternative address on file, besides their PO Box number. Your PO Box number may not be used as your local or permanent address.

Our window hours are Monday through Friday from 7:30am until 3:15pm for postal business. Packages may be picked up until 3:30pm. The University Post Office is closed on Saturday and Sunday.

When a package or piece of accountable mail arrives and cannot be placed in your box, a peach or pink slip will be placed in your box to inform you of its arrival. You must bring your notice and a picture ID to the window to retrieve your article. You will receive an original notice and one week later, a second notice. If your article is not picked-up within three days of your second notice, your package will be returned to sender or destroyed, unless other arrangements have been made by you with the campus post office. If your schedule is not compatible with our window hours and you need to retrieve a parcel, you may e-mail us the name of someone that is willing to pick up your parcel from us and inform them that they must bring their ID matching the name you send and we will release your parcel to them.

As a contract station, we can offer you most of the services provided by the US Post Office. One of the services we cannot offer is overnight shipping due to the time element involved in pick up from the Federal Office. Some of the services we can offer includes, purchasing Federal PO money orders, obtaining postage stamps, mailing parcels and sending items using Certified, Insured, and Delivery Confirmation.

Although we are under contract with the Federal Post Office and do not ship through United Parcel Service, Federal Express or any other independent shipping services, we do accept delivery from outside services and will place a notice in your box when they arrive.

We do have a web site online and hope it will

prove to be a good reference site for any general postal questions you may have. To reach our site enter http://www.winthrop.edu/post_office/. You may also reach us at 323-2293. Welcome to Winthrop.

STUDENT PUBLICATIONS

The Board of Student Publications addresses the interests of Winthrop students through the promotion of high standards of journalism and creative writing. Publications under the board's jurisdiction are The Johnsonian, The Roddey-McMillan Record, and Winthrop's literary magazine The Anthology.

Qualifications for student editors are described in policy guidelines approved by the Board of Student Publications. Each editorial position has additional qualifications specifically related to the publication.

A copy of these guidelines may be obtained by contacting the Publications Office, 323-6459.

The Anthology

The Anthology, a literary magazine, is published during the spring semester. The Anthology includes only material submitted by members of the Winthrop community since the publication is financed by student activity fees.

The Johnsonian

The Johnsonian is Winthrop's weekly student newspaper, informing and entertaining the student body. Opinions on the editorial page are those of the editorial staff. No experience is required to work on The Johnsonian; staff positions are open to all students. The Johnsonian is financed through student activity fees and advertising sales and is a member of the South Carolina Collegiate Press Association and the Associated Collegiate Press.

The Roddey-McMillan Record

The Roddey-McMillan Record is a monthly student newspaper that promotes awareness and understanding of issues concerning minorities for the betterment of the entire Winthrop community. The Roddey-McMillan was named for the leadership of Cynthia Maxwell Roddey and Sheila McMillan, two distinguished African American alumnae of Winthrop. Students interested in writing or designing for this publication should contact the Roddey-McMillan office, located in DIGS 104 or call 323-6459.

UNIVERSITY RELATIONS AND PRINTING SERVICES

The Office of University Relations exists to promote Winthrop and facilitate effective communication within the college community and between the campus and the public. The guiding philosophy of the University Relations office is service to students, faculty, staff, administration, alumni and other constituencies.

University Relations' activities fall within three categories: communications and news services, publications, and web services.

As official intermediary between the university and the news media, the Office of University Relations responds directly to news inquiries. The news bureau publicizes campus events, activities and other noteworthy accomplishments of students, faculty and staff. The Office of University Relations coordinates the campus' photographic needs. Extensive photo files, housed in the University Relations' office, can help with publications and presentations.

The publications division of University Relations designs and edits brochures, flyers, posters, programs and other publications to serve campus communication needs. Advice on design, paper stock and printer selection is also available. All printed pieces that incorporate the university logo and/or are aimed at external audiences must be approved by the University Relations publications staff.

The web services division of University Relations creates and maintains a web presence for the University that is comparable with other professional websites. Templates, approved logos, design elements, helpful tools and links are available on University Relations' website to assist campus members with creating or enhancing their own sites.

Printing Services provides typesetting, printing, copying, scanning and sign-making services for students, faculty and staff. Jobs that need photocopying only should be submitted four or five working days in advance of the date due. Small jobs that require typesetting (such as letterhead, invitations, flyers, etc.) should be submitted two to three weeks in advance of the date due. Larger jobs (such as booklets) that need typesetting and design work should be submitted four to six weeks in advance. Jobs to be printed off campus that must go out on state bids should be submitted to University Relations at least eight weeks in advance of publication date.

Consultation and cost estimates are free on all projects accepted by University Relations as beneficial to the university as a whole for news, promotional or other value.

For more information, contact the Office of University Relations, 200 Tillman, or call 323-2236.

VEHICLE REGISTRATION AND PARKING

Students authorized to operate and park a motor vehicle on campus must register the vehicle at Campus Police, 526 Myrtle Drive, The Good Building, 323-3333. Registration for parking permits is as follows:

Resident Parking - students living in residence halls and Roddey apartments will use designated areas on a first come, first serve basis.

Commuter Parking - students living off campus and bringing a vehicle onto campus to attend classes, will use designated areas on a first come, first serve basis.

Courtyard Parking - students living in the Courtyard apartments will use designated areas.

Disabled - students classified for driving purposes as disabled may use disabled areas or as directed by Campus Police.

Parking on campus is a privilege and is restricted to designated areas. For additional information regarding parking, violations, or parking appeals process, visit the Campus Police website at www.winthrop.edu/campuspolice or contact the Campus Police Office, 526 Myrtle Drive, The Good Building, 323-3333.

VETERAN BENEFITS

Winthrop offers assistance in obtaining monthly educational benefits from the Veterans Administration to eligible veterans, children of deceased or disabled veterans, and disabled veterans.

Students applying for benefits for the first time or transferring to Winthrop must stop by the Office of Records and Registration, 126 Tillman, to complete the necessary forms. All students receiving veterans benefits must report to the Office of Records and Registration at the beginning of each semester or summer session to verify course load, graduation date and academic program.

The Veterans Administration requires each person receiving VA benefits to acknowledge and agree to all rules and regulations governing veterans eligibility at Winthrop. For further information on veterans benefits or the rules, regulations and procedures applying to them, contact the Veteran Benefits Coordinator, 323-3691.

WINTHROP BOOKSTORE

A variety of students' academic and personal needs are met by the Winthrop Bookstore. Students may purchase/rent new or used textbooks, as well as school supplies, general reading books, snacks, greeting cards, clothing and Winthrop gift items. A number of services such as ordering of class rings and graduation regalia are also provided.

Refund Policy

Computer Products

Refunds or exchanges on software, media, or electronics will be accepted within 30 days of purchase if item is unopened. Defective merchandise may only be exchanged for like items.

Apparel

Refunds or exchanges accepted with receipt within 30 days of purchase. Merchandise must be in the same condition in which it was purchased. Clearance/Sale items may be exchanged for like item only. Exclusions may apply.

Non Textbooks

Refunds or exchanges accepted with receipt within 30 days of purchase. Merchandise must be in the same condition in which it was purchased. Clearance/Sale items may be exchanged for like item only. Receipt is required for all refunds. The following items are nonreturnable: custom or special orders(including deposits), exam or test prep guides, Cliff Notes, study aides, magazines, food, beverages, phone cards, lab supplies or graduation regalia.

Textbooks

Refunds or exchanges accepted with receipt within the first week of classes for the fall and spring semester. All other refunds accepted within two days of purchase-excluding summer classes and special sessions. Books must be in the same condition in which they were purchased-i.e. shrink-wrap intact, new books must be unmarked, disks must be intact, and access codes may not be opened or revealed. Refunds are also available for digital materials within the first week of classes. Opened packages are not refundable. Books with software may only be exchanged for like item if opened.

Gifts & Accessories

Refunds or exchanges accepted with receipt within 30 days of purchase. Merchandise must be in the same condition in which it was purchased. Clearance/Sale items may be exchanged for like item only. Exclusions may apply.

Acceptable forms of payment

The Bookstore accepts checks for store purchases. Third-

party checks will not be accepted. A current and proper ID is required for check purchases. There is a service charge of \$35 on all returned checks. If unpaid, returned checks will be collected by law enforcement representatives. All checks should be made payable to Winthrop Bookstore. MasterCard, VISA, American Express and Discover are accepted. You may also add Bookstore Bucks to your Winthrop account through the Aramark website or in their office in Thomson Hall.

Used book buy-back policy

The Winthrop Bookstore buys back books on a year-round basis. There is a major "bookbuy" the last two weeks of each semester. The store will buy back any current edition textbook at any time during the academic year. If the Bookstore has a book order for the upcoming semester, students will be paid 50 percent of the publisher's list price until quantity to cover is met. However, if no order has been received for the book or if quantity to cover is met, students will be given the market value for the book, as established by demand, edition and original price. Please check at the bookstore for more information.

TEXTBOOK RENTALS / Digital Offerings

Rent-A-Text provides you with the option of renting a new or used textbook for an academic term rather than purchasing it. At the end of the term, you simply bring or ship the textbook back to the bookstore where it is checked in. Renting instead of buying can save you up to 50% on average compared to the purchase price of a new textbook. Many textbooks are now available in a digital format, visit the bookstore for more information.

Regular bookstore hours are Monday through Friday, 8:30 a.m.-9 p.m., Saturday, 11 a.m. - 6 p.m., and Sunday 1-6 p.m. For more information, call 323-3800.

COUNCIL OF STUDENT LEADERS

The Council of Student Leaders is Winthrop University's official student voice to the Board of Trustees and administration. The structure was updated by the Winthrop University Board of Trustees in 2011 and consists of a representative body of Winthrop student leaders, an elected president and vice president, and other concerned students. CSL provides students a significant role in institutional decision-making and self-governance.

The Council serves to strengthen relations among the administration, faculty, students, and the Rock Hill community while performing such functions as are necessary to advance student welfare.

In furtherance of its responsibility, the Council carries out the following tasks:

- Appointment of student representatives to University governance committees.
- Reviews and approves charter applications from student organizations in accordance with current University procedures as outlined in the Student Organizations Handbook.
- Approves and distributes student activity funds to eligible campus student organizations through the Student Allocations Committee.
- Assists in planning and implementing campus-wide institutional events such as Homecoming and Convocation.

- Provides a forum for students to raise and discuss issues relevant to the Winthrop Community.

For more information regarding the Council of Student Leaders or to learn how to become involved, call the Office of Student Activities at 323-2248 located in 269 DiGiorgio Campus Center. Meetings are open to all and are held on Monday nights at 7:00pm in the DIGS 114.

DIGIORGIO STUDENT UNION

DiGiorgio Student Union (DSU), the student programming board responsible for campus wide entertainment for the Winthrop community, offers numerous opportunities for interested students to become involved in student activities. Each semester DSU brings comedians, singers, bands, movies, lectures, and novelty acts to campus. Leadership positions include the DSU president, vice president, committee chairs, general board committee members, and a public relations team. DSU's mission aims to both entertain and provide ample educational opportunities for students, through the promotion of diversity and academic related experiences outside of the classroom.

For more information on the DSU Program Board, please refer to winthrop.edu/dsu, come by 212 DiGiorgio Campus Center, or call 323-2299.

FRATERNITY AND SORORITY LIFE

Winthrop University has 15 active nationally affiliated Fraternity and Sorority organizations. Eight fraternities and seven sororities which are organized under three governing councils. These 15 organizations are committed to cultivating personal and professional growth while serving the campus and community. Fraternity and Sorority Life offers an opportunity for students to develop their leadership skills while learning a greater appreciation for a true fraternal experience. Participation in Fraternity and Sorority Life offers students a well-rounded academic experience as well as an opportunity to enhance communication skills and build character while promoting high academic standards. Each organization sponsors their own community service or philanthropic program and participate in a variety of campus wide projects. Becoming a member varies among the three councils.

- Interfraternity Council chapters conduct a 365 recruitment process where any man with 12 credits hours and a minimum 2.5 GPA may be eligible to join throughout the academic year.

- Panhellenic Council hosts a formal recruitment week-end each spring semester where any woman with 12 credit hours and a minimum 2.5 cumulative GPA may enroll and participate.

- National Pan-Hellenic Council chapters have individualized intake processes whereby potential candidates seek membership. To participate in membership intake, students must have a minimum 12 credit hours and minimum 2.5 cumulative GPA. For more information about intake, contact the Program Director for Fraternity and Sorority Affairs.

For more information on Winthrop's Greek Life or to learn how to get involved, contact the Office of Fraternity and Sorority Affairs at 323-2248 or visit the website at www.winthrop.edu/ofsa/.

INTERCOLLEGIATE ATHLETICS

Winthrop University offers 18 sports on the intercollegiate level including indoor/outdoor track, volleyball, basketball, tennis, golf, cross country, soccer, softball and lacrosse for women, as well as soccer, basketball, tennis, baseball, indoor/outdoor track, cross country and golf for men. Athletic grants-in-aid are available in all sports.

Winthrop holds memberships in the National Collegiate Athletic Association (NCAA) Division I and the Big South Conference.

Students may refer to the Winthrop Athletic website: www.winthropeagles.com, The Johnsonian and other campus Publicity sources for times and dates of home athletic contests. For more information, contact the Athletic Department at 323-2129, ext. 6245 or 6246.

RECREATIONAL FACILITIES

Winthrop offers a wide range of athletic and recreational facilities to challenge students' abilities outside the classroom.

LOIS RHAME WEST HEALTH, PHYSICAL EDUCATION AND WELLNESS CENTER

The Lois Rhame West Health, Physical Education and Wellness Center is the site of both academic and wellness pursuits. Offices located in the facility include Health and Physical Education, Sport Management and Recreational Services. The West Center contains the following facilities: climbing wall, four racquetball courts, 8 lane - 25 yard pool, four basketball courts that can also be used for badminton and volleyball, a 1/8 mile track, an 8,000 square foot weight room, 2,000 square feet of cardio space with four additional cardio stations and two aerobic/activity rooms. For complete information about the West Center including policies and hours of operation please visit the following website: www.winthrop.edu/westcenter. You may also call 323-2652 or stop by 211 West Center.

A valid Winthrop University Student ID or guest pass is necessary for entry and use of the West Center.

Sand Volleyball Courts

Two sand volleyball courts are located next to the Recreational Services Fields and are available for use by Winthrop students. To reserve the court for structured use please call the Recreational Services Office, 323-2652.

Student Activity Center

The Student Activity Center is located adjacent to Wither/W.T.S. Building with the main entrance off of Eden Terrace. The facility is used for events ranging from sport practices and tournaments to weekend dances. This multi-purpose facility is scheduled through the Office of Student Activities, 323-2248.

In addition to on-campus facilities, the University owns and maintains a 380-acre recreational area surrounding the Winthrop Coliseum and Winthrop Lake:

Disc Golf Course

An 18-hole disc golf course, located at the Winthrop Lake area, is open to students, faculty and staff. For scorecards and more

information about the course please contact the Recreational Services Office, 323-2652.

Golf Course

The nine hole course is open to current Winthrop University Students, Faculty, and Staff for free by showing a Winthrop University ID. Immediate Family Members of WU Faculty and Staff will be allowed to play by showing their "Screamin Eagle Card." Screamin Eagle Cards can be picked up at the coliseum. All other guest must purchase a Daily Pass for \$10.00

Outdoor Education Center

The Outdoor Education Center (OEC) at Winthrop University has been developing teams and groups since 1982 and has served more than 40,000 people. Consisting of an adventurous high ropes course and low challenge course, the OEC provides each group with an opportunity to share in a new, meaningful, and exciting experience! The OEC experience is one of learning and fun! Your team or group will be presented with challenges that will require communication, trust, teamwork, and commitment to group goals. It's more than a group outing – it's an opportunity for self and group discovery! Sessions are scheduled through the PESH Department, 803/323-2573 or OEC@winthrop.edu. Additional information can be found at winthrop.edu/oec.

Recreational Services Fields

Located at the recreation area are two lighted fields that are used for Intramural Sports, practices, and matches for Club Sports. For more information regarding these fields please call 323-2652 or stop by 211 West Center.

Tennis Complex

The Tennis Complex is located near the Coliseum area. For complete information on use please refer to www.winthrop.edu/studentaffairs/spaceusepolicy/section7.htm

Winthrop Headquarters for Outdoor Adventure (WHOA!)

The Winthrop Headquarters for Outdoor Adventure (WHOA!) is a new adventure-based equipment resource center organized and operated by the Physical Education, Sport & Human Performance (PESH) Department of Winthrop University. For minimal rental fees, you, the students, faculty and staff of Winthrop University can access a variety of outdoor adventure equipment such as kayaks, canoes, tents, framed backpacks, and other hiking and camping gear. To make reservations, please email WHOA@winthrop.edu or call 803/323-2573. Additional information can be found at www.winthrop.edu/oec.

RECREATIONAL SERVICES

The Office of Recreational Services, part of the Department of Student affairs, offers spirited and competitive activities involving intramural and extramural sports, fitness activities, special events, and aquatics. Over 50 activities are offered during the academic year, ranging from group fitness to five-on-five basketball leagues.

The Office of Recreational Services is a valuable resource for students, faculty and staff who wish to pursue a healthy lifestyle. Through participation in various programs, participants can gain a multitude of personal benefits including improved levels of physical fitness and wellness, opportunities for social interaction,

time management skills, engagement in a group dynamic setting, a healthy means of stress relief, as well as the creation of a sense of ownership and belonging between students and the Winthrop community.

AQUATICS

The West Center is home to an 8-lane, 25-yard pool. The pool ranges in depth from 4 to 13 feet. The pool is used for instructional programs, fitness programs, intramural and club sports. Students can use the pool for a variety of informal recreational activities including lap swim and free play. Formal recreational activities include: water aerobics, swim lessons, stroke clinics and accountability groups.

CLUB SPORTS

Winthrop University is deeply committed to offering every student the resources and opportunities needed to enjoy sports and exercise at any level they choose. Through the Club Sports Program there are opportunities for competition, instruction and recreation. The program is made up of clubs and teams devoted to sports or other recreational activities that are generally not represented by any of the University's varsity athletic teams.

Club that have been offered include Fencing, Outdoor adventure, Boxing, Taekwondo, Women's Softball, Skydiving, Kendo, Men's and Women's Soccer, Men's and Women's Lacrosse, Paintball,	Swimming, Chinese Martial Arts, Health and Wellness, Women's Volleyball, Baseball, Ultimate Frisbee, Rugby, Racquetball, Tennis, Quidditch and Bicycling.
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FITNESS

Recreational Services offers an array of group exercise classes that fit all fitness levels such as Cardio Sculpt, Yoga, Aqua Tone, Turbo Kick, Zumba, PiYo, Abs and much more. Besides group exercise classes, Recreational Services offers a personal training program for all students and West Center members as well as incentive programs that take place throughout the year. All fitness programming is free for students and West Center Members.

INTRAMURAL SPORTS

The Intramural Sports Program provides a variety of activities for the students, faculty, and staff to participate in. Through various team, individual, and special event activities, the program offers every individual and/or group within the campus community an opportunity to participate. Sports are set up in tournament and team formats, and all current students, faculty, and staff of Winthrop University are eligible to participate. Opportunities are provided for students in individual, dual and team settings that include female, male and co-rec participation.

For more information regarding Recreational Services and the programs offered, please call 323-2652 or stop by 211 West Center.

STUDENT ORGANIZATIONS HANDBOOK

The Student Organizations Handbook was created as a resource, policy manual, and helpful tool in keeping the 160+

student organizations aware of the expectations, rights, and responsibilities granted to them by Winthrop. By maintaining active communication with the Department of Student Affairs and the Office of Student Activities through semesterly workshops and an annual registration, student organizations are afforded the opportunity to further the educational development of their members.

The Student Organizations Handbook contains the following sections:

1. Introduction
2. Office of Student Activities
3. Creating a New Student Organization
4. Re-registering
5. Club Sports
6. Event Planning
7. Winthrop Policies and Procedures
8. Advertising and Public Relations
9. Advisors

View the complete Student Organizations Handbook online at winthrop.edu/studentorgs.

The Office of Student Activities is located in 269 DiGiorgio Campus Center, 323-2248.

DINING SERVICES

Winthrop Dining Services is proud to offer one of the finest dining programs in the country. Staying in touch with ever-changing food trends, we offer everyone's favorites from traditional American cuisine to authentic ethnic dishes from around the globe. Enjoy national brands including Popeyes, Einstein Bros. Bagels, Starbucks, Jump Asian Express, Subway, and our own brands - Zoca Fresh Mex, Burger Studio, The Wedge and Papa John's Pizza Delivery.

All campus resident students are required to purchase a meal plan. Incoming freshman may choose from the Ultimate or Gold Plan. Non-resident students may purchase meal plans or Café Cash, too. With a variety of meal plans to choose from, you are sure to find the perfect fit for your needs. A meal plan makes eating on campus convenient – no matter where on campus you are, you're not far from a dining location.

Meal Plan Options 2014-2015

- Ultimate Plan

21 Meals per week + \$150 Café Cash

- Gold Plan

15 Meals per week + \$200 Café Cash

- Silver Plan

10 Meals per week + \$250 Café Cash

- Eagle Plan

5 Meals per week + \$775 Café Cash

Commuter students may select any of the plans listed above or one of the following plans:

50 Flex Meals + \$225 Café Cash

25 Flex Meals + \$110 Café Cash

Meal Plans & Café Cash

Meal plans include two parts – meals and Café Cash. All-you-care-to-eat meals are used in Thomson Café. Café Cash works like a debit card in all campus locations and athletic concessions at the Winthrop Coliseum and Ballpark for a la carte purchases. Café Cash and meal plan information are stored on your Winthrop University ID card so your plan is safe and convenient to use. You may check your balance of meals or Café Cash at any dining location register on campus or online at any time. Additional Café Cash may be purchased in the Dining Services Office at 112 Thomson Hall by MasterCard or Visa or through Wingspan. By purchasing through Wingspan, the meal plan or Café Cash will be charged back to your student account and then placed on your next student bill - this is a limited time offer.

So Many Choices . . .

Thomson Café

Enjoy dining on campus in our all-you-care-to-eat residential restaurant. Choose from a wide variety of options – many prepared to your order. Enjoy sizzling grilled sandwiches and sides, piping hot pizza and pasta, a variety of vegetarian entrees, home style menus like grilled fish with a mango salsa and cous cous or hand-carved roast beef with creamy mashed potatoes and sautéed fresh green beans. Add a crisp side salad, soft-serve ice cream or a dessert warm from the oven to complete your meal. View our menus and nutritional information at www.winthrop.edu/dining.

DiGiorgio Campus Center

Winthrop has a full service Starbucks Coffee Shop, along with an expansive food court featuring your favorites: Popeye's Louisiana Kitchen, Einstein Bros. Bagels, Burger Studio, The Wedge, Zoca Fresh Mex, and Jump Asian Express. Burger Studio now offers "Late Night" hours for your convenience.

Dinkins Hall

Subway, located in Dinkins Hall, gives students the opportunity to enjoy a healthy menu selection and it's new F.R.E.S.H. Steps Healthy Lifestyle program. Today Winthrop University's students know that Subway stands for wholesome, fresh food that fits into any healthy lifestyle.

Thomson Eagle Express

The convenience store on campus is located next to the East Thomson Lobby Hall. Eagle Express features grab-and-go items, snacks, groceries, personal items and more! Meal plans accepted here for grab and go Monday – Friday 10:30am – 8:00pm.

