

# SCSL Digital Collections

## USC Salkehatchie student handbook 2019-2020

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# USC Salkehatchie Student Handbook

2019-2020

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# USC Salkehatchie

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Dear USC Salkehatchie Student:

At USC Salkehatchie, we pride ourselves on having a family atmosphere. The USC Salkehatchie Faculty, Staff and Administration would like to take this opportunity to welcome you into its family. We are glad you chose us and sincerely hope that your experience with us will be a great one.

This student handbook was designed with you in mind to help you make the transition from high school to college. There is a wealth of information inside that will guide you through the stages of college life at USC Salkehatchie. Please take time to review the contents of this handbook and keep it handy for future reference.

Please feel free to stop by any office on campus if you have a question or concern. We are willing to listen and are here to help you. Good luck in your educational endeavors.

Sincerely,

Jane T. Brewer  
Associate Dean for Student Affairs



## History of USC Salkehatchie

USC Salkehatchie was established in 1965 as a regional center of the University of South Carolina because of local civic commitment initiated by residents from Allendale, Bamberg and Hampton counties who organized a movement to create a regional campus in 1964. The General Assembly of South Carolina responded to this momentum by creating the Western Carolina Higher Education Commission, which is composed of two representatives from each of the participating counties. Barnwell County joined the compact three years later, followed by Colleton County in 1984.

The commission contracted with the University's Board of Trustees to provide the facilities for a University center, while the University provided administrative and academic support. The center was named Salkehatchie after the river that runs through all five counties that support the campus.

An unused elementary school in Allendale provided the first building for the new campus, and the academic program was initiated in the fall of 1965, with eight part-time faculty and 76 students. Student enrollment nearly doubled the following school year. When it appeared that enrollment might decrease, political support was mobilized by community residents who persuaded the legislature to provide monies to eliminate the initial operating deficit. Several measures were taken by the University to strengthen the regional campuses throughout the system and, with the appointment of a regional provost, administration was improved. Campus directors were given power to formulate budgets, and the state legislature began to provide a per-student contribution.

Thus, the task of increasing student enrollment was successfully undertaken, with student numbers increasing in succeeding years. Today nearly 1200 students enroll yearly at the campus. The first non-University review of the campus came in 1968, when the Southern Association of Colleges and Schools visited Salkehatchie in the fall for an accreditation visit. The committee expressed a generally positive view of the efforts being made to develop both the program and the facilities at the new institution and recommended increasing the number of full-time faculty rather than relying on part-time faculty to teach the increasing numbers of students enrolling annually.

The expansion of facilities began in June 1972 when the Allendale Hut Complex, composed of two historic log cabin structures erected during the WPA movement, was deeded to the campus by Allendale County. USC Salkehatchie now owns homes and other buildings adjacent to Spruce Hall that now house faculty and other offices. To provide for future expansion, the campus commission purchased 65 acres of adjoining land in February 1975. A master plan has been developed for future expansion of the campus. The Science and Administration Building is located on the 65-acre tract and has been available for classes since the fall 1981 semester. In 1983 the campus added the Salkehatchie Civic Arts Center which was renovated into the Carolina Theatre in 2013. In 1991, a 29,500 square-foot Library and Academic Support Building, which

opened for use in fall 1992, was constructed next to the Science and Administration Building in the central part of campus. Also, in 1991, the Sarah T. Winthrop Foundation donated an additional 94 acres adjacent to the original location, bringing the current holdings to over 200 acres.

Beginning in 1978, USC Salkehatchie reached out to Walterboro by offering six courses there for the convenience of Colleton County residents. Today, nearly 100 courses are offered each semester, enabling residents of that area to work toward associate degrees. In the fall of 1982, the former Walterboro High School building and support facilities became vacant, allowing Salkehatchie to establish a permanent second location to its campus holdings. In 1991 the campus commission purchased additional acreage, providing a permanent site for USC in the historic district of downtown Walterboro. In 2003 Colleton County gave two additional buildings, adjacent to the campus, to USC Salkehatchie allowing for more expansion.