Papa John's Pizza

Now you can enjoy Papa John's Pizza on campus! The local Rock Hill Papa John's store now accepts Winthrop Café Cash. Call in and pick up or have your pizza delivered on campus.

RESIDENCE LIFE INFORMATION

To meet the diverse needs of Winthrop's resident student population, a wide array of on-campus living arrangements are provided. Of the University's eight residence halls, Margaret Nance, and Wofford house women. Lee Wicker, Phelps, Richardson, Roddey, Thomson and the Courtyard provide co-ed living accommodations.

Holiday Residence Hall Closing

The residence hall and dining service contract does not cover

periods when classes are not in session, such as Fall Break, Thanksgiving, Semester Break and Spring Break.

Provisions will be made to house student teachers living on campus who are required to be on duty during a University holiday, but meal plans will not be available. Since the University is officially closed, no visitation or guests are allowed. Students will not be housed in the residence halls during the period from December commencement until the beginning of the spring semester, except those living in Roddey or the Courtyard.

During the last week of classes each semester, students are expected to vacate the residence hall within 24 hours of their last class or as otherwise notified.

RESIDENCE LIFE POLICIES

Residence Hall Alcohol Policy

The following guidelines have been established in regard to the possession and consumption of alcoholic beverages in the residence halls and apartments.

1. The University does not sanction the consumption or possession of alcoholic beverages by students; nor does it sanction the violation of federal, state, or local law. Responsibility for good conduct rest with students as adult individuals.
2. It is against federal and state law for any person under the age of 21 to purchase or knowingly have in his or her possession any alcoholic beverages.
3. It is against the City of Rock Hill code to “openly display or consume any beer or wine in or from any unsealed container” in any public place not “specifically licensed for public consumption...”. In keeping with this code, consumption of beer and/or wine is permitted only in licensed spaces such as the Richardson Ballroom and the Shack: in the student’s residence hall rooms and apartments who are of legal age; and specific residential areas with the written permission of the Director of Residence Life.
4. No free flowing tap containers of alcohol are permitted in the residence halls or apartments, i.e., kegs, pony kegs, party balls, wine bag in a box, etc.
5. Consumption of alcoholic beverages is permitted in student residence hall rooms and apartments where the assigned residents of that particular room are of legal age. The room has a limit of 3 guests per resident assigned to the room that can be in attendance when alcohol is present, with minimal noise and the room door must remain closed. The determination of when a party is excessive will be at the discretion of the Residence Life Staff. The Residence Life Staff may request students to leave a room or residence hall/apartment, if there is excessive drinking or rowdy behavior. A student may be prohibited from the residential area, after receiving a warning from the Residence Life Staff.
6. Group functions, at which beer or wine are served, may be held only at The Shack, or in McBryde with written permission from the Events Approval Committee. Special procedures must be followed for a licensed event where admission is charged.
7. Violations of this policy by students or organizations are subject to fines and/or administrative or judicial disciplinary action.

Bulletin Policy

Residence hall blackboards and bulletin boards are reserved for official notices. Only authorized persons may use them. Permission must be obtained from the Residential Learning Coordinator or

Residence Director to have notices posted in the residence hall. Students are responsible for the removal of their posted information.

Key Policy

Students are responsible for their room key. Room keys are not to be duplicated. If a key is lost, the student is charged to recore the lock. A loan key is available at the hall office if a key is temporarily misplaced.

Poster Policy

1. Notices to be posted in a residence hall must be approved by the Residential Learning Coordinator/Residence Director.
2. Departments and organizations are responsible for litter generated by their own handouts or handbills.
3. Advertising which promotes the use and/or sale of alcohol as the primary function of the event is prohibited.

Recreational

The following guidelines have been established to clarify the regulations regarding use of recreational space in the residence halls.

1. Permission to use recreational space in the residence halls/apartments must be obtained by submitting a Residence Hall Recreational Space Request to the Residential Learning Coordinator or Residence Director for approval.
2. The person making the request assumes responsibility for:
 - A. Monitoring the group’s behavior during the event
 - B. Possessing an approved copy of the space request at the event
 - C. Making sure that the space is left clean and in proper order
 - D. Being the contact person for any damages
3. Priority for recreational space is given first to the residents of the particular residence hall building involved, for residence hall programs, activities and meetings.
4. The only groups allowed to schedule consecutive dates for recreational space are those sponsored by the individual residence hall/apartment involved.

Room Change Policy

Room changes start the first Friday after classes begin and must be approved in advance by the Department of Residence Life. Room changes made without the department’s approval are subject to a \$25 fine. A room change must be completed within 24 hours from the time the move is approved. Student’s must schedule a room inspection with a Resident Assistant to properly check out of a room.

Room Painting Policy

Residence halls are painted on a rotating basis. Residents may not paint their rooms. Nails are not permitted in the room walls.

Solicitation

Door-to-door solicitation is prohibited in the residence halls. Official university business, newspaper solicitation and delivery are exempted, after authorization from the Director of Residence Life.

Telephones

Telephone service is not provided in the residence halls. Students should bring a cell phone that will meet their needs.

Courtesy telephones are located in each residence hall. For

more information on campus telephone services, contact the Telecommunications Office at 323-2163.

Cable

Winthrop's residential cable television service provides approximately 120 channels free of charge.

Trash Policy

- Resident Areas

Each resident is responsible for cleaning excessive trash from the area around their room door. This includes the hallway, walls, and ceiling within a five-foot range from each door jamb. Failure to do so will result in a housing contract violation being filed.

- Public Areas

Excessive trash in bathrooms, elevators, kitchens, laundry rooms, lobbies, lounges, stairwells, etc., will be treated as public area damage. If those responsible for the excessive trash cannot be determined, a damage penalty will be assessed. The Residential Learning Coordinator will determine the limits of the area to be assessed, for example, all those residents that use a particular community bathroom.

Trespass Policy

The following statute will be strictly enforced: 1976 South Carolina Code of Laws -16-17-420, -16-11-640, -16-11-600.

It shall be unlawful:

- I. For any person willfully or unnecessarily (A) to interfere with or to disturb in any way or in any place the students or teachers of any college in this state, (B) to loiter about college premises or (C) to act in an obnoxious manner thereon; or
- II. For any person to (A) enter upon college premises or (B) loiter around the premises, except on business, without the permission of the President in charge.

Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine of not less than \$100 nor more than \$1,000 or be imprisoned in the county jail for not less than 30 days nor more than 90 days.

Please be advised that any visitor on the campus comes within the jurisdiction of the code and is subject to arrest.

No student may invite guests of the opposite sex into a residence hall room or apartment before or after visitation hours. A non-student guest violating visitation hours will be considered a trespasser.

Visitation/Guest Policy

Visitation/Guest hours are designated by building. Residents and guests must follow the building's designated Visitation/Guest Policy when in a building. Residents must have permission from their roommates/suitemates before registering a guest. Residents may further restrict the visitation rights of their specific room by the completion of a community agreement to which all roommates agree.

Note: Overnight guests of the same sex are allowed in all residence halls, regardless of the visitation option. All guests must be registered at the front desk and abide by the Visitation/Guest Policy.

1. The definition of a guest:
 - a) A non-resident of a particular building who has a resident host.
 - b) In a co-ed building, a person of the opposite gender visiting a floor, who has a resident host.

Designated Building Main Entrances:

Lee Wicker	Upper Porch Door facing Phelps
Margaret Nance	Front and Back Porch Doors
Phelps	Center entrance at Senior Circle side
Richardson	Front Lobby Doors facing Sims
Roddey	Left Porch Door
	Inner Left Corner Courtyard Entrance
	Wheelchair Accessible Door facing McBryde
East Thomson	Lower Lobby Door facing Lee Wicker
	Courtyard Door facing WestThomson
West Thomson	Entrance facing Richardson
	Courtyard Door facing East Thomson
Courtyard	Front and Back Lobby Doors(beneath the clock tower)
Wofford	Front Lobby Doors facing Life Sciences Building

2. Signs designating visitation/guest hours will be posted at building entrances.
3. Each host must escort his or her guest at all times and locations (including public areas, common areas, individual rooms and apartments) and is responsible for the guest's behavior.
4. Stairwells and elevators are considered public areas and escorts are required.
5. All guests remaining after 8:00 p.m. must be registered.
6. Unregistered guests in a building after 8:00 p.m. will:
 - a) Cause the resident host to have to pay \$25.00 for failure to register their guest;
 - b) The guest will be asked to leave the residential area; and/or
 - c) Be subject to disciplinary action (students); and/or
 - d) Be subject to arrest for trespassing (non-students).
7. Guests will be expected to follow all policies of Winthrop University.
8. Guests will be required to leave the building at any time if so directed by Residence Life personnel.
9. Only 4 people are allowed in a room overnight, including the residents (up to 8 people in a four bedroom Courtyard Suite).
10. Guests are not allowed to stay more than 4 consecutive nights, no more than 7 nights per month. Nothing in this policy is to be construed as encouraging or permitting individuals who do not have a residence hall or apartment contract to live on campus. Registration records will be maintained to assist in identifying those who violate the intent of this policy. Violators and hosts are subject to disciplinary action.
11. Keys will not be issued to guests. Residents should not give student I.D.s and/or keys to guests at any time.
12. Residents must have permission from their roommates/suitemates before registering a guest. Residents may further restrict the visitation rights of their specific room by the completion of a community agreement to which all roommates agree.
13. After 8 pm residents must sign in guests at the hall office and show a picture ID for verification.
14. After midnight guests will be issued a Visitation/Guest Registration Card to carry with them as proof of registration and should expect to show this card to University personnel.
15. Guests and resident hosts must sign the Guest Sign-Out Log when departing the building at the end of the time period designated on the Visitation/Guest Registration Card. Failure to sign

guests out may result in a monetary sanction.

16. Guests are to use designated bathroom and shower facilities only.

17. Hall Councils and Residence Life Staff may designate residential areas for resident use only.

18. Residents may initiate a recommendation through their Hall Council to restrict or expand the visitation policy of their building by a simple majority vote with at least 66% of the building residents voting. This recommendation is then presented to the Director of Residence Life for consideration

Visitation Options

Option 1 (Margaret Nance)

Days	Hours
Sunday – Thursday	9 a.m.-Midnight
Friday	9a.m.-2 a.m.
Saturday	Self-regulated

Option 2 (Richardson & Wofford)

Days	Hours
Monday – Thursday	9 a.m.-Midnight
9 a.m. Friday – Midnight Sunday	Self-regulated

Option 3 (Lee Wicker, Phelps, Roddey, Thomson, & The Courtyard at Winthrop)

Days	Hours
Self-regulated	Self-regulated

RESIDENT STUDENTS' ASSOCIATION

As the voice of all on campus students, The Resident Students' Association (RSA) is the largest active student organization at Winthrop University. If you reside in one of the eight residence halls, you are a member.

The purpose of this organization is to enhance the residential experience of students by promoting unity among residence halls, assessing the needs of on-campus students, and supporting personal development and academic success of residents through programming. In an effort to maintain quality programs and to keep abreast of current resident trends and issues, RSA is an active member of state, regional, and national residence hall organizations. At each level, conferences are held where resident student leaders from around the state and country come together and share ideas and concerns.

RSA represents the thoughts and ideas of 2,500 residential students and acts as a liaison between the residents and the University, residents who wish to voice their opinions through RSA are encouraged to attend the weekly meetings. Please visit www.birdnest.org/rsa for the meeting time and location. Residents who desire more direct involvement and wish to participate in the constant improvement of Winthrop University and its residence halls, may become one of two voting representatives for their building (each residence hall has two voting members – see your Residential Learning Coordinator or Residence Director to express your interest).

If you want to become a part of these exciting opportunities, Do More Than Just Live Here – be an active member of RSA!

RESIDENCY REQUIREMENT

All first and second year students are required to live on

campus unless they live within a 50-mile radius with a parent or legal guardian; are 21 years of age; married; a single parent or a veteran. Exemption requests may be made by using the form found on the following Web site: www.winthrop.edu/reslife/forms.

Students, who are enrolled and have not been exempted from the residency requirement, will automatically be billed for a semester's housing fees and subject to disciplinary sanctions.

HOUSING CONTRACT AND FEES

Housing contract and fees may be found on the following Web site: www.winthrop.edu/reslife.

RESIDENCE LIFE STAFF

The residence halls and apartments are divided into the north, central and south areas of campus. Each area is supervised by a full-time professional Assistant Director of Residence Life who is responsible for staff development, facilities, programming and discipline.

Each residence hall and apartment building has a full time professional Residential Learning Coordinator or Residence Director as the administrative head. Resident Assistants (RAs) are undergraduate students who are assigned to a floor in each building. The staff is skilled in helping students adjust to residence hall and apartment living.

SAFETY AND SECURITY

Students may enter and leave their residence hall at their discretion. All residence hall doors are locked 24-hours a day, 7 days a week. Students are to use only the main entrance door when entering or leaving the hall.

For security purposes most residence halls have a Night Host on duty from 11:00 p.m. to 7:00 a.m. When a student returns to the hall during these hours, he/she must present his/her ID card to the Night Host for identification purposes. A non-resident guest may be admitted if he/she has a picture ID and his/her name appears in the hall guest registry.

Additional Information

If you have questions regarding any residence hall policy or concerns not addressed in this section, consult The Courtyard at Winthrop Suite Lease; Residence Hall Contract/Lease and the Student Conduct Code or contact the Department of Residence Life, 237 DiGiorgio campus Center, 803-323-2223. Website winthrop.edu/reslife.

CAMPUS POLICE

The Campus Police Department is located at 526 Myrtle Drive in the Good Building. Its duties consist of protecting life and property, crime prevention and traffic control. Officers are available to assist students 24 hours a day. Campus Police can be reached by calling 323-3333 off campus and 3333 on campus.

Information on The Clery Act, Crime Statistics and Drug-Free Campus may be obtained by logging onto the Campus Police Web Site at www.winthrop.edu/campuspolice.

Practices and Procedures

The safety and security of the Winthrop campus is coordi-

nated by the Campus Police Department, an administrative unit within the Division of Student Life. These men and women are graduates of the South Carolina Criminal Justice Academy, and undergo continued training to maintain and upgrade their skills. All are trained in first aid, AED and CPR. All commissioned officers are armed and receive firearms training and testing at least twice yearly.

The primary duty of the Campus Police Department is to provide a safe and secure environment for the University community. The officers conduct foot, vehicular and bike patrols of the campus and residence hall areas 24 hours a day. On campus, Winthrop police officers enforce all regulations and laws - those of the University, the City of Rock Hill and the State of South Carolina. The Winthrop police also have a close working relationship with the Rock Hill City Police and the York County Sheriff's Department. In addition to the commissioned police officers, the support staff of Campus Police operates the office and telephone 24 hours a day.

Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty member, employee, or visitor to Campus Police by dialing campus extension 3333. Upon receipt of the call, Winthrop police officers are dispatched immediately to the site of the complaint. They have full authority to take necessary action as warranted by the circumstances, including making arrests for any crimes committed. The officers prepare and submit reports detailing the incident and conduct follow-up investigations and actions as needed.

Winthrop police officers offer sessions each semester on topics of concern including personal safety, awareness and security, general crime prevention, rape prevention, and prevention of burglary and vandalism. Information on safety and security is offered to students and employees regularly through lectures, films, bulletins, crime alerts (when circumstances warrant), posters, brochures and the University student weekly newspaper.

The Winthrop campus is well-lighted, and further lighting improvements are made continuously, particularly in areas frequently traveled by students. In addition to a telephone jack in each residence hall room available for students who own telephones and public hall telephones, there are some 42 outdoor emergency telephones strategically located throughout the campus. These are connected directly to the Campus Police Department. Additional sites are being considered for outdoor emergency phones.

All the fraternity and sorority houses (independently leased, operated, and not supervised by the University) are located off campus, within the City of Rock Hill. Most are in close proximity to the campus. They are patrolled by the Winthrop Police Department and Rock Hill Police Department.

All academic and administrative facilities and buildings are secured at night and on weekends, or whenever they are not in use. This is done by Campus Police Officers or designated representatives. Many areas of vulnerability are equipped with electronic monitoring and/or alarm systems, which signal the Campus Police Department when problems arise.

Access by students to secured buildings or areas is by written permission from the appropriate department chair. Students with permission must sign in at the Campus Police Department

prior to being admitted. Any special events scheduled in the buildings or facilities are noted by on-line space request forms received by Campus Police prior to the event for Campus Police awareness.

The residence halls are staffed and access is monitored and limited. Exterior doors to each hall are locked 24 hours. A Night Host monitors all entries from 11:00 p.m. until 7:00 a.m. nightly. Entry is by student ID only. Night Hosts check all outside doors regularly throughout the night to assure that they remain locked. An electronic alarm system notifies the Night Host when a door is opened.

Campus Police Officers check the residence hall doors nightly, noting and correcting problems as needed. They are available to assist the residence life staff when needed.

Services and Programs

- Campus Police offers Victim Advocate services to those individuals that have been a victim of a campus crime.
- Offer sessions each semester on topics of concern including personal safety, awareness and security, general crime prevention, rape prevention, and prevention of burglary and vandalism.
- Provide information on safety and security to students and employees regularly through lectures, films and brochures.
- Provide engraving to identify personal possessions
- Register bicycles
- Maintain information on crime statistics
- Inspect campus facilities regularly, noting any discrepancies, which might affect safety and security, such as broken windows and locks, faulty lighting, smoke detectors or fire extinguishers.
- Monitors the lighting on campus, particularly in areas frequently traveled by students.
- Maintains and monitor all (42) outdoor emergency telephones strategically located throughout the campus. These are connected directly to the Campus Police Department.
- Patrol all fraternity and sorority houses (independently leased, operated, and not supervised by the University) off campus.
- Secures all academic and administrative facilities and buildings at night and on weekends, or whenever they are not in use.
- Provides electronic monitoring and/or alarm systems for areas of vulnerability.
- Admits students to secured buildings or areas with written permission from the appropriate department chair.

Safety and Crime Prevention Tips

For optimum effectiveness, the cooperation and involvement of students themselves in the campus safety program is also necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings. This involves taking simple precautions which help to avoid becoming the victim of a crime.

On the street and around campus:

- Do not walk alone, especially at night

- Do not take shortcuts. Stay in well-lighted areas or frequently traveled areas
- Do not wait for a ride alone - wait with a friend
- Be alert and aware of your surroundings
- Call a Campus Police Officer to provide an escort within the parameters of the campus and immediate vicinity when needed. For a non-emergency, please call at least 20 minutes in advance of needed escort time.
- Report any suspicious person to Campus Police
- Park cars in their assigned areas and keep them locked at all times
- Keep valuables out of sight, preferably locked in the trunk
- Have keys ready when you approach your car
- Lock doors at night and any time the room is unoccupied.
- Lock valuables up and keep them out of sight if possible
- Mark all items such as stereos, cameras and televisions with engraving. This service is provided by Campus Police free of charge.
- Register bicycles and make sure they are always secured with a sturdy lock
- Report lost or stolen keys immediately
- Do not let anyone else use keys that have been issued to you.
- Never prop external doors.

SEXUAL MISCONDUCT

Winthrop University is an educational community committed to common standards of integrity and respect for all of its members. All members of the Winthrop community, guests, and visitors have the right to be free from sexual harassment and sexual misconduct; and such behavior will not be tolerated by the Winthrop community. Winthrop is committed to taking immediate, equitable, and effective actions to respond to sexual harassment and sexual misconduct to prevent its reoccurrence and to address its effects. For purposes of this Policy, sexual misconduct is always considered a form of sexual harassment; and the term sexual misconduct is used unless there is a specific reference to sexual harassment as defined in the Code of Student Conduct.

Sexual misconduct can occur in many relationships and may involve, "... offensive touching; non-consensual sexual assault; forced sexual assault; stalking; or sexual exploitation and other sexual misconduct violations" (Winthrop Student Handbook, Student Conduct Code, page 37).

This behavior interferes with the educational mission of the University by:

- Endangering the physical and emotional safety of community members,
- Damaging trust in the community,
- Offending the dignity and violating the autonomy of community members, and
- Disrupting the academic progress of victims or survivors during their recovery.

Definition of Consent

Consent is clear, knowing, and voluntary. Consent is active,

Office of Victims Assistance

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not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Resistance is not necessary in order to demonstrate lack of consent. At any time consent can be withdrawn by either partner communicated by words or actions.
- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me; I'll do what you want.").
- Coercion is unreasonable or persistent pressure for sexual activity. Persistent pressure past a refusal or an indication that a person does not want sexual contact, that they want to stop, or that they do not want to go past a certain point of sexual interaction, is considered non-consensual. Coercion may also be an implied threat such as blocking an exit until the person provides the desired sexual activity.
- Sexual activity with someone, who based on the circumstances one should reasonably have known to be, mentally or physically incapacitated by alcohol or other drug use constitutes a violation of this Policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions and lacks the capacity to give knowing consent. The amount of alcohol consumed and the time period in which it was consumed should be considered. The following behaviors may be signs that an individual is intoxicated through the use of alcohol or another intoxicant and cannot consent to sexual contact: slurred speech, slowed reflexes, loss of balance, inability to concentrate or track conversations, vomiting, outrageous or unusual behavior, concern expressed by others about the individual, expressed memory loss or disorientation.
- Hangovers and memory loss may be delayed signs of intoxication and an inability at the time to give consent.
- This Policy also covers a person whose incapacity results from mental disability, sleep, deprivation, involuntary physical restraint, or from the ingestion of drugs, commonly known as "date rape drugs."

- An individual who is not conscious cannot, by definition, give consent.
- Use of alcohol or other drugs will never function as a defense for a violation of this Policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this Policy.

Definition of Sexual Assault

Sexual assault refers to any unwanted sexual acts that involve threats, physical force, intimidation or deception. Sexual assault can be defined as one or more of the following:

- Offensive Touching:** The touching of an unwilling person's intimate parts; touching an unwilling person with one's own intimate parts; causing an unwilling person to touch another's intimate parts.
- Non-Consensual Sexual Assault:** Unwilling or non consensual penetration of any bodily opening with any objects or body part.
- Forced Sexual Assault:** Requires the use of physical force and/or penetration. Coercion, the threat of immediate physical harm, the restriction of movement, and/or the administration of a drug, intoxicant or a physical substance that impairs the faculties of a person would all constitute forced sexual assault.

Guide for a student who has been sexually assaulted

Getting Help:

If a student is sexually assaulted, it is important that the victim get to a safe place and get medical assistance and support as quickly as possible. We encourage students to report to the police by calling 911 or 323-3333 for Campus Police. Campus Police will take a report and assist a student in accessing other services. Making a police report does not require a victim to press charges. A victim may also access services and report the assault anonymously through a number of offices on campus such as the Office of Victims Assistance, Dean of Students Office, Student Affairs staff members, Residence Life staff and Health and Counseling Services. Each of the staff are available to provide information and support to a victim.

Preserving Evidence:

It is strongly recommended that a victim of sexual assault receive medical attention as soon as possible after the incident. In order to collect and preserve evidence a medical examination, called a rape protocol exam, must be performed by a Sexual Assault Nurse Examiner, (SANE nurse) within 120 hours of the incident. A thorough examination may be able to detect injuries of which the victim is unaware. All evidence will be documented anonymously if the victim chooses and preserved in the event that the victim chooses to take legal action.

If the victim has reported to Campus Police a victim advocate will accompany the victim to Safe Passage where the exam will be performed. If the victim chooses to report anonymously or to another university contact, that person can assist the victim in accessing medical services on an emergency basis and arrange for a trained volunteer or staff person from Safe Passage to accompany the victim.

The examination performed by the SANE nurse is at no cost to the victim. It is important that the victim not wash, eat or drink,

smoke, brush their teeth, change clothes, or use the bathroom in order to best preserve any evidence that may be found on the victim's body. If any of this is done, however, a rape protocol exam can still be performed. If the victim changes clothes after the assault, the clothing worn should be put in a paper bag and taken to Safe Passage.

When a victim undergoes a rape protocol exam, a SANE nurse will complete the exam. All SANE nurses are registered nurses specially trained in treating sexual assault victims and are available 24 hours a day in order to ensure a higher quality of care. The SANE nurse will gather information from the victim about the crime before performing the physical examination. All victims have the option of receiving emergency contraception, referrals for future medical and psychological support, and receiving treatment for sexually transmitted infections.

After 120 hours, the victim cannot receive a rape protocol exam, but she/he should schedule a medical examination with a private physician or through Health Services at Winthrop University by calling 323-2206. The victim may have internal injuries that need to be treated. A police report can still be made after 120 hours. There is no time limitation on reporting a sexual assault.

If a sexual assault has just occurred and the victim calls Campus Police, the Victim Advocate will be contacted. The Victim Advocate will meet the victim either at the place where the incident occurred, at the police station, or at the emergency facility. An officer will be present to obtain pertinent information about the offender. If the victim knows the offender and/or can provide information, then law enforcement will try to locate the offender. The victim does not have to press charges. The officer taking the initial incident report will provide the victim with a document which describes her/his rights, local assistance and social service providers, and victim's compensation benefits.

Emergency housing is available upon request. The Victim Advocate will contact the victim the following day to ensure the victim is aware of all counseling services available. The victim's professors can be notified that the student will be missing class, however the nature of the victim's circumstances will not be revealed.

Definition for other Sexual Misconduct Violations

The University will take disciplinary action for other types of sexual misconduct, including but not limited to:

1. Using university computers to display in public places obscene material that is offensive to others [as described in SC Code of Laws, Article 3., 16-15-305 (Obscenity)] or to access child pornography [as described in SC Code of Laws, Article 3., 16-15-395 & 405 (Sexual Exploitation of a Minor)].
2. Indecent exposure / exhibitionism.
3. Voyeuristic behavior.
4. Unsolicited offensive communications.
5. Sexual Harassment (see page 50)

Definition of Relationship Violence

Relationship violence, for the purpose of this description and related procedures, may include but is not limited to:

- a. Physical abuse (e.g., slapping, pulling hair, punching)

- b. Threats of abuse (e.g., threatening to hit, harm or use of a weapon on another or self, or other forms of verbal abuse)
- c. Emotional/psychological abuse (e.g., harassment, name calling, manipulation) that creates and maintains a degrading environment; and
- d. Sexual abuse (e.g., forced sexual conduct and/or any behavior that meets the definition of sexual assault).

Relationship violence is directed toward a current or former partner or spouse.

Relationship violence is a cycle of behavior that repeats over and over again and without intervention the violence tends to escalate and become more serious. These controlling behaviors are a violation of the Winthrop University Code of Conduct and the SC Code of Laws.

Guide for a student experiencing relationship violence

Seek medical attention as needed through Health and Counseling Services on campus or through after hour's emergency services listed at the end of this section.

Make a plan for safety. Once violence occurs it may occur again especially if the perpetrator believes that they are losing control. Contact Campus Police or the local police. Make arrangements for alternate housing.

Talk to a trusted person as relationship violence is traumatic and feelings can be overwhelming.

Utilize the confidential professional local and on campus resources available. They are listed at the end of this section.

Definition of Stalking

Stalking generally refers to harassing or threatening behavior that an individual engages in repeatedly, such as following a person, appearing at a person's home or place of business, making harassing phone calls, leaving written messages or objects, or vandalizing a person's property. Stalking is not a one-time event, but rather a series of threatening incidents that, if not responded to, may end in violence.

Stalking often causes pervasive, intense fear and can be extremely disruptive for the victim. In addition to presenting a continual threat of physical and/or sexual violence, the stalker can erode the victim's sense of safety and personal control.

Online stalkers (Cyberstalkers) can easily disguise themselves by adopting several false identities and then harass the target through unsolicited emails, disturbing private or public messages on bulletin boards or in chat rooms, and communiqués of actual threats of harm. In addition, stalkers may pose as the victim online in order to incite others to harass and threaten the victim. Online stalking may lead to other forms of stalking.

Charges for the described behavior could range from sexual assault to disorderly conduct or harassment, according to the Student Conduct Code and is a crime according to the State of South Carolina.

Reporting Incidents of Sexual Misconduct, Relationship Violence and/or Stalking:

All students are encouraged to report any instances of sexual misconduct, relationship Violence and/or stalking. Reporting the case to the campus or local police allows the authorities to better protect the victim, to gain access to the

offender, to call attention to the offender's behavior, and to hold the offender accountable through the university judicial process and/or criminal justice system.

Victims are encouraged to document all incidents (e.g., keep notes and emails, track phone calls). This would help Authorities provide a comprehensive response to the victim. The victim may call Campus Police (323-3333), the Victim Services Coordinator (323-2206), the Dean of Students or the Assistant Dean of Students (323-4503).

Office of Victims Assistance

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Reporting & Confidentiality

Students reporting incidents of sexual misconduct are often concerned for their privacy and have questions about confidentiality. At Winthrop University there is a difference between privileged reporting and limited confidential reporting.

a. Privileged Reporting consists of those communications that legally cannot be disclosed, without the reporter's consent, to any other person, except under very limited circumstances such as an imminent threat of danger to self or others. When reporting to a privileged source, the information shared between the reporting person and the care provider is privileged and ordinarily will not be disclosed, even to other members of the university community.

Examples of Privileged Reporting Resources:

Counseling Staff (Psychiatrists, Psychologists, Counselors, Social Workers)

Health Service Staff (Nurses, or Nurse Practitioners)

Campus Ministry (ordained minister, priest, or rabbi)

b. Limited Confidential Reporting consists of those communications that will not be disseminated to others except on a need-to-know basis. Primary to a limited confidential reporting source is balancing the wishes of the reporting person while protecting the overall university community and assuring the appropriate disciplinary measures are taken including criminal, civil, and administrative.

A limited confidential reporting source has the obligation to enlist designated campus resources to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures are considered and imposed. Such disclosures will be limited to a finite group of people all with the same confidentiality obligations. These steps will include investigating the assault and disclosing the confidential communications to others on a need-to-know basis.

Examples of Designated Limited Confidential Reporting Resources:

Residence Life-RLCs and RAs
Victim Services Coordinator

Fraternity and Sorority Affairs program director
 Dean of Students Office and Student Affairs staff
 Faculty or Staff
 All other Campus Security Authorities

Requests for Anonymity

When a student requests that his or her name not be used, the University will evaluate the request considering the following factors: the seriousness of the alleged sexual misconduct and whether there have been other sexual misconduct complaints about the same individual. If the accused has been named, then the rights of the accused must also be considered. When anonymity is maintained, the victim should understand that the University's ability to respond is limited. In cases where the complainant wants to proceed, the University cannot keep the complainant's identity from the accused student. Sexual misconduct is a serious offense, the accused student has the right to know the identity of the complainant/alleged victim, and the process cannot proceed without a primary witness.

The University will inform the victim if it cannot ensure confidentiality and must proceed with an inquiry. In all cases when there is an allegation of sexual misconduct, the University has an obligation to take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence.

c. Parental/Legal Guardian/Partner Notification

When and if parents and/or legal guardians are contacted is a decision the victim should make unless there are extenuating circumstances. A member of the sexual response team such as the Dean or Assistant Dean of Students can assist a student with notification. In some instances when there is a significant health or safety concern, the university may need to notify the parents, guardian, or partner of the individual involved in the sexual assault. In making this determination, the university will consider the wishes of those involved, their personal safety, and the safety of the campus community.

Consultation regarding disciplinary options:

A victim, witness, or advisor may request a meeting with the Dean or Assistant Dean of Students to discuss the allegation and to determine if there is reason to believe that a sexual misconduct violation has occurred. Disciplinary procedures will be reviewed at this meeting, and the process for going forward within the University system will be discussed. A friend, advisor, or parent may be present at this meeting at the victim's request. A victim does not have to make an immediate decision but will have time to gather information and make an informed decision.

Campus Disciplinary Procedures for Cases Involving Sexual Misconduct

Complaints of sexual misconduct will be handled by the University according to the procedures outlined in the Student Conduct Code (see pg 37) and the Student Sexual Misconduct Policy (see pg 50) both available in the Student Handbook.

Retaliation

The University prohibits adverse treatment of students for exercising their rights under this Policy. Any good faith report of sexual misconduct, experienced or observed, should be made without fear of retaliation. Retaliation by any member of the

University community against a student for filing a complaint or participating in an investigation in good faith is strictly prohibited by law and this Policy. A student violator will be subject to disciplinary charges and/or summary action as outlined in the Student Conduct Code. A University employee would be subject to Human Resources policy and procedures.

Available Assistance and Support

- Students may receive medical assistance, counseling, academic assistance, and other services even if reporting anonymously. Contact: The Victim Services Coordinator, Carrie Mophis, at 803/323-2206
- Students may have their living arrangements modified if in university housing. Contact: The Director of Residence Life, Cindy Cassens, at 803/323-2223
- Students may, where reasonable and possible, have classes, labs, and other academic activities reassigned so as not to have to share classes with other involved students. Contact: Dean Bethany Marlowe at 803/323-4503
- Students will be notified and may be present for the outcome of the related campus disciplinary action for sexual assault. Contact: Dean Bethany Marlowe or Assistant Dean Anthony Davis at 803/323-4503. Questions or requests for additional information regarding any of the procedures

Services Available to Students

A. On-Campus Resources	
Campus Police	323-3333
Office of Victim Assistance	323-2206
Dean of Students Office	323-4503
Health Services	323-2206
Counseling Services	323-2233
Residence Life	323-2223
Judicial Affairs	323-4503

B. Off-Campus Resources
 Safe Passage Domestic Violence Shelter & Counseling,
 329-2800
 Toll-Free Hotline, 1-800-659-0977

Rape, Abuse & Incest National Network,
 1-800-656-HOPE / www.rainn.org
 Sexual Assault Nurse Examiner, 329-2800
 16th Judicial Circuit Solicitor's Office, 628-3020
 Rock Hill Police Department, 329-7200
 York County Sheriff's Department, 628-3059

C. Medical:
 Piedmont Healthcare System (hospital)
 803/329-1234; 800/578-4555
 Riverview Medical Clinic
 803/329-3103, open 24 hrs.
 Piedmont East Urgent Care
 803/329-1930
 Piedmont Urgent Care Baxter Village
 803/396-8100

outlined in this section should be directed to the Dean of Students, 246 DiGiorgio Campus Center, 323-4503.

ALCOHOLIC BEVERAGE POLICY

Winthrop University does not sanction the consumption or possession of alcoholic beverages by students; nor does it sanction the violation of federal, state, or local law. Responsibility for good conduct rests with students as adult individuals. It is against South Carolina law for any person under the age of 21 years to purchase or knowingly have in his or her possession any alcoholic beverages. Any person who sells or gives alcoholic beverages to any person under the age of 21 is responsible to the law. Furthermore, any students or student groups sponsoring social events are the hosts responsible for complying with all applicable laws and university regulations.

It is against the City of Rock Hill code to “openly display” or consume: any beer or wine in any place not specifically licensed for public consumption. In keeping with this code, consumption of beer and wine is permitted only in the following areas on campus: In the students’ rooms who are of legal age; in licensed spaces and during University approved athletic events as allowed by the tailgating policy.

ALCOHOLIC BEVERAGE CONSUMPTION AT WINTHROP ATHLETIC EVENTS AND ALL PUBLIC PLACES ON CAMPUS IS STRICTLY PROHIBITED EXCEPT AS PERMITTED IN THE TAILGATING POLICY.

Procedures for Serving Beer and/or Wine

I. Beer and wine may be served at group functions in licensed spaces such as Richardson Ballroom, The Shack, and the University Galleries. A request for permission to serve beer and/or wine must be addressed on the online space reservation form.

Special Note: Free-flowing tap containers are not allowed.

II. All beer and wine for licensed events (where an admission charge or donation is collected) must be ordered through dining services.

III. All beverages at licensed events must be sold and served by dining services personnel. A \$100 service charge for personnel, license and cleaning of taps and tap area assessed by the Dining Services. Appropriate forms should be submitted with the Request for Beer and Wine Permit.

IV. Beer and wine for non-licensed events must be purchased from a source other than the Dining Services and the sponsoring organization must be completely responsible for beverage delivery, setup and cleanup.

V. At all events where alcoholic beverages are served, alternative non-alcoholic beverages and food must also be available. Supervision may be required to insure Alcoholic Beverage Policies are observed.

VI. Consumption of alcoholic beverages in the Residence Halls is permitted in students’ rooms and apartments where the assigned residents of that particular room are of legal age. The determination of when a party is excessive will be at the discretion of the Residence Life Staff. There is a limit of 3 guests per resident assigned to the room that can be in attendance when alcohol is present, with minimal noise and the room door must remain closed.

Violations of Alcoholic Beverage Policy

Sanctions imposed against groups failing to follow established guidelines and policies may include but are not limited to: specified hours of University service, fines and/or loss of campus privileges for a specified period of time (e.g. event restrictions), educational sanctions, or recommendation for revocation of the organization charter.

A student or student organization that is found or accepts responsibility for a major incident or is an accessory to misconduct involving prohibited conduct outlined in the Student Conduct Code, will be held accountable according to the process outlined in the Student Handbook.

Administrators in the Division of Student Life will review minor incidents of alleged violations of University policies by Student Organizations and determine sanctions as appropriate.

Appeals regarding actions and sanctions imposed by an Administrator may be submitted in writing to that Administrator for presentation to a review committee composed of the organization’s advisor, two representatives from the Division of Student Life appointed by the Vice President for Student Life, and the Judicial Council Chair.

ASSEMBLY POLICY

Winthrop University has the fundamental responsibility to provide Winthrop clubs, organizations and departments with space to assemble and conduct business. Winthrop also has the right to limit or restrict time, location and functional use of its facilities. Assemblies are permitted only at the Amphitheater and the steps of Byrnes Auditorium without prior written approval. All such assemblies may be conducted with sound amplification equipment as long as instructional and other university activities are not impeded. Any groups desiring assembly space in any campus building or in open areas other than the Amphitheater and the steps of Byrnes Auditorium must submit an on-line request or contact the Department of Student Affairs at 323-4503.

COPYRIGHT POLICY

In recognition of its mission to further teaching, learning and research and engage in public service, Winthrop University is committed to fostering an environment that provides for the fair use of copyrighted works to achieve these goals while remaining in compliance with applicable laws. University users of copyrighted works are accorded the rights and privileges pursuant to 17 U.S.C. §§107 (Fair Use), 108 (Reproduction by Libraries and Archives), 109 (First Sale Doctrine and Transfers), 110 (Teaching Exception) and other statutory exemptions and limitations to the exclusive rights granted to the owner of a copyright protected work. While the University does not intend to unduly restrict the use of works otherwise permitted under law, it is the policy of Winthrop University to comply with federal copyright law and all related law codified at 17 U.S.C. §101 et seq.

All faculty, staff, and students must adhere to University copyright policy and are expected to seek consultation and advice from the Dean of Library Services when using the copyrighted works of others. It is the policy of the University to inform and educate facul-

ty, students, and staff regarding federal copyright law, the rights of copyright owners, the legal obligation of the University to comply with applicable law, and the rights of the University community to use copyrighted works.

The full policy can be accessed at <http://www2.winthrop.edu/copyright/policy.htm>

DISCRIMINATION & ADA COMPLAINTS

In keeping with the civil rights laws by which Winthrop University is governed, including Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1973, as amended, the following avenue is provided for students to pursue complaints alleging discrimination.

Students who believe that they have been subjected to unlawful discrimination by another student should contact the Dean of Students. Students who believe that they have been subjected to unlawful discrimination by a Winthrop employee should contact the Dean of Students, or the Associate Vice President for Human Resources. Students who believe that they have been subjected to unlawful discrimination under the Americans with Disabilities Act of 1990, including reasonable accommodation and access issues, should contact the University's ADA Compliance Officer through the Dean of Students.

GUEST POLICY

Students and student organizations are responsible for the conduct of their guests while they are on the Winthrop campus. Students and student organizations hosting non-Winthrop guests are expected to inform their guest of university policies, rules, and regulations and may be subject to disciplinary action for guest violations. Residence Life guest policies and passes are available at each hall office. See the West Center Information desk or call x2652 for recreation guest passes. Visitors to Winthrop University that desire to park on university property must obtain a visitor parking permit from the Campus Police Department.

HAZING POLICY

Hazing is a very serious offense and a violation of S.C. Law. Winthrop University student organizations and individual students should not condone or engage in this activity.

On November 4, 1978, the Winthrop Board of Trustees adopted the following as a policy statement concerning hazing: The Board of Trustees of Winthrop University considers the hazing of students by fellow students to be contrary to the mission of the University and prohibits such activities.

HAZING is defined as any action taken or situation created, which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include assault in any form, creation of excessive fatigue; physical and psychological shocks, wearing apparel which is conspicuous and not normally in good taste, nudity; situations or tasks that interfere with scholastic activities, and any other activities which are not consistent with the regulations and policies of Winthrop University and otherwise isolate or create different standards for new members for the purpose of initiation or admission into or affiliation with a chartered or non-chartered student, organization

Consistent with state law, it is a violation of the hazing policy

for any person to 1) knowingly permit or assist any person in committing hazing activities or 2) failing to promptly report hazing activities to the appropriate university official. The implied or express consent of a person to participate in hazing does not constitute a defense to violations of the hazing policy.

EXAMPLES OF HAZING

Depending upon circumstances, the following activities have, at one time or another, been construed by the courts and/or institutions of higher education as hazing. Such activities are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Hazing, therefore, may be perpetuated by individual(s) against individual(s), individual(s) against the group, the group against individual(s) or group against group.

1. "PT" (Physical Training): requiring calisthenics such as sit-ups, running or any form of physically abusive or excessive exercise; any physical action or restraint that may inflict harm or pain on an individual(s) or place them in a position or situation of possible harm or threat.
2. Forcing, requiring, recommending and/or coercing consumption of alcoholic beverages or any other kind of drug; requiring ingestion of an undesirable or unwanted substance (food, drink, concoction).
3. Harassment or bullying, whether verbal, mental or physical of individual(s) or group(s).
4. Scavenger hunts that require or result in theft; forced or coerced road trips, dangerous activities, and/or kidnapping.
5. Endorsing or conducting pranks such as borrowing or stealing items, destruction of property or objects, pulling false fire alarms, or any other activity in violation of the law.
6. Personal servitude (doing chores or errands for the group(s) or individual members).
7. Sleep interruption or deprivation; conducting activities that do not allow adequate time to study.
8. Degrading, humiliating or embarrassing games or activities.
9. Line-ups or any interrogation for information about the history, purpose or direction of the organization that is not consistent with legitimate testing
10. Forced isolation from other members, friends or the rest of the campus. This includes any prohibition on speaking or social interaction (including public marching or walking in lines or "on line.")
11. Deception and/or threats contrived to convince the pledge he/she will not be able to join the organization or that inflicts mental stress by not revealing the requirements or basic timetable for joining.

INCLEMENT WEATHER POLICY

It is Winthrop University's policy to provide instruction for students except in cases when extreme weather conditions make roads unsafe for travel. While Winthrop feels a responsibility to hold scheduled classes and maintain office support for those classes whenever possible, the highest priority is placed on the safety of its students, faculty and staff.

In case of hazardous weather, the Office of University Relations advises students, faculty and staff to first check the University's Emergency Information web site at winthrop.edu/emergency or their Winthrop e-mail, which will reflect the latest class and office schedules. Office members also notify, as quickly as possible, the fol-

lowing local media outlets regarding closings and delays:

Radio: WRHI-AM (1340), WRHM-FM (107), WFAE-FM (90.7), WPEG-FM (98), WRFX-FM (99.7), STAR-FM (104.7), LINKFM (107.9), WBT (1110 AM)

Television: WCBL-TV (CN2), WBTV (3), WSOC-TV (9), WCNC-NBC 6 (36), Fox Charlotte 18 WCCB-TV

Notices also may be listed in The Herald and Charlotte Observer's main or York section, provided that the decision to close or delay classes meets publication deadlines. Also, if possible, information will be available on the campus alert line, 323-2222.

Students should use their discretion in judging the safety of traveling to the university during periods of inclement weather.

All are strongly urged to register for WU Alerts for critical emergency updates for your voice or text phone found on the Emergency Information web site.

INTELLECTUAL PROPERTY RIGHTS POLICY

Approved by Winthrop University Board of Trustees June 6, 2003

I. Introduction - The fundamental mission of Winthrop University embraces teaching, research, and service, both to enhance and advance knowledge and to serve the public good. To do so, Winthrop University recruits and maintains a diverse faculty of national caliber. It "supports its faculty as they enhance their abilities as effective teachers and as they develop and enrich their knowledge and skills as scholars, researchers, practitioners and creative artists in their disciplines. Moreover, Winthrop ... support[s] high quality instruction and research in every field of study offered by developing and maintaining at an appropriate level its classrooms, studios and performance spaces, as well as its informational and instructional technology resources." [1]

Thus, it is in the interest of all members of the university community to foster the creation of the highest quality intellectual properties that further the academic mission of the University; foster the dissemination of new knowledge and the maintenance of high academic standards to improve the education we provide our students and the service we provide to the citizens of the State of South Carolina; and to provide incentives for university faculty, staff, and students to participate fully in the use and creation of intellectual properties. Strong mutual interests are shared among the university, the faculty, the staff, and the students in the appropriate allocation of the ownership rights associated with such intellectual properties; and the rights that belong to the owners of intellectual properties should be allocated so as to optimally support the mutual interests of the university, faculty, staff, and students. [2]

The Intellectual Property Rights Policy applies to students and it can be reviewed, including the citations referenced above, at: http://www2.winthrop.edu/acad_aff/Policies/iprp.html

OUTSIDE NOISE POLICY

Quiet Hours—Quiet hours shall be enforced outside of the residence halls every day of the week from midnight until 8 a.m. in the designated quiet zones. All other hours are courtesy hours. People will be able to assemble or meet in the quiet zones. However, any noise originating from these designated areas that is determined to be excessive and disturbing to the environment outside, near or inside the residence hall will not be tolerated.

Quiet Zones—Quiet zones are areas outside of all the residence halls and apartments. The quiet zones for every residential building are defined with the following designated areas:

The Courtyard – The parking lots and sidewalk inside the inner courtyard.

Roddey—The court yard, the parking lot between McLaurin and the Hardin Family Garden, and the front area of Roddey to the street that runs parallel to the front of Roddey.

Margaret Nance—The parking area between Margaret Nance and Crawford and the grassy front lawn from Margaret Nance to the street that runs parallel to the front of Margaret Nance.

Phelps—The parking area that is surrounded by Phelps and Joynes Conference Center, the parking area between Phelps and Lee Wicker, and the area between Phelps and Oakland Avenue.