The growth of USC Salkehatchie can also be seen in the expansion of its curricula. New areas of study have been added over the years, including applied professions, education, criminal justice, geography, music, physical education, nursing and computer science. The University recognized the development of the academic program in June 1973 when it granted the campus the power to confer associate degrees.

Salkehatchie is proud of its contributions to the communities that supports it. An outreach program offers courses in local high schools for academically talented seniors. An evening program of courses was begun in September 1976 with ten classes, but community response resulted in the rapid expansion of the evening program. Since 1965 USC Salkehatchie has provided opportunities in higher education to thousands of students who might otherwise have missed the chance for a college education. As the campus has grown, so has its educational, cultural, and economic impact on the community. Today the campus boasts an internationally and culturally diverse faculty dedicated to providing quality educational experiences to students.

USC Salkehatchie is also committed to the economic growth and development of its five-county service area. The USC Salkehatchie Leadership Center opened in 1998 as a result of the cooperative effort of the University of South Carolina, the Allendale County Chamber of Commerce, BellSouth, South Carolina State University, Clemson University, U.S. Rural Development, the S.C. Commission on Minority Affairs, the S.C. Department of Commerce, the S.C. Downtown Development Association, and Leadership South Carolina. The mission of the center is to provide programs for leadership development and to serve as a catalyst for community and economic development in the region. The center has been instrumental in generating grant funding for county programs and providing leadership training for county officials and citizens of the area.

## Carolinian Creed

The community of scholars at the University of South Carolina is dedicated to personal and academic excellence.

Choosing to join the community obligates each member to a code of civilized behavior.

### As a Carolinian...

*I will practice personal and academic integrity;*

*I will respect the dignity of all persons;*

*I will respect the rights and property of others;*

*I will discourage bigotry, while striving to learn from differences in people, ideas and opinions;*

*I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.*

Allegiance to these ideals requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.

# General Education Goals

General education is the set of fundamental skills (reading, writing, reasoning, and oral communication), the knowledge, and the capacity for thought needed to pursue further learning, to succeed in chosen fields, and to assume the responsibilities of informed and enlightened citizenship.

## Communication Skills

USC Salkehatchie helps its students read effectively and attain a basic familiarity with the basic texts of Western and other cultures. In the area of writing skills, USC Salkehatchie students work to develop the ability to write effectively for both academic and professional audiences. In addition, USC Salkehatchie helps its students learn to listen critically and speak effectively before a group.

## Critical Thinking

USC Salkehatchie helps its students acquire analytical reasoning abilities and exercise informed value judgments. USC Salkehatchie students also work to develop mathematical and/ or computational skills.

## Cultural Literacy

USC Salkehatchie strives to give its students an understanding of the history and culture of Western civilization as well as provide some exposure to other cultures. USC Salkehatchie also recognizes the centrality of science and technology to modern culture; therefore, USC Salkehatchie students also are offered opportunities to increase their understanding and familiarity in these crucial subject areas.

## Student Development

USC Salkehatchie supports the intellectual, personal, physical, and social development of students, in recognition of the critical interdependency of all these areas. By providing opportunities for productive interaction with students, faculty, and staff, USC Salkehatchie helps students develop a spirit of curiosity, integrity, and confidence in planning and pursuing academic, career, and personal goals.