Lee Wicker—The parking area between Phelps and Lee Wicker, the grassy and sidewalk area near Oakland Avenue between Phelps and Lee Wicker, the area between Lee Wicker and Oakland Avenue, the area between the front of Lee Wicker and Cherry Road and the area (including the street) between Lee Wicker and East Thomson.

East Thomson—The area (including the street) between East Thomson and Lee Wicker. Grassy concourse between East and West Thomson form the buildings to the metal fence on the Cherry Road side. The parking area between East and West Thomson and the cafeteria on the Thurmond building side.

West Thomson—Grassy concourse between East and West Thomson form the buildings to the metal fence on the Cherry Road side. The parking area between East and West Thomson and the cafeteria on the Thurmond building side. The area between West Thomson and Richardson (including the street between the two buildings).

Richardson—The area between West Thomson and Richardson (including the street between the two buildings). The area between Richardson and Wofford. The area on the Sims building side from Richardson to the "grassy island" area (the phrase "grassy island" is used because this area is surrounded by parking lots). The area between Richardson and the metal fence on the Cherry Road side.

Wofford—The area between Wofford and Richardson. The area between Wofford and the parking lot on the Water Street side. The area on the Sims building side from Wofford to the "grassy island" area (the phrase "grassy island" is used because this area is surrounded by parking lots). The area between Wofford and the metal fence on the Cherry Road side.

Violations of this policy may be subject to the disciplinary procedures outlined in the Winthrop University Student Conduct Code.

Rationale

The quiet zones are the outside areas of buildings where people live; and therefore, consideration for others within this residential community is an essential element. Quiet zones exist for each of the eight residence halls to assure consistency in the expectation and enforcement of the outside noise policy.

POSTING POLICY

In an effort to effectively convey information of importance to the Winthrop community, and at the same time to keep the campus free from litter, the following guidelines have been established for the posting of information to advertise or pro-

mote the events and programs of recognized student organizations, university departments, academic units and off-campus entities. Neither the contents of this policy nor the receipt of an approval for posting should in any way be understood as an endorsement of support by Winthrop University of the materials being posted or the actual function(s) being advertised. In the interest of public safety, the University may make exceptions to this policy.

The purpose of this policy is to:

1. Provide guidelines and procedures by which material may be posted.
2. Outline the approval process for posting materials on campus.
3. Explain the enforcement avenues of the policy.

Posting Guidelines:

- Postings should reflect activities or interests of recognized student organizations and departments.
 - Postings or advertising which promote the use and/or sale of alcohol as the primary function of the event are prohibited.
 - Posted materials must clearly promote the activity publicized and the sponsoring university organization as its primary message, rather than the commercial advancement of the non-affiliated entity or product. If the name, logo, trademark, slogan, or similar identifier of a non-university affiliate appears on the posting, it must not appear as the dominant message.
 - Postings must be placed in approved designated places in each building.
 - Off-campus vendors not sponsored by student organizations, off-campus organizations, businesses, and individuals (see Solicitation and Vendor Sales Policy) are permitted to advertise on-campus by either (1) purchasing an ad in the university newspaper or other official university media and/or (2) posting reasonable amounts of advertising items on seven main bulletin boards: three in the breezeway connecting McLaurin Hall to Tillman Hall, one by the Cashiers Office near 17 Tillman, one in Dinkins Hall on the back wall of the information desk, and two in the DiGiorgio Campus Center by the post office.
 - Postings may not be placed on the exterior surfaces of any campus buildings, trees, lampposts, fences, right-of-ways adjacent to university academic, residential or support facilities, or on the windshields of cars.
 - Notices to be posted in residence halls must be approved by the Residential Learning Coordinators and follow all guidelines set by the Department of Residence Life.
 - Every person and group are responsible for litter generated by their own handouts or handbills.
 - Chalking of sidewalks, Scholars Walk, and the Campus Concourse must be approved by the Office of Student Activities.
- Approval Process:
- Student organizations that want to post flyers/posters/materials must follow the approval process for each building/location. Please refer to the Student Organization Handbook for a detailed listing of guidelines. Each building has its own set of guidelines for approval and outline where postings may occur.
 - Table tents placed in Thomson Dining Center must be approved by the Assistant Director for Student Activities and Leadership and the Department of Dining Services.

- Table tents placed in the Markley's at the Center must be approved by the Assistant Director for Student Activities and Leadership.

Enforcement: Violations of this policy by students or student organizations are prohibited by the Student Conduct Code and will be subject to the disciplinary process. Violations of this policy by off-campus entities may result in their loss of future privileges.

SAFE COMPUTING PRACTICES POLICY

In an effort to protect concurrently the rights of free expression and privacy, as well as encourage individual safe computing practices, a campus group including student leadership developed policy to provide guidance to members of the campus community as they engage with online social communities, blogs and similar uses of technology. Please visit the following website to view the Safe Computing Practices Policy: <http://www.winthrop.edu/technology/default.aspx?id=7060>

SEXUAL HARASSMENT POLICY

Winthrop University is an educational community committed to common standards of integrity and respect for all of its members. All members of the Winthrop community, guests, and visitors have the right to be free from sexual harassment and sexual misconduct; and such behavior will not be tolerated by the Winthrop community. Winthrop is committed to taking immediate, equitable, and effective actions to respond to sexual harassment and sexual misconduct to prevent its recurrence and to address its effects. For purposes of this Policy, sexual misconduct is always considered a form of sexual harassment; and the term sexual misconduct is used unless there is a specific reference to sexual harassment as defined in the Code of Student Conduct.

A student who believes she or he has been subject to harassment by an employee should immediately contact either the Dean of Students in 246 DiGiorgio Campus Center, ext. #4503 or the Associate Vice President for Human Resources in 303 Tillman, ext. #2273.

If a student believes that he or she is being harassed by another student, please refer to the Student Sexual Misconduct Policy found on page 50.

SKATEBOARD POLICY

SKATEBOARD and SKATING REGULATIONS

Skating with Knowledge

Whether on roller skates, in-line skates, roller blades, foot-propelled scooters, or skateboards, skating across the Winthrop University campus can be a means to get around from class or to your office. However, please remember that skaters share the campus with thousands of others. It is very important that skaters use safety, courtesy and caution, not only for their protection, but for the other members of the university community. The University Campus Police Department intends these regulations to make everyone's skating safe, fun and convenient while on the Winthrop campus.

Skating: Guidelines & Rules

On the Winthrop University campus, the use of in-line skates and skateboards is permitted for individual transportation being used as a form of point-to-point transportation on sidewalks, in

parking lots, and on university pathways designed for bicycle and pedestrian traffic. All skaters and skateboarders must yield the right of way to pedestrian and vehicular traffic at all times. Only cautious use of skates and skateboards will be permitted on campus. Skateboard and skate users shall obey all stop and yield signs and yield the right-of-way to pedestrians, motorized vehicles and bicycles while on pathways and to emergency vehicles in all circumstances. Skating and skateboarding for recreation are permitted on the roadway around Winthrop Lake subject to these guidelines.

The use of skateboards, roller skates, and in-line skates is PROHIBITED in all other areas of the campus including but not limited to steps and hand rails, wheelchair ramps, flower planters, brick patios, sitting walls, curbs and benches, retaining or landscape walls, the inside of buildings, streets, etc. Skating and skateboarding are NOT permitted in university buildings and their entrances.

Skating into Disciplinary Trouble:

If a skater or skateboarder breaks these guidelines and rules, there are consequences.

FOR STUDENTS: Subject to being charged with a violation of the Student Conduct Code including but not limited to item IV. G., Behavior or activities which endanger the safety of oneself or others.

FOR NON-STUDENTS AND VISITORS: Subject to being asked to leave campus and university property. For repeat offenders a trespass warning may be issued and an arrest is possible.

ALL VIOLATORS: Subject to having their skateboard and skate equipment confiscated by Campus Police. Adopted by Executive Officers - June 26, 2003

SMOKING POLICY

Smoking is prohibited in campus buildings and university-owned or leased vehicles. This applies to offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, residence halls/apartments and community areas, which are the property of Winthrop University or those areas leased or controlled by Winthrop University.

Smoking is permitted on campus grounds in designated smoking areas only. All employees, faculty, staff, students, clients, contractors and visitors are expected to abide by the terms of the Campus Smoking Policy, both during and after campus hours, and during all university-sponsored events.

Implementing and Enforcing the Policy

The success of this policy depends upon the thoughtfulness, respect and cooperation of everyone. All students, employees, faculty, staff and visitors share the responsibility of following and encouraging compliance with the policy. Current building managers will be responsible for monitoring compliance with the Campus Smoking Policy within their [designated areas](#). Any problems should be referred to the building managers. At university events where building managers may not be present, those persons responsible for conducting the event are responsible for monitoring compliance with the policy. For situations that may occur outside areas monitored by building and events managers, students, employees, faculty, staff and visitors share the responsibility of following and politely encouraging compli-

ance with the policy.

Employees, faculty, staff and students who fail to comply with this policy may be subject to disciplinary action for non-compliance with University policies. Clients, contractors and visitors who fail to comply with this policy may be asked to leave the campus, have access to the campus denied and/or other appropriate measures taken to ensure future compliance with the policy. Should anyone refuse cooperation, Campus Police may be summoned to assist in the matter and respond accordingly, such as placing visitors on trespass notification should they fail to comply and are requested to leave university premises. Adopted by Executive Officers for August 1, 2006 Implementation

SOLICITATION AND VENDOR SALES POLICY

Solicitation on University property as a form of commercial speech is strictly prohibited without authorization from the University. All authorized solicitations by vendors or student organizations are subject to applicable University regulations, and local, state and federal laws. Solicitations may be approved for a specific area on campus. No solicitation shall interfere or conflict with the mission of the University or its occupants. Winthrop University reserves the right to limit or restrict time, location and functional use of its facilities.

Student organizations that wish to solicit on-campus must complete a solicitation form found on-line on the forms link of the Student Organizations web page, or a hard copy may be obtained from Student Activities in 269 DiGiorgio Campus Center. Solicitation may not begin until approval is issued by the Student Activities Office.

Vendors

A vendor is any non-University related commercial business, entity, individual, or private organization that sells or promotes a product or service.

Off-campus vendors are permitted to advertise on-campus by (1) purchasing an ad in the university newspaper or other official university media by calling 803-323-3419 and (2) posting reasonable amounts of advertising items on seven main bulletin boards: three in the breezeway connecting McLaurin Hall to Tillman Hall, one by the Cashiers Office near 17 Tillman, one in Dinkins Hall on the back wall of the information desk, and two in the DiGiorgio Campus Center by the post office.

Off-campus vendors that would like to come to campus must be properly registered and approved by the Student Activities Office in the 269 DiGiorgio Campus Center (803-323-2248).

Student organizations may sponsor vendors, but will need to submit the on-line reservation form for approval. Vendors sponsored by student groups will be required to complete the Vendor Agreement form and comply with all duties as outlined in the agreement. A student organization representative must be present with the vendor at all times.

Any vendor that is determined to be in competition with our core university contracted student services that are essential to our educational mission such as the provision of

housing, books, and food service will be denied approval.

Winthrop University does not in any form permit the solicitation of credit cards.

SPACE USE POLICY

For complete information regarding General Policies, Use of Space and Reservation Procedures, Special Limitations and Restrictions, Charges for Student and Internal Users of Space, Space Use Managers and Approval List, Facilities Management and Safety, Recreational Facilities Usage & Equipment and External Groups – Facility Fees and Charges associated with the Space Use Policy, please refer to the following Web site: www.winthrop.edu/studentaffairs/spaceusepolicy/default.htm

STUDENT COMPLAINT PROCEDURES

Winthrop University maintains a comprehensive array of processes and procedures to promptly address student complaints, especially written ones. For both academic and non-academic complaints, rigorous and robust response mechanisms and records of actions are maintained by appropriate university officials. It is the role of the University to protect the rights and privileges of all parties involved.

Winthrop University wants students to have positive educational experiences in which student concerns can be expressed openly and readily. Student complaints are addressed in a fair and professional manner, and the policies and procedures concerning student complaints are well publicized and provide consistent guidelines for resolution. To address and resolve their complaints as quickly as possible, students should contact the office responsible for overseeing the immediate area causing the concern. There are multiple access points for students to address complaint procedures. Records of complaints and their resolutions are maintained by each office.

If students are uncertain to whom or where to address their written complaints, they can contact the Dean of Students in the Department of Student Affairs, 246 DiGiorgio Campus Center or call 803/323-4503. The student and Dean (or designee) can schedule a meeting to discuss the complaint if the student desires. The Dean (or designee) will help the student in resolving the complaint. If unable to address the complaint immediately because of policy or procedural requirements, the Dean (or designee) will assist the student in directing the complaint to the appropriate university official or office better able to address the matter.

Students with complaints involving the following general non-academic issues are advised to contact:

Accessibility for those with disabilities: Program Director of Services for Students with Disabilities, 110A Crawford building, 803/323-3290 {V/TTY}.

Athletics and NCAA Violations: Athletics, Winthrop Coliseum, 803/323-2129.

Computer Services: User Support Services, 15 Tillman Hall; HelpDesk 803/323-2400.

Dining Services: Director of Dining Services, Thomson Cafeteria, 803/323-2119.

Facilities: Associate Vice President for Facilities Management, Facilities Management Office, 803/323-2261.

Financial Aid: Director of the Office of Financial Aid, Sykes House, 638 Oakland Avenue.

803/323-2189.

Fee Bills: Controller, 019 Tillman Hall, 803/323-2165.

Parking Appeals: Campus Police, Good Building, 803/323-2553.

Residence Life: Director of Residence Life, 227 DiGiorgio Campus Center, 803/323-2223.

Sexual Harassment (Student v. Student); Dean of Students, 246 DiGiorgio Campus Center, 803/323-4503.

Sexual Harassment (Student v. Faculty or Staff Member): Dean of Students, 246 DiGiorgio Campus Center, 803/323-4503.; or the Associate VP for Human Resources, 303 Tillman Hall, 803/323-2273.

Student Conduct Code Violation Appeal: the Dean of Students, 246 DiGiorgio Campus Center, 803/323-4503

Telephone Services: Telecommunications, 946 Oakland Avenue; HelpDesk 803/323-2400.

Students with complaints regarding academic issues including appeals for variations in College-level requirements, university-level general education requirements, academic ineligibility, grades, and other college-level general complaints:

College Level

Academic Petitions for College/Department Requirements

Each college has a procedure for addressing student petitions regarding department and/or college academic requirements. Consult the web site of the appropriate college for further information about procedure and the procurement of forms:

Arts and Sciences: <http://www.winthrop.edu/artscience/student/services/studentforms.htm>

Business: <http://cba.winthrop.edu/student/services/forms.htm>

Education: <http://coe.winthrop.edu/sas/HTML%20Documents/Forms.htm>

Visual and Performing Arts: http://www2.winthrop.edu/vpa/Student_Services/student_serv_forms.htm

University-level Academic Complaints

Academic Petitions for Waivers in General Education and other University-wide Academic Regulations (undergraduate Students)

Any undergraduate student may appeal for variations in the general education requirements and other university-wide academic regulations by submitting a petition to the Committee on Undergraduate Petitions. Petitions may be accessed at <http://www.winthrop.edu/recandreg/default.aspx?id=11564>.

Petitions must be accompanied by supporting statements or other documentary evidence that the student judges pertinent to the process. Petitions should be addressed to the Committee on Undergraduate Petitions, in care of the Registrar, and should include the student's name, student number, address, major, class, telephone number, and name of adviser. A petition form is available in the Office of Records and Registration.

To be considered at a regular monthly meeting, petitions must be received by the Registrar at least one week prior to the published meeting date of the Petitions Committee. The Registrar forwards the petitions, along with any supporting documents, to the Undergraduate Petitions Committee and relays to the student the decisions reached by the Committee. (Refer to "Recourse For Academically Ineligible Students" for specific instructions pertaining to petitions concerning academic ineligibility.)

Students may appeal the decision of the Committee through the

Office of the Vice President for Academic Affairs. The request to see the vice president or his/her designee should be in writing. The student and the Office of Records and Registration will be notified of the final appeal decision.

Petition Procedure as Recourse for Academically Ineligible Students

If an academically ineligible student feels there are extenuating circumstances in his or her situation, special consideration may be asked of the Committee on Undergraduate Petitions. You can access the petition at

<http://www.winthrop.edu/recandreg/default.aspx?id=11564>.

Procedures for petitioning are as follows:

1. Completely fill out the Undergraduate Petition Form for Suspended Student. Any petition that is missing information, illegible, unclearly worded, or contains ambiguous information will not be considered. Such a petition will be returned to the student to be rewritten.

2. In writing your petition justification, explain why the exception has been requested.

3. Compose and attach a typed letter or personal statement explaining your case, your petition request and your justification/grounds of your petition.

4. You must attach an academic action plan that analyzes the reasons for poor academic performance and outlines practical steps that you will take to improve your performance in your courses. In developing this plan, you are required to work with the Dean or Assistant Dean of University College. You may get additional help from your advisor, faculty mentor, professors, or the Director of Student Services in your college; but you still must confer with the Dean or Assistant Dean of University College.

5. Attach any supporting documentation that will help to explain and justify your petition. If applicable, include supporting information from faculty members, medical/health care providers, other persons (please specify), or other evidence documenting the exceptional circumstances that are the basis of your petition.

6. Before filing this petition, two signatures must be obtained.

- Meet with your Academic Advisor or Director of Student Services of your college regarding this petition and obtain his/her signature.

- This signature serves as an acknowledgement of the petition; it does not necessarily indicate support for the petition. The locations for the Student Services Offices in the individual colleges are as follows: Arts and Sciences: 106 Kinard, 323-2183; Business Administration: 226 Thurmond, 323-4833; Education: 144 Withers, 323-4750; Visual and Performing Arts: 126 McLaurin, 323-2465.

- Dean or Assistant Dean of University College, 209 Dinkins Hall, 323-3900.

7. Return completed petition to the Office of Records and Registration in 126 Tillman Hall. The University-Wide Undergraduate Petitions Committee will act on the petition at its next regularly scheduled meeting. The Office of Records and Registration will notify the student of the committee's decision. FOR INFORMATION ON MEETING DATES, VISIT THE REGISTRATION CALENDAR AT

<http://www.winthrop.edu/recandreg/default.aspx?id=5052>

OR CONTACT THE OFFICE OF RECORDS AND REGISTRATION AT 803-323-2194.

In order to be evaluated, your petition package must contain the following:

- The Petition form
- Your personal statement/explanation/justification
- All required signatures on your Petition Form
- Client Audit from the Academic Success Center. (obtained by Dean, University College)
- Your Academic Action Plan in consultation with the Dean or Assistant of University College
- Comment from Dean or Assistant Dean of University College

Academic Petitions for Waivers in Graduate Education and Other University-wide Academic Regulations (Graduate Students)

Any graduate student may appeal for variations in university-wide graduate policies and regulations by submitting a petition, written by the student, to the Graduate Petitions Committee through the Graduate School. Instructions for a petition may be found on the Graduate School website at [http://www.winthrop.edu/uploaded-Files/graduateschool/applicationforms/petition\(1\).pdf](http://www.winthrop.edu/uploaded-Files/graduateschool/applicationforms/petition(1).pdf) Petitions must be typed in the recommended format and signed by the student.

Signatures from the student's advisor, department chair, and dean or graduate director are required. Petitioners are encouraged to attach a letter of recommendation from their advisor; however, letters of recommendation are optional. The Assistant Dean of the Graduate School will forward the petition and all accompanying documentation to the Graduate Petitions Committee. The student, advisor, and the college dean will be notified of the decision once it is made.

Meeting dates of the Petitions Committee are available in the Graduate School. The chair may call special meetings of the Petitions Committee. Appeals of the decision of the Graduate Petitions Committee may be made to the Dean of the Graduate School. If the student is unsatisfied with the decision, final appeals may be made to the Vice President for Academic Affairs in writing.

Final Course Grade Appeals

Grade Appeal Procedures (Procedure for Graduate and Undergraduate Students).

Students and faculty members should try to resolve grade problems informally. If no satisfactory solution is reached, the student has 30 days from the issuance of a grade report in which to initiate a formal written grade appeal to the appropriate department chair. After that time, it is assumed the grade report is correct; and it becomes a part of the student's permanent record. The department chair will address the case in writing. The student may appeal the chair's decision to the dean in writing. The dean will provide a decision in writing to the student within 30 days of receiving the appeal.

University-level/Academic Conduct Committee

If the student feels that resolution of the appeal was not successful, the dean will then refer the case to the Academic Conduct Committee for a hearing within 10 working days. The Academic Conduct Committee has jurisdiction in two kinds of cases:

(1). a case in which a student has accused a faculty member of violating stated course grading policies.

(2). a case in which a student has reason to believe that an error has been made in computing or recording his or her grade for a particular assignment or for the course. The committee will

not hear cases in which a student simply feels that he or she has received unfair treatment.

Powers : The committee will be limited to recommending that a given grade remain unchanged, be changed to a different grade or be changed to a zero (for a particular assignment). The recommendation will be based on a majority decision of the five voting members. Copies of the recommendation will be forwarded to the student(s), department chair and academic dean. Protecting the anonymity of the parties involved, the committee will submit reports to Academic Council or to the Graduate Council; these reports will be forwarded upon request to Faculty Conference and to the Council of Student Leaders. Records of all committee hearings and actions will be kept for no more than one year.

Membership: Membership of the Committee on Academic Conduct consists of a non-voting chair to be appointed by the chief academic officer of the University and five voting members—two faculty members elected by the faculty, two upper class and/or graduate students appointed by the Council of Student Leaders, and one faculty member appointed by the chair or dean of the department or college in which an academic conduct case originates. The committee chair will serve for one year. One faculty member will be elected for a two-year term; the other faculty member will be elected for a one-year term. The students will be appointed to one- year terms. Each subsequent year one new faculty member will be elected to a two-year term. The faculty member appointed by the chair or dean of the department or college will serve only for the designated case. The chief academic officer will have such powers to appoint representatives as necessary for the summer interim.

Other College-level Academic Complaints (Graduate and Undergraduate)

Complaints dealing with department-level decisions are ideally handled through discussion with the faculty member directly involved. In a situation where the informal resolution process does not occur, the student may submit a formal written complaint to the chair of the appropriate department. The complaint must be in writing and be accompanied by pertinent documentation concerning the a) specific action or decision involved in the dispute, b) the consequences of the action or decision, c) what resolution is being sought and d) why it should be granted. The complaint should be submitted no later than the end of the semester from which the matter in question arose. The chair will provide a decision in writing to the student, normally 10 business days following the receipt of the complaint.

The student has 10 business days to appeal the chair's decision in writing to the dean of the appropriate college. The dean may call together an advisory committee to review the appeal and examine the complaint. The dean will issue a statement in writing to the student normally within 10 business days of the receipt of the appeal.

The student may appeal the dean's decision in writing to the Office of the Vice President Academic Affairs who will inform the student and the dean in writing of the final decision. All decisions of the vice president are final.

This policy does not apply to complaints concerning decisions of the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC) or the Biosafety Committee.

Deadlines: All administrators involved will strive to resolve the issues in a timely fashion; however, every situation is different and holi-

days and other issues may prevent meeting deadlines. Every effort will be made by the parties involved to move the issue through the appropriate process.

Glossary of Terms

Policy: A written statement governing the actions of Winthrop University's administrators, faculty, staff, students, visitors and others who come in contact with the university. Academic policies are those pertaining to student's progress toward the completion of a degree program (course substitutions, grades, cultural events). Non-academic policies refer to functions outside the student's academic endeavors (parking, housing).

College-Level Policies: Policies established under the authority of a department/college that apply to students in a particular major or program.

University Level Policies: Policies established under the auspices of the university and applied to all students enrolled in or under consideration for admission to the university.

Petition for Waiver or Variance: A request for a waiver of college or university policy, which, if applied, would cause undue hardship on the student.

Appeal: A request that a decision regarding a petition or complaint be considered at a higher level in the university.

Issuance of a Grade Report: This is defined as when access to a grade report is available online.

TAILGATING POLICY

Tailgating is defined as parking in a designated location/area and consuming food and beverages, including alcohol for those individuals of legal age for the premises outlined below as specifically approved for public consumption of beer or wine therein, prior to an intercollegiate athletic event. Winthrop University does not sanction the consumption or possession of alcoholic beverages by underage persons; nor does it sanction the violation of Federal, State or Local Law.

Tailgating Areas/Times

Tailgating will be typically permitted in the following areas only which are specifically approved for public consumption of beer or wine by those of legal age (unless additional locations are permitted for special events by the Director of Athletics and the Vice President for Student Life):

- A. North and South paved parking lots at the Winthrop Coliseum.
- B. Paved parking lot adjacent to Track/Soccer field
- C. Paved softball parking lot

Tailgating is limited to directly behind your parked vehicle. Roadways cannot be blocked for any reason. Oversized grills may be directed to a designated location (when available) determined by Coliseum parking attendants or Campus Police.

Tailgating will not be permitted after the event starts or at the conclusion of any athletic event.

The above designated areas are the only locations approved for tailgating. Consumption of alcohol outside designated areas and/or time periods constitutes a violation of the Winthrop University tailgating policy. Violators are subject to prosecution under the Winthrop University Student Conduct Code, and the laws of the City of Rock Hill and the State of SC. Winthrop University Campus Police will maintain an active presence and patrol during all tailgating activities and respond accordingly to any violations.

The City of Rock Hill Ordinance regarding display or consumption of beer or wine in public place: It shall be unlawful to openly display or consume any beer or wine in or from any unsealed container on any public street or sidewalk, in any public parking area, or at any public gathering place, excepting premises specifically licensed for public consumption of beer or wine therein; provided that this charge shall not be asserted when any other charge is made relating to or growing out of consumption of beer, wine or whiskey. (Source: City of Rock Hill Municipal Code <http://www.municode.com/Resources/gateway.asp?pid=10044&sid=40>)

Additional Tailgating Regulations

The following's items are prohibited in tailgating areas: RV's, Glass Containers, Household furniture (sofas, recliners, etc.), and alcohol possessed by any person(s) under the age of 21.

Tents are restricted to being:

- On the approved grassy area for the event.

- Directly behind a vehicle so that it does not obstruct traffic or infringe upon another parking space.

- No larger than 8' x 8'.

Cleanup

All participants will be responsible for complete cleanup of their tailgating area. This includes proper disposal of garbage and charcoal.

Conduct

Individuals attending events at Winthrop University are expected to conduct themselves in a manner respectful of the nature and character of the University. Persons acting in a disruptive, disrespectful or disorderly manner may be asked to leave the premises or be subject to arrest. Students may also be charged with a violation of the Student Conduct Code.

Winthrop University does not sanction the consumption or possession of alcoholic beverages by students; nor does it sanction the violation of federal, state, or local law.

STUDENT CONDUCT CODE

I. Rights and Responsibilities of Students

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Winthrop University recognizes that its students retain all of the rights provided by the constitutions of the United States and State of South Carolina, Federal and state statutes, and applicable University policy, while attending the University.

Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom of the individual may be defined as the right to act or speak, so long as it does not adversely affect the rights of others. Believing in this concept, Winthrop University will protect freedom of action and freedom of speech for both students and employees, so long as it is not of an inflammatory or demeaning nature and does not interfere with the students' living and study conditions and the administration of its affairs. It shall constitute a disruptive act for any member of the campus community to engage in any conduct which would substantially obstruct, interfere with or impair instruction, research, administration, authorized use of University facilities, the rights and privileges of other members of the Winthrop community, or disciplinary proceedings. Moreover, Winthrop University

is committed to improving the quality of student life by promoting a diversified educational and cultural experience. Therefore, racist conduct or other acts of bigotry will not be tolerated.

Rights and freedoms imply duties and responsibilities. Note should be taken that a student who exercises his or her rights as a private citizen—whether individually or as a member of a group—must assume full responsibility for his or her actions. All Winthrop students and employees must abide by local, state, and federal laws and with all published University policies and regulations. Violations of laws and regulations will subject the perpetrator to disciplinary action by the University and/or the appropriate civil or criminal court.

II. Authority and Responsibility

Responsibility for good conduct rests with students as adult individuals. Student organizations have similar responsibility for maintaining good conduct among their members and guests and at activities they sponsor. Organizations wishing to become chartered that violate Winthrop policy or do not fulfill requirements to be a chartered organization can still be subject to this conduct code and possible restrictions outside the code. Restrictions will be overseen by the Assistant Director for Student Activities and monitored by the Dean of Students office if no formal charges are brought. All members of the campus community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

This code is promulgated in accordance with the policies of the Board of Trustees of Winthrop University. The Vice President for Student Life as the President's designee in these matters shall normally obtain the advice of the Judicial Council before recommending changes in rules governing student rights, responsibilities and conduct. Under normal circumstances, the Vice President for Student Life will designate the responsibility for the operation of the Student Conduct Code to the Department of Student Affairs, particularly the Dean of Students. This responsibility includes formulating and implementing operating procedures for the judicial consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal and educational manner. The Dean may further delegate responsibility to various judicial bodies and administrative staff.

The President of Winthrop University is authorized to assign disciplinary cases to special hearing committees or officers as the President deems appropriate.

III. Application of Laws and Off-Campus Activities

Winthrop University is not a sanctuary beyond the reach of the criminal laws of the United States, the State of South Carolina, and the City of Rock Hill. While the rules and regulations of Winthrop University are not meant to duplicate general laws, there are some aspects in which the lawful interests of the institutions as an academic community coincide with the broader public interest treated in general laws. Students, or student organizations, who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under University rules when their conduct violates institutional standards. Winthrop students, or student organizations are subject to the provisions of this Student Conduct Code while on University premises or University-related premises, and when involved with off-campus Winthrop activities. Students, or student organiza-

tions will be held accountable to this code for their off-campus activities when it can be ascertained the off-campus act has a direct detrimental impact on the University's educational functions. Any disciplinary action imposed by Winthrop may precede and be in addition to any penalty imposed by an off-campus authority.

IV. Prohibited Conduct

The following constitutes the official record of general violations of conduct rules and regulations at Winthrop University. Students and student organizations are expected to abide by these regulations. These regulations are not designed to define prohibitive conduct in exhaustive terms. Additional rules and regulations may be adopted and will be promulgated through campus communication channels. A student or student organization that is responsible for misconduct or is responsible for being an accessory to misconduct shall be subject to the sanctions authorized by this code. Students who anticipate or observe a violation of university policy are expected to remove themselves from participation and are encouraged to report violations. Areas of misconduct include:

A. Actual or threatened disruption of classes, seminars, research projects, or functions or activities of the University. Behavior that disturbs the public order and peace and/or the living and learning environment of the residence halls, recreational facilities, student organizations or other learning environments is prohibited. Excessive and unreasonable requests and/or demands for university services and resources, to the extent that they limit or interfere with the ability of faculty/staff to meet other university needs and functions, are disruptive to the operations of the university.

B. Actual or threatened physical assault or injury to persons.

C. Actual, threatened or attempted sexual misconduct and sexual harassment includes but is not limited to offensive touching; non-consensual sexual assault; forced sexual assault; stalking; or sexual exploitation and other sexual misconduct violations. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, electronic, or physical conduct of a sexual nature that is severe or pervasive, and objectionably offensive, such that it undermines the victim's educational experience and denies equal access to an institution's resources and opportunities. Additionally sexual misconduct includes conduct that is directed towards a person or group because of their sexual orientation or gender identity or expression. See the definitions and descriptions of sexual assault, sexual misconduct and sexual harassment as well as campus disciplinary procedures under Campus Safety and Security on page 24 of the Student Handbook.

D. Bullying – Intimidating or threatening an individual with harm is prohibited. Bullying is defined as any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication which (1) places a person in actual and reasonable fear of harm to his/her person or damage to his/her property; or (2) creates or is likely to create a hostile environment by substantially interfering with a student's educational opportunities or benefits; or (3) involves coercion or required behaviors or activities defined as hazing in the hazing policy; or (4) includes personally abusive epithets when directly addressed to any ordinary person, in the context used and as a matter of common knowledge, are inherently likely to provoke an immediate violent reaction, whether or not they actually do so. Such words include, but are not limited to, those

terms widely recognized to be derogatory references to race, ethnicity, religion, sex, gender, sexual orientation, disability, and other personal characteristics.

E. Disorderly conduct - Individual or group behavior which unnecessarily disturbs individuals or groups is prohibited. Such conduct includes, but is not limited to, unwelcome physical contact, hazing, and boisterous or threatening conduct which is unreasonable for the area, time, or manner in which it occurs.

F. Drugs - The manufacture, distribution, sale, use, offer for sale, or possession of drugs or narcotics, or drug paraphernalia in accordance with State statutes.

G. Behavior or activities which endanger the safety of oneself or others - This includes, but is not limited to, destructive behavior by individuals and/or groups and self-injurious behavior that is disruptive.

H. Possession and/or use of firearms, fireworks, dangerous weapons and hazardous chemicals - Winthrop University is unwilling to allow even the mere presence of dangerous weapons. While some objects are clearly dangerous, what is used dangerously may also be considered a weapon.

I. Damage to property - Damage, destruction, or defacement of University property or property of any person as a result of a deliberate action or as a result of reckless or imprudent behavior.

J. Theft of property - Theft of University property or possession of stolen University property or property of any person.

K. Misuse of University documents - Forging, transferring, altering, or otherwise misusing any Winthrop document, including identification cards, course registration material, or other document or record.

L. Unauthorized use of the name or insignia of the University by individuals or groups.

M. Unauthorized presence in or forceful entry into a University facility or University-related premises.

N. Misuse of telephone - No student shall make or assist in making unauthorized or annoying telephone calls or otherwise misuse or abuse telephone equipment.

O. Violations of any of the restrictions, conditions or terms of any sanctions resulting from a previously held disciplinary hearing or failure to complete conditions or terms within the designated time.

P. Misappropriation or misuse of student organization funds or property - This includes, but is not limited to, over-extension of the budget of a student organization; spending receipts prior to proper deposit; and unauthorized personal use of equipment.

Q. Computer abuse - This includes, but is not limited to, plagiarism of programs; misuse of computer accounts; unauthorized destruction of files; creating illegal accounts; possession of unauthorized passwords; and disruptive or annoying behavior on the University's computer systems.

R. Providing false information - In the application for admission, petitions, requests, disciplinary hearing or other matters of record and transaction with officials of Winthrop University.

S. False reporting of an emergency – The false reports of a bomb, fire or other emergency in any building, structure or facility by means of activating an alarm or in any other manner is prohibited. This includes the tampering, damaging, or misuse of fire equipment.

T. Violation of Privacy - Photographing, audio or video recording, producing, or creating or distributing a digital electronic file or filming another person without that person's knowledge and consent, while the person is in a place where he or she would have a reasonable expectation of privacy is prohibited. Examples include resi-

dence hall rooms, bathrooms, locker rooms, study areas and instructional space. See also Winthrop University's Policy on the Appropriate Use of Information Technology Resources.

U. Failure to identify oneself when requested by persons in authority who are in the process of discharging their responsibilities.

V. Intimidation or Harassment of any person involved in a campus disciplinary investigation or hearing or of faculty, staff, or student staff who are in the process of discharging their official responsibilities is prohibited.

W. Unauthorized use or possession of keys - No one may use or possess any University key without proper authorization. No student is allowed under any condition to have a University key duplicated.

X. Sale of textbooks - The sale of a textbook by any student who does not own the book is prohibited without prior authorization from the owner of the book.

Y. Violation of the University's alcoholic beverage policy.

Z. Violation of the University's fund-raising, solicitation, canvassing, assembly, and posting policies.

AA. Violation of the University's hazing policy.

BB. Violations of the Residence Hall contract not specifically listed under Judicial Board or Residence Life Office jurisdiction.

CC. Violations of University policies and procedures-Failure to abide by any published University policy or procedure is prohibited, including the General Conduct Policy.

DD. Unauthorized or misuse of University property or equipment.

EE. Commission of any act which is a violation of a criminal law of the United States.

FF. Violations of the Academic Misconduct Policy.

GG. Failure to comply with a reasonable request of authorized University personnel, including but not limited to, Assistant Directors of Residence Life, Residential Learning Coordinators, Resident Directors, Resident Assistants (RA) or law enforcement officers acting in performance of their duties.

V. Student Academic Misconduct

A fundamental tenet of all institutions of higher learning is academic honesty. Academic work must depend upon respect for and acknowledgement of the research and ideas of others. Misrepresentation of someone else's work as one's own is a most serious offense in any academic setting.

Academic misconduct in any form cannot be condoned. Academic misconduct includes but is not limited to providing or receiving assistance in a manner not authorized by the professor in the creation of work to be submitted for academic evaluation including papers, projects, and examinations; presenting, as one's own, the ideas or words of another for academic evaluation without proper acknowledgement; doing unauthorized academic work for which another person will receive credit or be evaluated; and presenting the same or substantially the same papers or projects in two or more courses without the explicit permission of the professors involved. In addition, academic misconduct involves attempting to influence one's academic evaluation by means other than academic achievement or merit. More explicit definitions of academic misconduct specific to certain academic disciplines may be promulgated by academic departments and colleges.

One who knowingly cooperates with another in an act of academic misconduct is an accessory to that academic misconduct. Thus a student who writes a paper or does an assignment for another student

is an accomplice and will be held accountable just as severely as the other. Any student who knowingly permits another to copy from his or her own paper, examination or project shall be held as accountable as the student who submits the copied material.

The following procedural guidelines are to be followed in matters of alleged academic misconduct:

A. During the course of an examination or other exercise, an instructor or proctor who observes suspicious behavior such as copying or collusion may warn the individuals involved of the appearance of their actions and request them to cease immediately. Continuation of such behavior can be considered evidence of academic misconduct. The professor is not obligated to warn students beforehand and the cessation of the suspicious behavior does not relieve the student of a later judgment of academic dishonesty.

B. A remarkable similarity between works supposedly completed independently that are submitted for evaluation may be considered evidence indicating academic misconduct.

C. When a professor believes there is sufficient evidence to demonstrate a clear case of academic misconduct, the professor shall notify the student in writing. Notification should occur within 30 days of discovery of the academic misconduct. The notice shall indicate that unless the student requests a hearing, the professor shall impose the appropriate academic consequences warranted by the circumstances and that a disciplinary hearing may be initiated. The appropriate academic consequence for serious offenses is generally considered to be failure in the course. Students may not withdraw from a course to avoid an F grade as the academic consequence for a violation. For less serious offenses regarding small portions of the course work, failure for that portion is suggested with the requirement that the student repeat the work for no credit. The faculty member is responsible for saving the evidence of academic misconduct in its original form and need not return any of the papers or other materials to the student. Copies of the student's work and information about other evidence will be provided to the student upon request.

D. The student is given seven days from this first written notice to respond. If the student acknowledges responsibility or if the student does not respond to the written notice, the academic consequences shall be imposed by the professor who will also submit a report to the Dean of the college and the Dean of Students.

E. If the professor requests or if the student has a prior disciplinary record or unusual circumstances exist, the Dean of Students can initiate a hearing utilizing the regular discipline process as stipulated in the Student Conduct Code which may alter the student's status with the University.

F. If a student chooses to contest the charge of academic misconduct the student may request in writing to the professor with a copy to the Dean of Students, a disciplinary hearing to determine the facts of the alleged misconduct. The Dean of Students shall initiate the regular disciplinary process. The purpose of the hearing is to determine the student's responsibility for the alleged academic misconduct. If the student is judged by the hearing authority as stipulated in the Student Conduct Code to be responsible for a violation, the professor shall determine the appropriate academic consequences within the course and the hearing authority will decide what regular disciplinary sanction, including suspension or expulsion, will be imposed. If the hearing authority determines the student was not responsible for a violation, no academic consequences within the course can be imposed by the

professor.

G. The Dean of Students is responsible for assisting students, professors and hearing authorities in matters of process and procedure associated with Winthrop's academic misconduct policy. The Dean of Students will inform the Dean of the College in which the student is enrolled that the case has been reported and of any final action taken by the professor and/or the hearing authority.

H. Supplementary Procedures for Academic Misconduct for Graduate Students

Winthrop holds its graduate students to the highest standard of academic and professional responsibilities. Because of these high standards, and due to specific academic accreditation requirements for many of our graduate programs, students found responsible for academic misconduct may be dismissed from the graduate program in which they are enrolled, even if the original regular hearing authority did not determine expulsion or suspension from the university. Students dismissed from a graduate program because of academic misconduct may apply for admission to a different graduate program after a period of two years if not expelled from the university by the original regular hearing authority. All documentation related to any prior academic misconduct will become part of the subsequent application.

Procedures for Cases of Graduate Academic Misconduct Involving Professional Standards, Competencies and Expectations.

The following outlines the disciplinary process for cases of academic misconduct at the graduate level.

1) In terms of assigning appropriate academic consequences for academic misconduct within a specific course, a faculty member will follow the same procedures for graduate students as undergraduate students as outlined in item V. C. of the Student Conduct Code. He or she will notify the student and copy the Academic Dean, the Dean of Students, and the Dean of the Graduate School.

2) Consistent with institutional policy in the Student Conduct Code, the graduate student has seven days to contest the charge of academic misconduct and request in writing to the professor with a copy to the Dean of Students a disciplinary hearing to determine the facts of the alleged misconduct. If the graduate student disputes the findings of fact, the case is referred by the Dean of Students directly to the Judicial Council or administrative hearing authority, and a hearing is conducted according to the procedures spelled out in the Student Conduct Code. If the Judicial Council or hearing authority determines the student was not responsible for a violation, no academic consequences within the course can be imposed by the faculty member.

3) If the graduate student has accepted his or her responsibility for academic misconduct or been found responsible, the faculty member who originally discovered the misconduct, the graduate program director/coordinator, or department chair may recommend in writing to the student's Academic College Dean that the student be dismissed from the student's graduate program for not meeting the professional standards, competencies and expectations for the student's graduate academic program.

4) This recommendation must be made in writing and copied to the student. This recommendation will be distinct from the original notice of disciplinary sanctions sent directly to the student and will be supported with all necessary information, including the findings of Judicial

Council or hearing authority (if applicable).

5) When a recommendation for dismissal is brought forward to the Academic College Dean, he or she will review all of the available evidence and information, and consult with the faculty member, department chair, program coordinator, graduate director and other parties as appropriate. The Academic College Dean will decide to either 1) limit the academic consequences to those which were assigned in the class; or 2) affirm the academic consequences assigned in the class and recommend to the Dean of Students and Dean of the Graduate School that the student be dismissed from his or her graduate program. If the Academic College Dean chooses to recommend dismissal, he or she will make available all relevant information, including references to specific professional standards, that supports the recommendation for dismissal. The Academic College Dean will render his or her decision within seven days of receiving the formal recommendation. Regardless of the decision, the Academic College Dean notifies the student in writing of his or her recommendation and copies the Dean of Students, the Dean of the Graduate School, and the International Center (if applicable).

6) If the Academic College Dean formally recommends dismissal, the graduate student has 7 days from the written notice to respond to the Academic College Dean in writing copied to the Dean of Students and the Dean of the Graduate School. In his or her appeal, the graduate student will include any new or mitigating information to be considered. If the graduate student does not respond to the notice of pending dismissal from the Academic College Dean, he or she is accepting his or her dismissal from the graduate program and the case goes no further and the dismissal is final. The Dean of the Graduate School, in this case, will notify the student in writing with copies to all appropriate parties.

7) If the graduate student formally appeals in writing the Academic College Dean's recommendation for dismissal, he or she may continue to register and/or attend classes until the time at which the final decision is rendered by the Graduate School Judicial Review Committee, which is comprised of the Vice President for Academic Affairs, the Dean of Students, and the Dean of the Graduate School. After receiving the formal appeal, the Dean of Students will convene the Graduate School Judicial Review Committee, which will review all of the information, including the findings of the original Judicial Council or hearing authority (if applicable), and consult with any and all parties as appropriate.

8) The Graduate School Judicial Review Committee will 1) accept the recommendation and dismiss the student from the graduate program; or 2) reject the recommendation and allow the student to continue in his or her graduate program of study. Regardless of the decision, the Vice President for Academic Affairs notifies the student in writing and copies all appropriate parties. All records are maintained in accord with appropriate university protocols.

VI. Disciplinary Process

All students and student organizations are subject to the disciplinary procedures prescribed in this code. If a student, allegedly involved in a violation of the Student Conduct Code, separates or graduates from the University prior to resolution, the disciplinary process can continue at the discretion of the University. If a hearing is not pursued upon the separation of the student, the pending charges will be resolved, at the discretion of the University, prior to any future readmission.

A. Initiation of Charges - The Department of Student Affairs bears

the responsibility for the initiation of disciplinary procedures against a student for alleged misconduct which could result in expulsion or suspension from the University. The Department of Student Affairs will review instances of reported misconduct to determine if disciplinary proceedings should be initiated. Any member of the campus community may register a complaint in writing with the Department of Student Affairs against a student for alleged violation of University policy. In the absence of sufficient information as determined by the Dean of Students or designee, a complaint will be dismissed.

B. Notification of Charges – Once it is determined that disciplinary proceedings will be initiated, the accused student or student organization will be provided written notification of the charges. Notification will specify the alleged violation of this code. Notification will also inform the accused student to arrange immediately a pre-hearing interview with the Dean of Students or designee.

If the student does not arrange for a pre-hearing interview, the Student Conduct Code and a letter scheduling a hearing will be sent to the student.

C. Options for Resolution of Disciplinary Charges - 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 options exercised for resolution of charges, the discipline of students within the University community must be consistent with the educational mission of the institution.

At the pre-hearing interview with the Dean of Students or designee, the charged student will have all the disciplinary options outlined below fully explained:

1. Plead not responsible to the charge(s) and have a regular hearing before the Judicial Council where a determination of responsibility will be made. If held responsible by the Judicial Council, an appropriate sanction(s) will be determined.
2. Plead not responsible to the charge(s) and request an administrative hearing before the Vice President for Student Life or designee where a determination of responsibility will be made. If held responsible by this administrative hearing officer, an appropriate sanction(s) will be determined. The Vice President or designee may decline to conduct the hearing, in which case the matter must be heard by the Judicial Council.
3. Accept responsibility for the charge(s) and elect for the Judicial Council to determine an appropriate sanction(s).
4. Accept responsibility for the charge(s) and elect for the Dean of Students or designee to determine an appropriate sanction(s). The Dean of Students or designee may decline to conduct the hearing, in which case the matter must be heard by the Judicial Council.

D. Pre-Hearing Interview - When the Department of Student Affairs determines that official proceedings will be initiated, the accused student or student organization is responsible for arranging a pre-hearing interview with the Dean of Students or designee. The purpose of the pre-hearing interview is to insure that the accused will be sufficiently familiar with the disciplinary process in order to adequately prepare and present a response at the hearing. At this interview the accused:

1. Will be advised immediately of the right to decline to make any statements to avoid the possibility of self-incrimination. Refusal to speak or to answer questions shall not be interpreted as evidence of responsibility.
2. Will be advised of the alleged violations and an explanation of the prohibited conduct will be provided. The student will be advised if

suspension or expulsion is possible as a result of the hearing.