# Academic Calendar

## Fall 2019

Date	Event or Deadline
<b>August 22, Thursday</b>	Classes Begin
<b>August 28, Wednesday</b>	Last day to change/drop a course without a grade of "W" being recorded
<b>September 2, Monday</b>	Labor Day Holiday (no classes)
<b>October 10 - 11, Thursday – Friday</b>	Fall Break (no classes)
<b>October 15, Monday</b>	Midpoint in Semester
<b>October 15, Monday</b>	Last day to apply for December graduation
<b>November 6, Tuesday</b>	General Election Day (no classes)
<b>November 6, Wednesday</b>	Last day to drop a course or withdraw without a grade of "WF" being recorded (Part of Term 30)
<b>November 27 – December 1, Wednesday – Sunday</b>	Thanksgiving Recess (no classes)
<b>December 6, Friday</b>	Last Day of Classes
<b>December 7, Saturday</b>	Reading Day
<b>December 9 - 16, Monday - Monday</b>	Final Examinations (includes exams on Saturday)

## Spring 2020

Date	Event or Deadline
<b>January 2, Thursday</b>	Campus reopens
<b>January 13, Monday</b>	Classes Begin
<b>January 20, Monday</b>	Dr. Martin Luther King, Jr. Service Day (no classes and offices closed)
<b>January 21, Tuesday</b>	Last day to change/drop a course without a grade of "W" being recorded (Part of Term 30)
<b>March 2, Monday</b>	Last day to apply for May graduation
<b>March 2, Monday</b>	Midpoint in Semester
<b>March 8 – 15, Sunday-Sunday</b>	Spring Break (no classes)
<b>March 28, Saturday</b>	Last day to drop a course or withdraw without a grade of "WF" being recorded
<b>April 27, Monday</b>	Last Day of Class
<b>April 28, Tuesday</b>	Reading Day
<b>April 29 – May 6, Wednesday - Wednesday</b>	Final Examinations (includes exams on Saturday)
<b>May 1, Friday</b>	Commencement exercises at USC Salkehatchie

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# Student Life

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## **Student Life Statement**

An important aspect of university life, sometimes overlooked by students, is the rich opportunity to participate in and contribute to the extracurricular life of the campus. USC Salkehatchie encourages and fosters the growth and development of student organizations, clubs, publications and student activities. Our campus provides the opportunity for every student to make important and noticeable contributions. Your ideas, hard work and participation in student activities on this campus will be visible and deeply appreciated.

### **Commencement and Other Formal Ceremonies**

Commencement is a dignified and formal ceremony that honors students who have earned degrees. The academic costumes worn in the procession and at other formal university occasions trace their origins to those worn by faculty and students at medieval European universities. The costume remains relatively un- changed since the 16th century. The style of the gown, the shape and tassel of the headpiece, and the colors on the hood all denote the wearer's academic heritage.

The headpiece is appropriately worn with the board flat on the top of the head and with the tassel falling from the left quarter of the board. Tassel colors denote the field of discipline in which the wearer's degree was earned. Doctoral tassels are often gold. The soft velvet Tudor cap is also worn by many who hold the doctorate.

The hood is worn falling from the shoulders down the back of the gown in a display of vivid color. It is edged in velvet, which by its color denotes the field of discipline in which the wearer's degree was earned and it is lined in two colors of silk, which represent the college or university from which the degree was earned. Hence, the University of South Carolina hood is lined in garnet and black and edged with the appropriate discipline color.

The University Mace is carried in procession on occasions of outstanding importance, such as commencements, convocations, and formal dedications. The placement of the mace on its stand signals that the proceedings are about to come to order; its retirement indicates the conclusion of the exercises. The Mace is carried in procession by the President of the Student Government and escorted by the University Chaplain and representatives of the Faculty, the Faculty Emeriti, Alumni, the Board of Trustees, and the University community at large. Academic maces are historically regarded as manifestations of the immortal dignity of universities and thus represent the past, present and future.

### **Student Nursing Association**

A student nursing association was organized in the 2008 academic year, and membership is open to any student seeking a degree in nursing. The purpose of the SNA will be to provide nursing majors with information and community service in the field of nursing as well as to keep members informed of changes that may occur in program requirements and deadlines. The SNA also volunteers at community health events. The advisor is April Cone.

## **Student Centers**

The student centers provide recreational services as well as a lounge area where students may eat lunch, study, or chat. The West Campus student center is in the Student Center Building on Highway 301 across from the Original Classroom Building. The East Campus student center is on the Research Building.

## **Wellness Centers**

The wellness centers on both campuses provide the opportunity for students to exercise on campus during posted hours. Hours may vary from semester to semester but are posted on the wellness center doors. The wellness center on the West Campus is located between the softball and baseball fields. The wellness center on the East Campus is in Student Commons and Conference Center.

## **International Student Organization**

An international student organization was founded to provide support and social activities for international students on the USC Salkehatchie Campus. Besides international students, anyone with an international background or who is interested in international culture is welcome to join. The advisor is Dr. Wei-Kai Lai.

## **History Club**

A history club was formed to promote the discussion of history and to provide presentations and programs from a historical perspective. The group meets twice monthly and is open to any interested students. The advisor is Dr. Sarah Miller.

## **Fencing Club**

Dr. David Hatch and Dr. Francis Burns are the advisors for the USC Salkehatchie Fencing Club. Interested students can meet with the club to learn the basics of footwork and sword work for fencing.

## **Fellowship of Christian Athletes**

Fellowship of Christian Athletes has been challenging coaches and athletes on college campuses to use the powerful medium of athletics to impact the world for Jesus Christ. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ. The Campus Ministry is a certified ministry that is comprised by student-athletes, sponsored by coaches, supported by staff, established on our college campuses and meets on a regular basis. The advisor is Jake Williams.

## **Competitive Bass Fishing Team**

Students interested in competing as a bass fisherman should contact Coach Todd Padgett for more information on joining the team. The team will begin competitions in fall 2018.



## **Chartering a New Student Organization**

Organizations that wish to use University facilities and privileges must be officially recognized through a procedure administered by the Director of Student Activities. The chartering of new student organizations, applications for funding and use of campus facilities are made during the fall and spring semesters through the Office for Student Activities and voted on by the Student Government Association. Recognition is obtained by submitting completed registration forms, membership lists and a constitution.

# Student Government Association

## 2 Campuses, 1 SGA

A total of 29 students from two houses (one in Allendale and one in Walterboro) make up the SGA. Each house is comprised of a vice president, a secretary, a treasurer, a parliamentarian, and 10 senators, all united under one president.

As a member of SGA, you will represent your fellow students' ideas or concerns during: Weekly meetings with your house and formal meetings with the entire SGA and school administration.

You will also serve as a student ambassador for both your campus and USC Salkehatchie at local and statewide events.

## Social Events

SGA isn't all work and no play! SGA members plan and participate in various picnics, charity fundraisers, and seasonal parties throughout the year.

From blood drives and car washes to tailgate bashes and oyster roasts, SGA makes student life a lot more fun!

## Salk Talk

Salk Talk, the weekly student-oriented newsletter for USC Salkehatchie, is packed with information on upcoming SGA events and elections.

## Elections

Officers are elected in the spring. Senators are elected in the fall so that incoming freshmen can participate. Voting is held in the campus bookstores during the day and in the Libraries at night.

The USC Salkehatchie Student Government Association is looking for motivated students to make a difference on your campus! If you want to run, pick up an application in the student center on either campus.

If you are:

- interested in being a liaison between the University administration and the student body;
- interested in planning social activities and fundraisers;
- interested in representing your campus at local and state-wide events;
- a born LEADER ...

Contact Eric Simpkin for more information by emailing [ESIMPKIN@mailbox.sc.edu](mailto:ESIMPKIN@mailbox.sc.edu).

# SGA Constitution

CONSTITUTION  
STUDENT GOVERNMENT ASSOCIATION  
UNIVERSITY OF SOUTH CAROLINA SALKEHATCHIE CAMPUS

PREAMBLE

We, the students of the University of South Carolina Salkehatchie Campus, in order to conduct student affairs in an efficient, orderly, and systematic manner; to define clearly the powers and responsibilities of the students; to secure for ourselves training and experience in self-government; and to provide an organizational framework through which our efforts for a better institution may be directed, do hereby ordain and establish this constitution for the Student Government of the University of South Carolina Salkehatchie Campus.