3. Will be advised of the identity of witnesses or others who will testify, the general content of their testimony, and the content of any written material or physical exhibit which will be presented at the hearing. If additional information or new witnesses are to be presented at the hearing, the accused student will be informed at least three days prior to the hearing date and the information will be made available for the student's review.

4. Will be advised that a list of those witnesses requested by the accused student must be provided and any written statements by those witnesses must be included in the case file three days prior to the hearing. Any additional written information must be available to the Department of Student Affairs at least three days prior to the hearing date, for a determination of relevancy, and to be included in the case file for the hearing authority to review.

5. Will be advised that an advisor may be present at the hearing. The advisor may not address the hearing officer or panel or other persons at the hearing unless permitted by the hearing officer or panel. The role of the advisor will be to consult with the accused at reasonable intervals during the course of the hearing.

6. Will be advised to consult further with the Dean of Students or designee concerning any questions or interpretations of procedure.

7. Will be advised that hearings are scheduled to provide the accused student a minimum of five days from the date of notification of charges (excluding weekends and holidays) during which to prepare a response.

8. Will be advised that any request for a delay of the hearing must be in the form of a written petition to the Department of Student Affairs, which schedules hearings and determines whether a delay will be granted. Such a delay will not affect the student's status.

9. Will be advised that the Department of Student Affairs may choose to delay the hearing for good cause. Such a delay will not affect the student's status.

10. Will be advised of options for resolution of disciplinary charges.

E. Failure to Respond - If the charged student or student organization has been properly notified of the charges and hearing date, and still does not attend the scheduled hearing, the hearing will be conducted by the Vice President for Student Life or designee and a determination will be made based upon the available information. The accused will be considered properly notified when the formal charge letter, the Student Conduct Code and the letter scheduling the hearing have been delivered to the student's address as indicated in the most current Student Directory compiled by the Registrar's Office.

F. Dismissal of Charges – If the Dean of Students or designee determines as a result of the pre-hearing interview that insufficient information exists to justify a hearing, the charge will be dismissed.

G. Hearing Procedures

1. During a hearing, the accused student is entitled to:

- a. Appear in person, hear all information presented and present any relevant information, call witnesses, and ask questions of witnesses present at the hearing.
- b. Elect not to appear at the hearing, in which case the hearing may be conducted in the accused's absence.
- c. Refuse to answer any questions or make a statement; the hearing authority shall make its decision solely on the basis of information presented at the hearing.
- d. Challenge the presence of a Judicial Council member for cause.

Cause is defined as personal bias, prior involvement, or inappropriate access to information concerning the incident. The removal of a Judicial Council member for cause will be at the discretion of the remaining council members as determined by majority vote.

e. Confidentiality. All hearings shall be conducted in private session. All statements, information, or comments given during hearings will be held in the strictest confidence by members of the Judicial Council, University staff, witnesses and advisors before, during, and after deliberation. Video, audio, stenographic, or photographic recording of hearing proceedings are prohibited, except as authorized by the Department of Student Affairs.

2. The hearing authority will exercise control over the hearing to avoid needless consumption of time, repetition of information, and/or prevent the harassment or intimidation of participants. The hearing can be recessed at any time.

3. All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. The taking of statements of witnesses may be done by discussion, though the testimony of each witness may be subject to question and rebuttal. While written statements are admissible, the accused shall have the opportunity to question and rebut the testimony, unless extenuating circumstances preclude this option. Any written witness statements must be available in the file for review three days prior to the hearing date.

4. Witnesses shall be present during a hearing only during the time they are testifying unless the violation is one in which there is a specific individual victim.

5. Cases in which there is a specific victim include but are not limited to violations of sexual misconduct or physical assault. In such cases, the victim may be present throughout the hearing and may also have an advisor present. Questioning of the victim by the accused student will be directed to the Council and the chair of the Council will direct the question to the victim.

6. The Dean of Students or designee is responsible for scheduling, coordinating, and presenting all cases.

7. The Dean of Students or designee will make a tape recording of all hearings, where a student pleads not responsible or when a charged student requests it. The accused shall have the right, upon request, to listen to the recording in the presence of a staff member of the Department of Student Affairs. The accused may request a duplicate copy of the recording within a period of six months from the date of the hearing and must assume the cost of this expense.

VII. Hearing Decisions

1. Upon completion of the hearing, the hearing authority shall in private session consider the information presented to determine responsibility or to drop the charges due to insufficient information.

2. The hearing authority shall consider only the information presented at the hearing, and make determinations of responsibility by a clear and convincing standard. In compliance with Title IX of the Education Amendments of 1972, a preponderance of the evidence standard will be used when determining responsibility for allegations of sexual assault, sexual misconduct and sexual harassment.

3. In a Judicial Council hearing, a majority vote of council members shall be required to find the accused responsible and to assign a sanction. Four members constitute a quorum. The Dean of Students or designee may offer an opinion regarding appropriate sanctions.

4. If responsibility is acknowledged or determined, prior to the determination of the sanction(s), the hearing authority shall allow the

introduction of information concerning the past conduct record of the accused and a victim impact statement which details the impact on the victim the violation caused. The statement may be written or oral. These will be provided by the Dean of Students or designee in the presence of the accused.

5. If the student found responsible does not choose to be present, the student's prior record and victim impact statement will be introduced in his or her absence.

I. Notification of the Decision

1. Upon completion of all deliberations, the hearing authority will notify the Dean of Students or designee of the full decision.

2. The written decision from the hearing authority shall consist of written confirmation of the decision including the findings of fact, the determination of responsibility, the complete description of any sanction imposed or the decision to drop the charge(s) due to insufficient information. The hearing authority will generally send the letter to the Dean of Students or designee within 24 hours after completion of the hearing.

VII. Disciplinary Sanctions

The purpose of imposing sanctions are twofold: to protect the University community from behaviors that are detrimental to the educational process of the community; and to assist students in identifying acceptable parameters of their activities and consequences of future behaviors. The severity of the sanctions imposed is intended to correspond with the severity or frequency of violation, as well as the student's willingness to recommit himself or herself to good citizenship through behaviors that fall within the conduct regulations of the University. The following disciplinary sanctions may be imposed upon a student responsible for a violation either singly and/or in combination:

A. Expulsion — Expulsion is permanent disciplinary separation from the University involving denial of all student privileges. Expulsion shall be effective on the date of notice of the expulsion, or later if so stated in the notice; and shall be entered into the student's permanent record (transcript).

Students separated from the University by expulsion may not enter University premises or University-related premises without securing prior approval from the Vice President for Student Life.

B. Suspension — Suspension is temporary disciplinary separation from the University involving denial of all student privileges. Suspension shall be effective on the date of notice of the suspension or later if so stated in the notice; shall be entered into the student's permanent record (transcript); and shall prescribe the date and conditions upon which the student may petition for readmission. Conditions for readmission may include, but are not limited to, disciplinary probation for a specified length of time; non-residence on campus; restricted visitation to specified campus facilities; and written statement from an accredited mental health professional or medical doctor verifying the capability of the student to function successfully at the University.

Students separated from the University by suspension may not enter University premises or University-related premises without securing prior approval from the Vice President for Student Life.

The suspension notation will be removed from the student's permanent record, by the Registrar, upon the student's gradu-

ation. The suspension notation may also possibly be removed earlier by petitioning the Vice President for Student Life.

C. Residence Hall Separation — Residence Hall Separation involves removal from the campus residence hall community for conduct which clearly demonstrated an inability to function appropriately in the residence hall living situation. Such separation may be permanent or for a specified number of semesters. Such separation prohibits accessibility to all or designated residence halls and associated dining facilities. Visitation will not be permitted without securing prior approval from the hearing officer or panel. In no case will separation be less than the remainder of the semester in which it takes place.

D. Disciplinary Probation — A period of review and observation during which a student has been officially notified that his/her conduct, although not serious enough to warrant suspension, was very inappropriate. Subsequent violations of University rules, regulations or policies (even after a particular probationary period expires) could result in a more severe sanction.

Disciplinary Probation is a status which may involve restrictions, conditions or terms imposed for a definite period of time. Restrictions, conditions, or terms of probation may include but are not limited to: ineligibility to participate in campus activities or events; periodic contact with a designated member of the campus community; restrictions on accessibility to University facilities and/or housing areas; and change of housing assignment. Restrictions, conditions, and terms will be imposed for a specific length of time not to exceed the length of the probationary period. Failure to comply with the terms and conditions of the probation or additional behavior in violation of this code during the probationary period will likely result in more serious disciplinary action.

E. Disciplinary Warning – Disciplinary Warning involves written notice to the student indicating that specific behavior or activity was in violation of this code and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action. Disciplinary Warning may also involve ~~conditions, such as those listed above, that are intended to be educational in nature.~~

F. Restitution – Restitution is not a fine; it is reimbursement for actual damage to, destruction of, or misappropriation of University property or property of any person which results from conduct in violation of this code; or is compensation for services provided such as alcohol education. The administrative hearing officer or hearing panel will determine the appropriate reimbursement.

G. Termination of the Privileges of a Registered Student Organization — Termination of the Privileges of a Registered Student Organization is the loss of any or all privileges of a registered student organization. Imposition of this sanction does not preclude disciplinary charges against individual members of the organization.

H. Termination of the Registration of a Registered Student Organization — Termination of the Registration of a Registered Student Organization is the discontinuation of the registration of the registered student organization. This means the organization can no longer function. Imposition of this sanction does

not preclude disciplinary charges against individual members of the organization.

I. Creative Sanctions- As deemed appropriate by the hearing officer, sanctions such as reflective papers, fines, work projects or other creative sanctions.

J. Parental Notification for Violating the University's Drug or Alcoholic Beverage Policy- When found responsible for violations of these conduct standards, the hearing authority may decide to notify the responsible students' parents or legal guardians of these violations as allowed by Federal law. This will only occur after the hearing authority has discussed this possible notification with the student and the student is under 21.

VIII. Appeals

Appeals must be presented, specifically described in writing to the next level of authority in the disciplinary chain of command. An appeal is not a new hearing. It is a review of the record of the original hearing. The accused student and his/her advisor has the right to review the accused student's disciplinary file, including any tape recording of the hearing.

An appeal may be dismissed if not sought on proper grounds. If an appeal is upheld, the case with procedural specifications shall be referred to the original hearing officer/panel. Any sanction imposed as a result of a hearing shall remain in effect during the process of appeal. The appeal officer has the authority, under extenuating circumstances, to defer the imposed sanction while an appeal is in process.

In any event, sanctions may not be increased as a result of an appeal.

An appeal may be sought on two grounds:

A. On a claim of error in the hearing procedure. Appeals on such grounds must be presented, specifically described, in writing within five days (excluding weekends and holidays) of the announcement of the decision.

B. On a claim of new evidence or information material to the case which was not available at the time of the hearing. Appeals on such grounds must be presented, specifically described, in writing within five days (excluding weekends and holidays) of

Hearing Authority

Judicial Council
Dean of Students or designee
Vice President for Student Life

Appeal Officer

Vice President for Student Life
Vice President for Student Life
President

the new evidence having been discovered.

The following is the disciplinary chain of command:

IX. Summary Action

A. Summary action requires a student to immediately leave University property, and not return during the suspension period, and/or comply with other stated conditions for a specified period. Summary suspension may also be imposed upon a student by the Vice President for Student Life or a designee when there is reason to believe, based on available facts, that the student represents an immediate threat to the safety, health, or welfare of herself/himself, other persons, or property. This summary action is warranted by potential or threatened danger or disruption, but is utilized only when the serious nature or immediacy of the threat makes it impractical to follow normal disciplinary procedures. Students charged with violations of the student conduct code and are not currently registered, are subject to summary action.

Summary actions authorized by this policy include:

1. Temporary suspension of a student's eligibility for enrollment or attendance, as well as denial of the student's access to University facilities or property. A student may be summarily suspended for a specified period of time or the suspension may be scheduled contingent upon certain events or conditions.

2. Temporary suspension or limitation of a student's eligibility to enjoy certain privileges, or participate in or attend certain events (or certain kinds of events) without the suspension of enrollment status. This summary action may prohibit a student's presence on University property or certain facilities, or impose conditions which must be met in order for that student to enjoy certain privileges, participate in activities, or attend events.

3. Temporary suspension or limitation of a student's eligibility to communicate (verbal, written, or electronic, or through another individual) with identified students, staff or faculty members.

4. Temporary suspension or limitation of a student organization's eligibility to enjoy certain privileges, participation in or attendance at certain events (or certain kinds of events), access to University facilities or property, or university recognition.

B. When a student is subject to summary action, she or he is given a copy of this policy and notice explaining the reason for, and duration of the action, as well as any conditions that may apply. A student notified of such summary action shall, upon written request, be given an opportunity to meet with the Vice President for Student Life or a designee within five business days from the date of the request. This meeting shall be held to consider only the following issues related to the summary action:

1. The reliability of information alleging a student's misconduct, and

2. Whether the conduct or surrounding circumstances reasonably indicate the student's presence on campus or continued unrestricted participation in campus affairs would pose an immediate threat to the safety, health, or welfare of persons or property.

NOTE: It is not the purpose of the meeting to hear information concerning responsibility of pending or possible charges against the student.

C. Following the imposition of summary action, standard University disciplinary procedures shall be provided as expeditiously as possible. Unless circumstances render the implementation of standard disciplinary procedures impossible or unreasonably difficult, these procedures shall be initiated within 10 University business days from the effective date of the summary action.

D. Any student who is summarily suspended and returns to the campus or University property and/or violates other stated conditions during the specified period shall be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam, to consult with the Vice President for Student Life or designee, or to participate in disciplinary procedures) must be requested and obtained in writing or by telephone prior to any conduct contrary to the suspension or conditions, and may be granted by the Vice President for Student Life or designee.

X. Disciplinary Files-Retention and Access

Disciplinary files are retained by the Department of Student Affairs and are considered part of the educational record. A student's disciplinary file is not released outside the University without written consent of the student. Disciplinary information will be provided within the University to individuals who are determined to have a legitimate, educational interest in obtaining this information in accord with the Family Educational Rights and Privacy Act of 1974 (as amended).

A student's disciplinary file is retained for a specified length of time. The maximum sanction imposed determines how long a file is retained before being destroyed.

- Permanently Maintained: Expulsion, Termination of Registration of a Registered Student Organization

- Maintained Three Years After Graduation: Suspension

- Maintained Until Graduation: Residence Hall Separation, Academic Misconduct

- Maintained Until Graduation or Seven Years from Date of Hearing (whichever is earlier): Disciplinary Probation, Disciplinary Warning, Restitution

- Maintained Three Years from Date of Hearing: Termination of the Privileges of a Registered Student Organization

The sanctions of Expulsion and Suspension are the only disciplinary sanctions that are entered into a student's permanent record (transcript). A student's disciplinary file is maintained separately from any other academic or official file at the University. In cases where the accused is found not responsible, no official disciplinary file will be retained. When charges are dropped, due to insufficient information, an official disciplinary file will be maintained until graduation or seven years from the date of the hearing.

XI. Judicial Council

A. The Judicial Council in addition to being a hearing authority shall serve as an advisory board with regard to formulating and implementing appropriate policies and procedures in discharging responsibility for the total operation of the Student Conduct Code.

B. Recommendations of the Judicial Council shall be forwarded to the Vice President for Student Life. The Vice President will consult with the President of Winthrop University who retains the right to make final decisions in accordance with the governance policy of the institution.

C. The Judicial Council shall consist of the following eleven members: A chair appointed from the faculty by the President of the University, four faculty members appointed by the Academic Vice President, one graduate student appointed by the Dean of the Graduate School, two faculty members elected by the Faculty Conference, and three undergraduate students appointed by the Council of Student Leaders.

Each case brought before the Judicial Council will be heard by a five member panel randomly selected and available to serve. The hearing panel will be comprised of two students and three faculty members. A four person panel may hear a case when deemed necessary and approved by the Vice President for Student Life.

It shall be the prerogative of the President of the University to appoint alternate members of the faculty to serve during holidays and the summer months.

RESIDENCE LIFE JUDICIAL PROCESSES JURISDICTION

The Courtyard at Winthrop Suite Lease; Residence Hall Contract/Lease and the Student Conduct Code.

The Department of Residence Life shall address alleged violations of the rules and regulations specifically mentioned in the areas listed in the above jurisdiction section. You may pick up a hard copy of the provisions set forth in these documents from the Department of Residence Life located in 237 DiGiorgio Campus Center, or view them on the Residence Life

Web site at: www.winthrop.edu/reslife.

Procedures

1. Filing complaints and contract violations

a. Complaints

(1) Any member of the campus community inclusive of faculty, staff, administration, student body and campus service personnel may initiate a complaint against a resident student. Such a complaint will be made to the Director of Residence Life or designee. No charge of contract violation will be made by the Director of Residence Life or designee without a written statement from the complainant.

(2) When a complaint has been made, the Director of Residence Life or designee will conduct an investigation to determine whether a contract violation has occurred and if a student will have charges brought against him/her.

b. Contract Violation Charges

(1) When the available information justifies a contract violation charge, the Director of Residence Life or designee will file the contract violation and decide the method of processing the violation. Criteria that are considered in determining the violation processing method are previous disciplinary history and the severity of the alleged contract violation.

(2) Contract violations are processed whether administratively or with a hearing before the Director of Residence Life or designee.

2. Residence Life Disciplinary Process

a. Administrative Process

(1) The complaint will be evaluated by the Director of Residence Life or designee, a proposed penalty assessed and the student notified in writing by mail.

(2) Included will be instructions so the student can request a review of the Director of Residence Life or designee's decision and/or sanction in writing to the Director of Residence Life or designee, within 72 hours (exclusive of weekends and holidays when classes are not held) of the date of the written notification. If the student requests a review, the Residence Life Hearing process in 2b, will be followed.

b. Residence Life Hearing

(1) The complaint will be evaluated by the Director of Residence Life or designee and a hearing will be scheduled.

(2) The Residence Life Office will contact the student by telephone or mail notifying the accused of the time and place of the hearing before the Director of Residence Life or designee.

(3) A student may choose not to appear at his/her hearing. The student's absence will not influence the decision.

c. Residence Life Hearing Procedures

(1) The Director of Residence Life or designee will make a tape recording of the hearing when the student requests it.

(2) The following rights will be read to the accused by the Director of Residence Life or designee at the beginning of the hearing:

a. The right to a review of the charges, available information and possible sanctions.

b. The right to have the hearing conducted in a private session.

c. The right to decline to make any statements to avoid the possibility of self-incrimination. Refusal to speak or to answer questions shall not be interpreted as evidence of responsibility.

d. The right to appeal the decision of the Director of Residence Life or designee.

(3) The Director of Residence Life or designee will furnish access to all written materials, at the student's request.

(4) After the available information has been reviewed and discussed with the student, the Director of Residence Life or designee will render a decision and notify the student by mail.

(5) A written copy of the Director of Residence Life's or designee's decision shall be sent to the student with the notation advising the student of his/her right to appeal the decision in writing to the Vice President for Student Life within 72 hours (exclusive of weekends and holidays when classes are not held) of the written notification on the grounds that a. an error was made in the hearing procedure; b. there is new information material to the case which was not available at the time of the hearing.

Sanctions

Possible but not exclusive sanctions are:

1. Reprimand. A formal rebuke for inappropriate behavior that is detrimental to the residential community or to the resident.

2. Residence Life Office Probation. A formal written statement that any further incidences or violations of the Residence Life Contract or Student Conduct Code will result in a formal judicial charge being filed with the Dean of Students.

3. Restitution and Fines. A work project or a monetary fine.

4. Room Assignment Changes. A student can be required to relocate from their present room to another room or residence hall.

DRUG-FREE CAMPUS STATEMENT

I. PURPOSE

The purpose of this statement is to demonstrate compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226). This federal legislation requires Winthrop University to publish, in one document, the following which demonstrates the adoption and implementation of a program to prevent the illicit use of drugs and the abuse of alcohol by its students and employees:

A. An annual notification, in writing, to each student and employee of the university the following:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;

2. a description of applicable legal sanctions under local, state, or federal law;

3. a description of health risks associated with the use of illicit drugs and the abuse of alcohol;

4. a clear statement of the disciplinary sanctions that Winthrop University will impose on students and employees.

II. ANNUAL DISTRIBUTION

Each student and employee at Winthrop University may request a copy of this statement annually. The information is available online at www.winthrop.edu/publicsafety/crimestatement.htm. Effective and efficient means of distribution for each student (regardless of the length of the student's program of study) and each employee will be adopted.

III. STANDARDS OF CONDUCT

A. The following areas of prohibited conduct for students are a part of the Student Conduct Code.

1. Section IV, paragraph F – Drugs – The manufacture, distribution, sale, use, offer for sale, or possession of drugs or narcotics, or drug paraphernalia in accordance with state statutes.
2. Section IV, paragraph W – Violation of the university's alcoholic beverage policy.
3. Section IV, paragraph AA – Violations of university policies and procedures – Failure to abide by any published policy or procedure is prohibited, including the General Conduct Policy.
4. Section IV, paragraph CC – Commission of any act which is a violation of a criminal law of the United States, a state law or a municipal ordinance.

B. The following areas of misconduct for employees are taken from the Drug-Free Work Place Policy of Winthrop University:

1. It is the policy of Winthrop University that the work place shall be free from the illegal possession, use, manufacture or distribution of controlled substances (as defined in the Controlled Substances Act). Controlled substances include, but are not limited to marijuana, heroin, cocaine, hashish, and hallucinogens.
2. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances on property owned or controlled by Winthrop University is prohibited. Any illegal substances discovered on university property will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
3. Off-the-job illegal activity or substance abuse, which could have an adverse effect on an employee's job performance, may be considered in violation of this policy.
4. Employees are expected to report for work and remain in condition to perform assigned duties at work, free from the effects of controlled substances.

IV. LEGAL SANCTIONS

Winthrop University, as a matter of policy, prohibits the commission of any act which is a violation of a criminal law of the United States, a state law or a municipal ordinance. Laws and ordinances prohibit the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances by students or employees as set forth in South Carolina Code of Laws, Section 44-53-110 et seq; the possession 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 also prohibits the unlawful distribution, sale, possession or use of alcohol by students or employees as set forth in South Carolina Code of Laws, Section 61-13-210 et seq.

The Winthrop University Police Department has authority, as set forth in the South Carolina Code of Laws, Section 23-1-60, to enforce, investigate and take action in response to illegal activity on the campus or upon ground under the control of the university.

Students are advised to familiarize themselves with the Winthrop University Student Conduct Code. This code is very specific in what is and what is not allowed. The Department of Student

Development will provide assistance in matters concerning the Student Conduct Code.

Employees are advised to familiarize themselves with personnel policies. These policies can be found in the Human Resources and Affirmative Action Office in Tillman Hall. The Human Resources and Affirmative Action Office will provide assistance and advice in these matters.

A description of the applicable legal sanctions, under federal law, for the unlawful possession or distribution of illicit drugs and alcohol is contained in Appendix A which is copied directly from the Federal Register.

V. HEALTH RISKS

A. Students and employees are hereby notified that the effects of alcohol abuse include, but are not limited to, the following:

- Alcoholism, damage to brain cells
- Malnutrition (if drinker does not eat a balanced diet)
- Increased risk of cirrhosis, ulcers, heart disease, heart attack and cancers of liver, mouth, throat and stomach
- Degeneration of muscle and bone
- Blackouts, memory loss
- Hallucinations
- Poor concentration
- Personality disorders and increased tension, anger, isolation
- Delirium tremens (DTs) – shaking, hallucinations, etc.
 - due to withdrawal from alcohol
- Poor grades
- Social conflicts
- Accidents and injuries
- Poor health

Students and employees are hereby notified that the effects of illegal drug usage include, but are not limited to, the following:

1. Amphetamines
 - Loss of appetite and malnutrition
 - Extreme irritability
 - Changes in emotional, social and intellectual behavior
 - Mental dependency
2. Barbiturates
 - Slurred speech, irritability, anger
 - Drug-related deaths
 - Liver problems
 - Addiction, physical and mental
 - Extreme social withdrawal
 - Dangerous reactions when mixed with alcohol
3. Cocaine (Coke)
 - Brain damage
 - Assaultive and irritable behavior
 - Mucus membrane damage in nose, throat and sinuses
 - Physical and mental dependence
4. Hallucinogenic Drugs (PCP and LSD)
 - Addiction
 - Mental illness in specific personalities

- Suicidal actions
- Numbness in arms and legs
- Psychotic behavior
- Paranoia or feeling everyone is against you
- Flashbacks for as long as two years after use
- Intensification of sensory reactions
- 5. Marijuana (Pot, Grass, Weed, Reefers, Hashish)
 - Hormone level changes
 - Irritation of membranes in throat and lungs
 - Mental response changes
 - Deceased energy and drowsiness
 - Heightened desire for sweets
 - Possible loss of muscle coordination
- 6. Narcotics (Codeine, Demerol, Opium, Nopine, Heroin)
 - Addiction, physical and mental
 - Poor appetite
 - Severe constipation
 - Hepatitis
 - Depression of the central nervous system
- 7. Sedatives and Tranquilizers
 - Confusion
 - Depression of central nervous system
 - Calmness and sleepiness
 - Relief of anxiety and depression temporarily
 - Addiction
 - Harmful reaction with alcohol
 - Visual and auditory problems with continued use

VI. AVAILABLE DRUG OR ALCOHOL COUNSELING

Students seeking assistance with drug or alcohol abuse problems can find free, professional and confidential help at Health and Counseling Services located in 203 Crawford Building.

Employees seeking assistance with drug or alcohol abuse problems can get initial help and a referral to a local agency by contacting the university's Director of Human Resources and Affirmative Action. This assistance is free, professional and confidential.

VII. DISCIPLINARY SANCTIONS

As stated in the Student Conduct Code, the purpose of imposing sanctions are two-fold: to protect the university community from behaviors that are detrimental to the educational process of the community; and to assist students in identifying acceptable parameters of their activities and consequences of future behaviors. The severity of the sanctions imposed is intended to correspond with the severity or frequency of violation, as well as the student's willingness to recommit himself or herself to good citizenship through behaviors that fall within the conduct regulations of the university.

The following disciplinary sanctions may be imposed upon a student responsible for a violation either singly and/or in combination:

A. Expulsion – a permanent disciplinary separation from the university involving denial of all student privileges.

B. Suspension – a temporary disciplinary separation from the university involving denial of all student privileges. The student may be re-admitted after a specific date and conditions are met.

Students will also be restricted on visitation to specified campus facilities.

C. Residence Hall Separation – a removal from the residence hall community. This may be permanent or for a specified number of semesters and prohibits accessibility to all or designated residence halls and associated dining facilities.

A more detailed description of disciplinary sanction is in the Student Conduct Code, a copy of which is available from the Department of Student Affairs, DiGiorgio Campus Center.

As stated in the Drug-Free Work Place Policy for all employees of the university, disciplinary action, which may include suspension without pay and/or termination will be taken against any employee who is found to be in violation of this policy in accordance with the university's "Guidelines for Disciplinary Action."

VIII. BIENNIAL REVIEW

The President shall appoint a committee to conduct a biennial review of its drug prevention program to determine its effectiveness, recommend needed changes and ensure that disciplinary sanctions are consistently enforced. The committee shall submit a written report to the President for his review.

CRIME AWARENESS AND CAMPUS SECURITY ANNUAL REPORT

Students are understandably concerned about their safety on a university campus away from home. We at Winthrop understand this concern, and accept our responsibility to employ safety and security measures to help ensure that our students enjoy their years at Winthrop, and that their stay be as free as possible from threats to their well-being.

Winthrop University, with its population of some 6,300 students, is located within the city of Rock Hill, S.C., with a population of 62,000. As part of the larger community, the university shares many of the same interests and problems, including the concern about crime. Crime is a national problem that affects all areas, including university campuses. The passage of the Clery Act (the Student Right-to-Know and Campus Security Act of 1990) and the Higher Education Amendments of 1992 (Public Law 102-325) which require this annual report, gives testimony to this.

Any crime occurring elsewhere, can and does occur on a university campus. Although Winthrop University has experienced a significantly lower incidence of rape, burglary, assault and acts of criminal trespass than has the surrounding community, we must honestly state that such incidents can and do occur. There are no sanctuaries. To prevent such incidents, a competent residence life staff, a professionally trained and maintained university police force, and students are responsible for a number of measures to ensure the protection and safety of students and their possessions.

Disciplinary sanctions are imposed to protect the university community from behaviors that are detrimental to the educational process and to assist students in identifying acceptable parameters of their activities, as well as the consequences of their behavior. The severity of the sanction may range from a disciplinary warning to expulsion, depending upon the severity and/or frequency of the violation. Each case is evaluated on an individual basis by the Judicial Council. Under the law, the accused is afforded the right to "due process." Both the accused and the accuser are entitled to have others present during campus disciplinary proceedings

and shall be informed of the outcome of any such proceedings.

Crime Statistics and Crime Rates

Recognizing that awareness of crime is in itself a preventive measure, Winthrop University provides information relating to crime statistics and security measures to prospective students, currently enrolled students, faculty and staff. The university's Police Department, in compliance with the Clery Act, publishes crime figures for the most recent three-year period. In addition, monthly uniform crime statistics are submitted to the South Carolina Law Enforcement Division (SLED).

The Winthrop University Annual Security/Fire Safety Report and Drug Free Campus Statement may be found on-line at:
www.winthrop.edu/uploadedFiles/Police/AnnualReport.pdf

Crime Statistics may be found at:
www.winthrop.edu/uploadedFiles/Police/CrimeStatistics.pdf

The Fire Log may be found at:
www.winthrop.edu/Police/default.aspx?id=20230

Further Information

Further information about campus safety may be obtained from the Winthrop University Police Department, Division of Student Life, 323-3333.

FEDERAL TRAFFICKING PENALTIES							
CSA	PENALTY		QUANTITY	DRUG	QUANTITY	PENALTY	
	1st OFFENSE	2nd OFFENSE				1st OFFENSE	2nd OFFENSE
I and II	<p>Not less than 5 years. Not more than 40 years.</p> <p>If death or serious injury, not less than 20 years. Not more than life.</p> <p>Fine of not more than \$2 million individual, \$5 million other than individual.</p>	<p>Not less than 10 years. Not more than life.</p> <p>If death or serious injury, not less than life.</p> <p>Fine of not more than \$4 million individual, \$10 million other than individual.</p>	5-49 gm of 50-499 gm mixture	METHAMPHETAMINE	50 gm or more or 500 gm or more mixture	<p>Not less than 10 years. Not more than life.</p> <p>If death or serious injury, not less than 20 years. Not more than life.</p> <p>Fine of not more than \$4 million individual, \$10 million other than individual.</p>	<p>Not less than 20 years. Not more than life.</p> <p>If death or serious injury, not less than life.</p> <p>Fine of not more than \$8 million individual, \$20 million other than individual.</p>
			100-999 gm mixture	HEROIN	1 kg or more mixture		
			500-4,999 gm mixture	COCAINE	5 kg or more mixture		
			5-49 gm mixture	COCAINE BASE	50 gm or more mixture		
			10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture		
			1-9 gm mixture	LSD	10 gm or more mixture		
			*40-399 gm mixture	FENTANYL	400 gm or more mixture		
			*10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture		
	DRUG	QUANTITY	FIRST OFFENSE		SECOND OFFENSE		
	Others*	Any	<p>Not more than 20 years.</p> <p>If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.</p>		<p>Not more than 30 years.</p> <p>If death or serious injury, life.</p> <p>Fine \$2 million individual, \$10 million not individual.</p>		
III	All	Any	<p>Not more than 5 years.</p> <p>Fine not more than \$250,000 individual, \$1 million not individual.</p>		<p>Not more than 10 years</p> <p>Fine not more than \$500,000 individual, \$2 million not individual.</p>		
IV	All	Any	<p>Not more than 3 years.</p> <p>Fine not more than \$250,000 individual, \$1 million not individual.</p>		<p>Not more than 6 years.</p> <p>Fine not more than \$500,000 individual, \$2million not individual.</p>		
V	All	Any	<p>Not more than 1 year.</p> <p>Fine not more than \$100,000 individual, \$250,000 not individual.</p>		<p>Not more than 2 years.</p> <p>Fine not more than \$200,000 individual, \$500,000 not individual.</p>		

FEDERAL TRAFFICKING PENALTIES - MARIJUANA			
QUANTITY	DESCRIPTION	FIRST OFFENSE	SECOND OFFENSE
1,000 kg or more; or 1,000 or more plants	MARIJUANA mixture containing detectable quantity*	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not more than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 999 kg or 100 to 999 plants	MARIJUANA Mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	MARIJUANA	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, not more than life. Fine of not more than \$2 million individual, \$10 million other than individual.
10 to 100 kg	HASHISH		
50 to 99 plants	MARIJUANA		
1 - 100 kg	HASHISH OIL	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine not more than \$500,000 individual, \$2 million other than individual.
Less than 50 kg	MARIJUANA		
Less than 10 kg	HASHISH		
Less than 1 kg	HASHISH OIL		
* Includes Hashish and Hashish Oil Marijuana is a schedule I controlled substance			
COMPARISON OF PENALTIES FOR USE, POSSESSION, SALE FIRST OFFENSE Cont'd			
State/Schools	Use Penalties	Possession Penalties	Sale Penalties
SOUTH CAROLINA			
I/II narcotics	—	1 yr.; \$5,000	15 yrs.; \$250,000
I/II non-narcotics	—	1 yr.; \$5,000	5 yrs.; \$15,000
III	—	1 yr.; \$5,000	5 yrs.; \$15,000
IV	—	1 yr.; \$5,000	3 yrs.; \$10,000
V	—	1 yr.; \$5,000	3 yrs.; \$10,000
Marijuana	—	30 days; \$500	0-5 yrs.; \$5,000

STUDENT SEXUAL MISCONDUCT POLICY

Introduction

Winthrop University is an educational community committed to common standards of integrity and respect for all of its members. All members of the Winthrop community, guests, and visitors have the right to be free from sexual harassment and sexual misconduct; and such behavior will not be tolerated by the Winthrop community. Winthrop is committed to taking immediate, equitable, and effective actions to respond to sexual harassment and sexual misconduct to prevent its reoccurrence and to address its effects. For purposes of this Policy, sexual misconduct is always considered a form of sexual harassment; and the term sexual misconduct is used unless there is a specific reference to sexual harassment as defined in the Code of Student Conduct.

Sexual misconduct can occur in many relationships and may involve, "... offensive touching; non-consensual sexual assault; forced sexual assault; stalking; or sexual exploitation and other sexual misconduct violations" (Winthrop Student Handbook, Student Conduct Code, page 37).

This behavior interferes with the educational mission of the University by:

- Endangering the physical and emotional safety of community members,
- Damaging trust in the community,
- Offending the dignity and violating the autonomy of community members, and
- Disrupting the academic progress of victims or survivors during their recovery.

Purpose of the Policy

The purpose of this Policy is to provide students and other members of the university community a description of how the university will respond when a student or another person reports an incident of sexual harassment or sexual misconduct: intermediate actions that will be taken to ensure the safety of students, the procedures that will be followed to investigate the allegation, the breadth of sanctions that could be imposed if there is a finding of responsibility, protections that will be afforded to the complainant and to the respondent, and the relationship of this Policy with all other university policies dealing with a similar subject matter.

Coverage

This Policy applies to all students of Winthrop University and to applicants for admission to the university while applicants are on university property or university-related premises, when involved with off-campus Winthrop activities, or when participating in a university program or activity. Winthrop students will be held accountable to this Policy and the accompanying Student Conduct Code violations for their off-campus activities when it can be ascertained the off-campus act has a direct, detrimental impact on the university's educational functions. Any disciplinary action imposed by Winthrop may precede and be in addition to any penalty imposed by an off-campus authority.

This Sexual Misconduct Policy applies to all such conduct by a student while a student, even if it occurs outside of an academic term or when the student is not otherwise enrolled at Winthrop University such as on leave, or withdrawn temporarily indicating an intent to return to the University.

Related Policies

This Policy relates to students when another student is alleged to have committed the offense.

The Student Code of Conduct further defines processes and additional violations. This Sexual Misconduct Policy is consistent with the policies stated in the Student Handbook; but should there be a conflict, this Policy is controlling.

There are other University policies through the Office of Human Resources that direct the University's response to an allegation of sexual harassment or sexual misconduct by an employee against a student or an employee against another employee. Other specific policies include The Non-Discrimination and Anti-Harassment Policy, Internal Process for Responding to Student Complaints of Sexual Harassment and Workplace Violence. These policies are provided on the Human Resources web site and are also available in the Office of Human Resources, 303 Tillman Hall.

Definitions and Descriptions

Campus Security Authority, for the purpose of this Policy, is a person responsible for reporting sexual misconduct to the identified University administration, specifically, the Dean of Students or the Title IX Coordinator.

- (1) Winthrop University Campus Police.
- (2) Any individual or individuals who have responsibility for campus security but who are not employed by Campus Police such as an individual who is responsible for monitoring the various entrances to University facilities.
- (3) Any individual or office specified in the University's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. In its current (2011) Annual Security Report, the University has specifically designated the following individuals as Campus Security Authorities: student affairs staff, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities.
- (4) An employee of the University who has significant responsibility for student and campus activities, including, but not limited to, student athletics, student housing, student discipline. If such an official is a pastoral or professional counselor as defined by information listed under Privileged Confidentiality below in this document, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Consent

Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent

to future sexual acts.

- Resistance is not necessary in order to demonstrate lack of consent. At any time consent can be with-drawn by either partner communicated by words or actions.
- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”).
- Coercion is unreasonable or persistent pressure for sexual activity. Persistent pressure past a refusal or an indication that a person does not want sexual contact, that they want to stop, or that they do not want to go past a certain point of sexual interaction, is considered non-consensual. Coercion may also be an implied threat such as blocking an exit until the person provides the desired sexual activity.
- Sexual activity with someone, who based on the circumstances one should reasonably have known to be, mentally or physically incapacitated by alcohol or other drug use constitutes a violation of this Policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions and lacks the capacity to give knowing consent. The amount of alcohol consumed and the time period in which it was consumed should be considered. The following behaviors may be signs that an individual is intoxicated through the use of alcohol or another intoxicant and cannot consent to sexual con-tact: slurred speech, slowed reflexes, loss of balance, inability to concentrate or track conversations, vomiting, outrageous or unusual behavior, concern expressed by others about the individual, expressed memory loss or disorientation.
- Hangovers and memory loss may be delayed signs of intoxication and an inability at the time to give consent.
- This Policy also covers a person whose incapacity results from mental disability, sleep, deprivation, involuntary physical restraint, or from the ingestion of drugs, commonly known as “date rape drugs.”
- An individual who is not conscious cannot, by definition, give consent.
- Use of alcohol or other drugs will never function as a defense for a violation of this Policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this Policy.

Student Disciplinary Process

All students and student organizations are subject to the disciplinary procedures prescribed in the Student Conduct Code. The Department of Student Affairs bears the responsibility for the initiation of disciplinary procedures against a student for alleged misconduct which could result in expulsion or suspension from the University. The Dean or Assistant Dean of Students will review instances of reported sexual misconduct to determine if disciplinary proceedings should be initiated.

For purposes of sexual misconduct, any person may register a complaint with the Department of Student Affairs against a student for alleged violation of the Sexual Misconduct Policy

or any other University policy. See page 37-43 of the Student Handbook for more information.

Complainant: means a person who makes a report, whether written or verbal, of facts that, if true, would constitute a violation of this Policy. Within the University conduct system, the Dean of Students Office becomes the complainant for purposes of bringing the case to a hearing authority.

Respondent: is the person(s) named in the report who may be accused of a violation of this Policy.

Investigator: conducts the initial inquiry into the report of sexual misconduct and determines if interim measures should be taken. In consultation with the complainant determines the next appropriate steps. The investigator is most often the Dean or Assistant Dean of Students.

Sexual Harassment and/or Sexual Misconduct (Student on Student): The Student Conduct Code, Item C- Actual, threatened or attempted sexual misconduct and sexual harassment includes but is not limited to offensive touching, non-consensual sexual assault, forced sexual assault, stalking, or sexual exploitation and other sexual misconduct violations. Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, electronic, or physical conduct of a sexual nature that is severe or pervasive and objectionably offensive, such that it undermines the victim’s educational experience and denies equal access to an institution’s resources and opportunities. Additionally sexual misconduct includes conduct that is directed towards a person or group because of their sexual orientation or gender identity or expression. See the definitions and descriptions of sexual assault, sexual misconduct, and sexual harassment as well as campus disciplinary procedures under Campus Safety and Security on page 24 of the Student Handbook.

REPORTING SEXUAL MISCONDUCT

All students are encouraged to report any instances of sexual misconduct. Reporting the incident allows University authorities to better protect the complainant and maintain all options for resolution. A student who believes she or he is a victim of sexual misconduct has several avenues for initially reporting the incident.

Campus Police

Victims of sexual misconduct have the right to file criminal complaints. The University will not discourage a student from filing a criminal complaint and will explain that by reporting the incident to Campus Police steps to ensure safety can be initiated. If the complainant chooses, Campus Police will initiate a timely investigation including interviewing all witnesses. The victim will receive information regarding the progress of the case and will retain the option of prosecuting the case criminally. Campus Police will explain the details associated with criminal prosecution. This will include evidence collection, working with other jurisdictions, and testifying in court. The Victim Advocate in Campus Police will be present during evidence collection, court process, and on an on-going basis to support the victim.

Police reports are forwarded to the Dean of Students Office and the Victim Services Coordinator for further review. Contact: Chief Frank Zebedis or Chief Investigator Wes Wiles at 323-3333.

Victim Services Coordinator

The Office of Victim Assistance (OVA) works specifically with University students who have reported a violation of this Policy. It does not matter where the victimization occurs, on or off campus, or whether or not the student elects to file a police report. OVA services are available to any current student.

The Victim Services Coordinator is available to: coordinate immediate medical intervention; explain the purpose of receiving a rape protocol exam performed by the SANE nurse and transportation to the location for such an exam; provide initial support; assist the student in accessing mental health counseling; assist the student, if he/she chooses, in filing a report with the appropriate law enforcement agency; accompany and/or act on behalf of the victim, as needed; discuss possible accommodations; assist in arranging meetings or initiating direct contact with the Dean or Assistant Dean of Students to provide additional information regarding on-campus disciplinary options.

Reports to Campus Security Authorities

When students report allegations of sexual misconduct to Residence Life Staff (including RAs), Student Affairs Staff, Faculty and Staff, and other Campus Security Authorities (see Limited Confidential Reporting below), the student will be referred to the Victim Services Coordinator for assistance and the Dean of Students Office for additional information on services and processes available for intervention. Students will then be contacted by the Victim Services Coordinator to arrange for any services, accommodations, and further actions as described by this Policy.

Anonymous Reporting

South Carolina law guarantees that a victim may receive services while choosing not to report to law enforcement. The information that is acquired through the medical examination performed by the sexual assault nurse examiner (SANE) is maintained anonymously and given a number rather than a name. The SANE nurse will explain the legal options and the benefits of reporting to law enforcement. The evidence will be retained for up to one year, should a victim decide to press charges. South Carolina law guarantees that a victim while choosing not to report to law enforcement may receive a free sexual assault examination, treatment for sexual transmitted diseases, and medication for pregnancy prevention.

A victim can still access campus resources such as the Victim Services Coordinator, Health and Counseling Services, and the Dean of Students Office while reporting anonymously. The University will follow the procedures outlined in this Policy in cases of anonymous reporting.

Reporting & Confidentiality

Students reporting incidents of sexual misconduct are often concerned for their privacy and have questions about confidentiality. There is a legal difference between privileged reporting and limited confidential reporting.

Privileged Reporting

Privileged reporting consists of those communications that legally cannot be disclosed, without the reporter's consent, to any other person, except under very limited circumstances such as an imminent threat of danger to self or others. When reporting to a privileged source, the information shared between the report-

ing person and the care provider is privileged and ordinarily will not be disclosed even to a member of the University community.

Examples of Privileged Reporting Resources:

Counseling Staff (Psychiatrists, Psychologists, Counselors, and Social Workers)

Health Service Staff (Nurses or Nurse Practitioners)

Campus Ministry (ordained minister, priest, or rabbi)

Limited Confidential Reporting

Limited confidential reporting consists of those communications that will not be disseminated to others except on a need-to-know basis. A limited confidential reporting source has the obligation to enlist designated campus resources to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures are considered and imposed. Such disclosures will be limited to a finite group of people all with the same confidentiality obligations. These steps will include investigating the assault and disclosing the confidential communications to others on a need-to-know basis.

Examples of Designated Limited Confidential Reporting Resources:

Residence Life-RLCs and RAs

Victim Services Coordinator

Fraternity and Sorority Affairs program director

Dean of Students Office and Student Affairs staff

Faculty or Staff

All other Campus Security Authorities

Requests for Anonymity

When a student requests that his or her name not be used, the University will evaluate the request considering the following factors: the seriousness of the alleged sexual misconduct and whether there have been other sexual misconduct complaints about the same individual. If the accused has been named, then the rights of the accused must also be considered.

When anonymity is maintained, the victim should understand that the University's ability to respond is limited. In cases where the complainant wants to proceed, the University cannot keep the complainant's identity from the accused student. Sexual misconduct is a serious offense, the accused student has the right to know the identity of the complainant/alleged victim, and the process cannot proceed without a primary witness.

The University will inform the victim if it cannot ensure confidentiality and must proceed with an inquiry. In all cases when there is an allegation of sexual misconduct, the University has an obligation to take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence.

Parental/Legal Guardian/Partner Notification

When and if parents and/or legal guardians are contacted is a decision the victim should make unless there are extenuating circumstances. The Dean or Assistant Dean of Students or the Victim Services Coordinator can assist a student with notification. In some instances when there is a significant health or safety concern, the University may need to notify the parents, guardian, or partner of the individual involved in the sexual assault. In making this determination, the University will consider the wishes of those involved, their personal safety, and the safety of the campus community.

Timely Response to Reports

Except for good cause, and taking into account pending workload requirements, other assigned cases, and the complexity of the individual complaint being investigated, the period of time from the filing of a complaint, or the University's decision to investigate a matter, to the completion of the case and final notification of the outcome shall not exceed 60 calendar days.

Amnesty for Alcohol Use

In deference to its compelling interest to end sexual misconduct, the University will not pursue alcohol use/possession violations against a student who claims to be a victim of sexual misconduct or against students named as respondents.

Consultation

A victim, witness, or advisor may request a meeting with the Dean or Assistant Dean of Students to discuss the allegation and to determine if there is reason to believe that a sexual misconduct violation has occurred. Disciplinary procedures will be reviewed at this meeting, and the process for going forward within the University system will be discussed. A friend, advisor, or parent may be present at this meeting at the victim's request. A victim does not have to make an immediate decision but will have time to gather information and make an informed decision.

PRELIMINARY INQUIRY

In order to make evaluations and to decide if interim action is needed to end the sexual misconduct, eliminate any hostile environment and its effects, and prevent the recurrence, the Dean or Assistant Dean of Students (investigator) will conduct a preliminary inquiry into the alleged sexual misconduct. If one or more material elements of the allegation are credible, the matter will proceed in accordance with this Policy.

If there is insufficient basis to believe material elements of sexual misconduct are present, the complainant shall be advised and shall have the right to ask that the decision be reviewed by the Title IX Coordinator. Such a request shall be filed within 5 days of notification by the investigator, and the Coordinator shall have an additional 5 days from the receipt of the appeal to either dismiss the matter or to remand it to the investigator for further processing under this Policy. This determination does not preclude reasonable accommodations and other actions to address concerns related to retaliation.

The University reserves the right to conduct a preliminary inquiry and take action regardless of whether a student files a written complaint, asks the University to take action, or identifies the behavior as a form of discrimination.

INTERIM ACTIONS

The University reserves the right to take necessary measures in response to an allegation of sexual misconduct in order to protect students' rights and personal safety and to address concerns for retaliation. The University will consider the concerns and rights of both the complainant and the person accused of sexual misconduct. Such measures may include but are not limited to:

- modification of living arrangements
- interim suspension from campus pending a hearing

- classes reassigned so the accused does not share classes with the complainant
- limitations placed on access to certain University facilities or property
- limitations of a student's eligibility to enjoy certain privileges or participation in or attendance at certain events or activities
- limitations of the accused's ability to participate on a team or activity where the accused represents the University
- temporary limitation of a student's eligibility to communicate (verbal, written, or electronic, or through another individual) with identified students, staff, or faculty members

ACCESS TO THE UNIVERSITY DISCIPLINARY PROCESS

Regardless of whether a complainant elects to file a criminal complaint or initiate a civil law suit, the complainant is entitled to access to the University disciplinary process and to receive appropriate interim actions and remedies by the University that may be warranted under the circumstances.

University Coordination if There Is a Criminal Investigation or Prosecution

The University will respond to and cooperate with law enforcement authorities in such investigations. Once the criminal investigation is complete, the Dean or Assistant Dean of Students will proceed with the University investigation and determination if a University student disciplinary charge will be filed. The investigation of a student for alleged sexual harassment or sexual misconduct will not be postponed if the respondent is charged with a crime arising out of the incident.

INVESTIGATIONS

Investigations will vary based upon the circumstances and availability of information. The process of fact gathering will involve interviews of the victim, the respondent, and other witnesses; the examination of written statements from the parties; campus police reports (if available); the review of all relevant documents; and the consideration of any other information that would tend to prove or disprove the allegations. Investigators are to take reasonable measures to assure that the parties have access to witnesses, documents, and other information as well as information that may be pursued as a part of the investigation.

In circumstances when the investigation results in information that supports a charge of sexual misconduct, but the complainant does not wish to pursue the matter, the University may have to make a decision to pursue the matter if it determines that the allegations, if true, give reason to believe that the complainant or other members of the University community may be at continued risk.

At the conclusion of the investigation, if the University does not believe that there is sufficient information to proceed with a charge, then the parties will be informed. Should the complainant wish to contest the investigator's conclusion, the complainant may request that the decision be reviewed by the Title IX Coordinator. Any interim actions may remain in effect at the discretion of the investigator.

ALTERNATIVE RESOLUTIONS

When the information gathered at the conclusion of an investigation is insufficient to proceed through a disciplinary hearing or the complainant does not wish to proceed to a disciplinary hearing, alternative resolutions may proceed, including:

A. With the agreement of both parties, a meeting can be facilitated by the Dean or Assistant Dean of Students. The purpose of this meeting would be to provide an opportunity for a guided conversation between the complainant and respondent around well-defined and pre-arranged topics. This is not an option for cases of sexual assault.

B. At the discretion of the Dean or Assistant Dean of Students, the respondent may be required to complete certain educational remedies or experiences that would assist the student with the concerns that contributed to or were aggravating in the alleged incident.

Examples include alcohol education, demonstrating an understanding of the University's definition of consent, or involvement or participation in other educational programs. Educational experiences would be designed not to conflict with the respondent's ability to participate in campus life and would not be considered in any University setting as an admission of responsibility.

At the discretion of the Dean or Assistant Dean of Students, interim actions as described in this Policy may be continued through and beyond the imposition of the alternative resolution. Complainants have the right to cease alternative resolution proceedings at any time and request that a process be initiated so long as there is sufficient information to proceed.

CAMPUS DISCIPLINARY PROCEDURES FOR CASES INVOLVING SEXUAL MISCONDUCT

When the University determines there is sufficient information to believe a violation of the Conduct Code has occurred, a charge letter will be filed. Complaints of sexual misconduct will be handled by the University according to the procedures outlined in the Student Conduct Code found in the Student Handbook on page 37-43, unless otherwise specified in these procedures. Students who accept responsibility or are found responsible for violations of the Sexual Misconduct Policy will be subject to sanctions from the University as determined by the hearing authority handling the case. In addition to individuals, a student organization may be charged and found responsible for violation of the Sexual Misconduct Policy. Sanctions can include termination of the privileges of a registered student organization and termination of the registration of a registered student organization. Processing an allegation through the Student Conduct Code does not prevent a simultaneous action being taken in the appropriate criminal court off campus. In addition to any sanction that may be imposed by the University, a perpetrator of sexual misconduct may be subject to criminal sanctions and personal civil liabilities independent of those imposed by the University.

Roles in the Disciplinary Process for Sexual Misconduct

The Dean or Assistant Dean of Students will serve as the Com-

plainant and presenter of the record in the disciplinary process. The accused student will be referred to as the Respondent, and the original Complainant will be referred to as the Primary Witness.

Standards of Accountability

The disciplinary process utilizes two standards of accountability: a preponderance of the evidence and clear and convincing evidence. It should be clear that the standard of evidence for the conviction of a crime, beyond a reasonable doubt, is different from the standard used to determine a violation of this Policy and the outcome of a police investigations or criminal proceedings is not determinative of whether alleged sexual misconduct violates this Policy. Therefore, conduct may constitute sexual misconduct under this Policy even if law enforcement authorities lack sufficient evidence of a crime and decline to prosecute. In compliance with the federal directives of Title IX, a preponderance of the evidence is the standard adopted by this Policy to determine if a student has engaged in sexual misconduct. A preponderance of the evidence means that credible information shows it is "more likely than not" that the respondent violated this Policy. All other violations of the Student Conduct Code utilize the clear and convincing standard.

Hearing Authority

The respondent and primary witness will be informed of options for resolution of disciplinary charges found on page 39 of the Student Handbook. If there is a conflict, and the respondent, who has denied responsibility, and the primary witness select differing hearing authorities, then the Judicial Council will be the hearing authority for cases of sexual misconduct.

Equity in Investigatory Processes and Hearings

Throughout any University investigation of a violation of this Policy, including at any hearing, the complainant and the respondent will have equal rights. This includes: calling witnesses, presenting information, a timely review of material (including the statement of the other parties), and the option on having advisors present at all proceedings.

Impact Statements

If there is a finding of responsibility, both the respondent and the primary witness may be present, and be present for, impact statements with the hearing authority before deliberations for sanctions and remedies.

Multiple Disciplinary Allegations

Respondents who have been charged with multiple violations of the Student Conduct Code including sexual misconduct may request a finding of fact on the other items before the sexual misconduct violations or a separate hearing. The Dean or Assistant Dean of Students will consider the request in light of the circumstances, the coherence of the record if charges are separated, and the rights of the primary witness.

Notification of Any Special Arrangements for Hearings

During pre-hearing interviews with the primary witness and respondent, the Dean or Assistant Dean will consider any special arrangements for the hearing to accommodate concerns for personal safety, well-being, and/or apprehensions of the primary witness, respondent, and/or other witnesses during the hearing. This may include prescribed seating arrangements for the

hearing, private waiting areas, a predetermined plan for entering and exiting the hearing room, and other means appropriate to the circumstances that do not violate principles of fundamental fairness for all concerned.

Sanctions and Remedies

The hearing authority is required to consider suspending or expelling any student who accepts or is found responsible for all violations of the Sexual Misconduct Policy; however, the hearing authority may impose any sanction that it finds to be fair and proportionate to the violation and any mitigating or aggravating circumstances. The hearing authority will also consider, as part of its deliberations, whether the sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the primary witness and the University community. The hearing authority may impose any sanction listed on pages 41 and 42 of the Student Conduct Code and any remedies listed in his Policy under interim actions or otherwise reasonable.

Notice of Outcome

Both the respondent and primary witness shall receive written notice concurrently of the outcome of the hearing and any appeals that may follow. When the alleged conduct includes crimes of violence, the primary witness will receive a full report of sanctions. Primary witnesses will only receive information about sanctions that directly relate to the primary witness, when the alleged conduct does not involve crimes of violence.

Appeals

Both the respondent and primary witness may appeal the outcome of a disciplinary hearing consistent with Section VIII, Appeals, on page 42 of the Student Conduct Code. The grounds for appeal as listed are:

- A. On a claim of error in the hearing procedure. Appeals on such grounds must be presented, specifically described, in writing within five days (excluding weekends and holidays) of the announcement of the decision.
- B. On a claim of new evidence or information material to the case which was not available at the time of the hearing. Appeals on such grounds must be presented, specifically described, in writing within five days (excluding weekends and holidays) of the new evidence having been discovered.

If the appeal is being considered based on these grounds, then the appeal officer will allow the other party to respond in writing to the appeal request. If the appeal is allowed, the case is remanded to the original hearing authority for review. Consistent with the Student Conduct Code, the result of a respondent appeal may not increase the sanctions ordered at the hearing. However, the sanctions and remedies may be increased as a result of a victim/primary witness appeal in cases of sexual misconduct.

RECORDS

The Dean of Students Office will maintain a record of all preliminary inquiries, investigations, and disciplinary files that result from reports of sexual misconduct. Disciplinary records, which will include the initial inquiry, the investigation, and the disci-

plinary proceedings, will be maintained under the respondent's name as outlined in the Student Conduct Code. Preliminary inquiries that do not result in any further action beyond reasonable accommodations will be maintained under the complainant's name. Investigations that do not result in disciplinary charges or do result in alternative resolution proceedings will be maintained under both the complainant's and respondent's names.

RETALIATION

The University prohibits adverse treatment of students for exercising their rights under this Policy. Any good faith report of sexual misconduct, experienced or observed, should be made without fear of retaliation. Retaliation by any member of the University community against a student for filing a complaint or participating in an investigation in good faith is strictly prohibited by law and this Policy. A student violator will be subject to disciplinary charges and/or summary action as outlined in the Student Conduct Code. A University employee would be subject to Human Resources policy and procedures.

GENDER-BASED HARASSMENT

Gender-based harassment which may include acts of verbal, nonverbal, or physical aggression; intimidation; or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature is also a form of sex discrimination to which the University will respond, if it rises to a level that denies or limits a student's ability to participate in or benefit from the educational program of the University. For example, the repeated sabotaging of female graduate students' laboratory experiments by male students in the class could be the basis of a violation of this Policy. Winthrop will respond to such harassment in accordance with the standards and procedures described in this Policy. In assessing the totality of the circumstances to determine whether a violation of this Policy occurred, incidents of gender-based harassment combined with incidents of sexual misconduct could create a hostile learning environment, even if neither the gender-based harassment alone nor the sexual misconduct alone would be sufficient to do so.

ADDITIONAL DUTY IN REPORTING CHILD ABUSE

Any faculty, staff, or student employee who suspects or has any concern regarding child abuse or neglect should report this information promptly to his/her Department Head, the Department of Human Resources, the Dean of Students, the Campus Police or other law enforcement authority, or Executive Officers. University officials who receive such reports shall consult with the University's Chief of Police who will determine the University's duty under the circumstances and, if determined appropriate, will assist in contacting the proper external authorities.

FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location

(on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report.

This report helps to provide the community with a clear picture of the extent and nature of campus crime and to ensure greater community safety. Mandated federal reporters include: student affairs staff, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories), and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

FEDERAL TIMELY WARNING REPORTING OBLIGATIONS

Victims of sexual misconduct should also be aware that University administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

SERVICES AVAILABLE TO STUDENTS

On-Campus Resources	
Campus Police	323-3333
Victim Services Coordinator	323-2206
Dean of Students Office	323-4503
Health Services	323-2206
Counseling Services	323-2233
Residence Life	323-2223

POLICY PROMULGATION

This Policy "must be widely distributed to all students, employees, applicants for admission and employment, and other relevant persons" (OCR, DCL, April 2011). As such it is posted on the Winthrop web sites under Student Handbook, Campus Police, Student Life, and Student Affairs.

SC CAMPUS SEXUAL ASSAULT INFORMATION ACT AND TITLE IX

This Policy may also be referred to as the University's Sexual Assault Policy, as required by S.C. Code Ann. §59-105-40, and is the University's student grievance procedures for the resolution of sex discrimination complaints as required by Title IX.

TITLE IX

Title IX of the Education Act Amendments of 1972 provides, with limited exception, that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." (20 U.S.C. §1681). Sexual misconduct is a form of sex discrimination prohibited by Title IX.

TITLE IX COORDINATOR

The Title IX Coordinator is the Winthrop employee who is responsible for coordinating Winthrop's compliance with Title IX. The Title IX Coordinator's responsibilities include overseeing all complaints of sex discrimination and identifying and addressing patterns or systemic problems that arise during the review of such complaints.

Winthrop University has designated Dr. Kimberly Faust, Executive Assistant to the President and Secretary to the Board of Trustees, to serve as the Title IX Coordinator to oversee compliance with Title IX. All incidents of sexual misconduct involving students that are reported to the University will be reviewed by the Title IX Coordinator.

Students who believe they have experienced sexual misconduct or have questions about sex discrimination may contact:

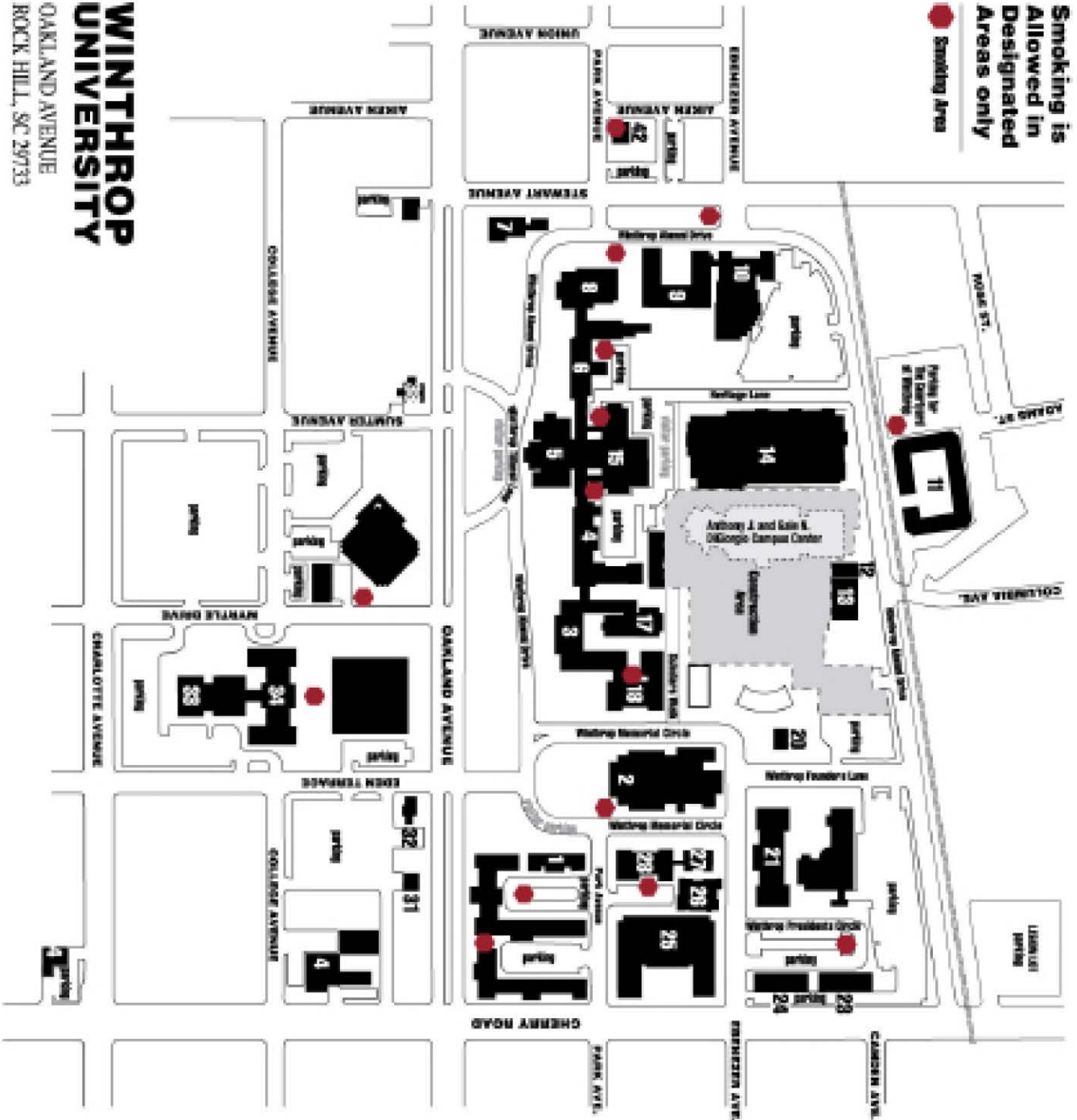
Dr. Kimberly Faust
Executive Assistant to the President and Secretary to the Board of Trustees
114 Tillman Hall
Office: 803/323-2225
Fax: 803/323-3001
faustk@winthrop.edu

or the US Department of Education, Office for Civil Rights at

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 877-521-2172
Email: OCR@ed.gov

Smoking Area Map

Smoking is Allowed in Designated Areas only



WINTHROP UNIVERSITY
OAKLAND AVENUE
ROCK HILL, SC 29733

Key to Buildings

- 1 Joyce Hall and the Inn at Winthrop
- 2 Barnes Auditorium
- 3 Bancroft Hall
- 4 Margaret Nease Hall
- 5 Tillman Hall
- 6 McLaurin Hall
- 7 President's House
- 8 Burdette Building
- 9 Rooddy Apartments
- 10 Johnson Hall
- 11 Caswell at Winthrop
- 12 Facilities Management Office
- 13 Central Energy Plant
- 14 Lois Rhawn West Health, Physical Education and Wellness Center
- 15 McHyde Hall
- 16 Crawford Building
- 17 Glenda Norman and Charles Jerry Owen Hall
- 18 Ripard Hall
- 19 Conservatory of Music
- 20 Lamb Chapel
- 21 Sun Science Building
- 22 Life Sciences Building
- 23 Washford Hall
- 24 Richardson Hall
- 25 Thurston Hall
- 26 Vestan Messer Carroll Hall
- 27 Macfar Hall
- 28 Thurmond Building
- 29 Lee Walker Hall
- 30 Riegle Hall
- 31 Ward House
- 32 Stewart House
- 33 Student Activity Center
- 34 Withers/W.T.S. Building
- 35 Ida Jane Deans Library
- 36 Dinkins Student Center
- 37 Good Building
- 38 Spikes House
- 39 Sellers House
- 40 Operations Center
- 41 The Bookroom
- 42 Canterbury House

Core Commitments: Educating Students for Personal and Social Responsibility

1. ACHIEVING EXCELLENCE:

Developing a strong work ethic and consciously doing one's very best in all aspects of college.

2. CULTIVATING PERSONAL AND ACADEMIC INTEGRITY:

Recognizing and acting on a sense of honor, both by being honest in relationships and by upholding academic honor codes.

3. CONTRIBUTING TO A LARGER COMMUNITY:

Recognizing and acting on one's responsibility to the educational community, the local community, and the wider national and global society.

4. TAKING SERIOUSLY THE PERSPECTIVES OF OTHERS:

Recognizing and acting on the obligation to inform one's own judgment; relinquishing a sense of entitlement; and engaging diverse and competing perspectives as a resource for learning, citizenship, and work.

5. REFINING ETHICAL AND MORAL REASONING:

Developing moral reasoning in ways that incorporate the other four responsibilities and using such reasoning in learning and in life.

University Level Competencies

Competency 1: Winthrop graduates think critically and solve problems.

Winthrop University graduates reason logically, evaluate and use evidence, and solve problems. They seek out and assess relevant information from multiple viewpoints to form well-reasoned conclusions. Winthrop graduates consider the full context and consequences of their decisions and continually reexamine their own critical thinking process, including the strengths and weaknesses of their arguments.

Competency 2: Winthrop graduates are personally and socially responsible.

Winthrop University graduates value integrity, perceive moral dimensions, and achieve excellence in their work. They take seriously the perspectives of others, practice ethical reasoning, and reflect on experiences. Winthrop graduates hold a sense of responsibility to the broader community and contribute to the greater good.

Competency 3: Winthrop graduates understand the interconnected nature of the world and the time in which they live.

Winthrop University graduates comprehend the historical, social, and global contexts of their disciplines and their lives. They also recognize how their chosen area of study is inextricably linked to other fields. Winthrop graduates collaborate with members of diverse academic, professional, and cultural communities as informed and engaged citizens.

Competency 4: Winthrop graduates communicate effectively.

Winthrop University graduates communicate in a manner appropriate to the subject, occasion, and audience. They create texts – including but not limited to written, oral, and visual presentations – that convey content effectively. Mindful of their voice and the impact of their communication, Winthrop graduates successfully express and exchange ideas.

Dedication for Excellence

As a member of the Winthrop Community, I agree to dedicate myself to the pursuit of intellectual, cultural, personal, and social growth.

To demonstrate commitment to future excellence and achievement at Winthrop University, I affirm the following:

Academic Integrity

I will dedicate myself to the pursuit of knowledge and truth with honesty, integrity and accountability for my decisions and behavior.

Freedom of Speech

I will recognize that I can exercise the full range of my freedom of speech and will respect the rights of others to express themselves as guaranteed by the First Amendment of the Constitution of the United States.

Personal Responsibility

I will assume full responsibility for myself in all respects: for my actions, thoughts, personal growth, and development.

Global and Cultural Diversity

I will value diverse cultural perspectives as well as value all individuals for the creativity, achievements, and contributions each brings to our community.

Consideration of Others

I will demonstrate a concern for the welfare and rights of others and I will respect the dignity of all persons.

Social Responsibility

I will actively contribute to my community through service and leave Winthrop and our world a better place for my having been here.

Civic Engagement

I will acknowledge that participation is vital to democracy and will be an informed citizen and voter.

Environmental Responsibility

I will recognize the importance of environmental stewardship and will acknowledge the ecological and aesthetic consequences of my actions for future generations.

*Adopted April 1994 by Student Governance
Amended, 2011 by the Council of Student Leaders*