ARTICLE I. THE ESTABLISHMENT OF STUDENT GOVERNMENT

**Section 1. Name**

The name of this organization shall be the Student Government Association of the University of South Carolina Salkehatchie Regional Campus.

**Section 2. Jurisdiction**

All full or part-time students registered at the University of South Carolina Salkehatchie Campus shall be a member of the Student Body and shall be subject to this constitution and its bylaws, the Student Government Association Statutes.

**Section 3. Franchise**

Only students registered at the University of South Carolina Salkehatchie Campus shall be entitled to vote in the special and general elections of the Student Government Associations

ARTICLE II. THE LEGISLATIVE DEPARTMENT

**Section 1. Name**

All legislative powers herein granted shall be vested in a dual Student Senate.

**Section 2. Composition**

The Student Senate shall consist of two Houses. One of which shall be in Allendale, and the other existing in Walterboro. The individual Houses shall each consist of the following: a vice president, a secretary, ten senators, and an additional senatorial seat for every 50 FTE students at the respective location. The Vice President of each House shall be President of the House and preside over each individual House meetings. The Vice President shall have no vote unless they are equally divided. In the case that there may be any future additional locations added to the USC Salkehatchie campus, each location shall have a house with the same functions and structure as the two present houses.

**Section 3. Meeting and Quorum**

The Student Senate shall convene at least once a month. Three-fifths of the Student Senate shall constitute a quorum. A quorum is necessary before the Student Senate can conduct business. The General Session shall convene four times per year. These meetings shall be in September, December, February, and April. The first meeting shall be at the location of the President’s enrollment. All other General Session meetings shall rotate in location.

**Section 4. Duties and Powers**

The Student Senate shall have the power to pass any laws that shall be necessary and proper for carrying into execution this constitution in order to conduct an efficient Student Government Association and Study Body. A three-fourth vote of the Student Senate shall override a presidential veto.

The Student Senate shall establish its own rules and procedures for conducting business. The Student Senate shall have the sole power to bring impeachment proceedings against an official of the Student Government Association who has exceeded the powers granted to the office by the Constitution.

ARTICLE III. THE EXECUTIVE DEPARTMENT

**Section 1. Composition**

The executive offices shall consist of the following:

Student Government President, Executive Secretary, Executive Treasurer, and the Vice Presidents of each Salkehatchie location.

**Section 2. Duties and Powers of President**

The President shall act as the official representative of the Student Body in all matters pertaining to the students.

The President may initiate legislation in the Student Senate and shall have the right to enter in the debate on said legislation. On all other matters, the President must receive the approval of the Student Senate to enter the debate.

The President shall have no vote in the Student Senate.

The President shall have the right to appoint persons to represent the Student Government Association in any official capacity relating to student activity.

The President may call special sessions of the Senate.

The President shall deliver a State of the Campus address during the first general session of the Student Senate each semester.

The President’s signature is necessary for a bill, passed by the Senate, to become law. The President must act on all bills in either the affirmative or negative within five days from the time

they are presented to the President by the Senate.

The President shall assume all powers and responsibilities pertaining to the office necessary to carry out the faithful execution of this constitution and the laws of the Student Senate.

**Section 3. Duties and Powers of Vice Presidents**

Should the President be temporarily or permanently vacated from their position, the Vice President of the same location as the President shall fulfill his/her duties.

The Vice President shall be the presiding officer of the House Senate.

The Vice President shall assume all powers and responsibilities upon his/her election to office.

**Section 4. Duties and Powers of Executive Secretary**

The Executive Secretary shall take and maintain the official roll and minutes of all general session meetings of the Student Government Association.

The Executive Secretary shall maintain an archive, in which shall be placed an official copy of all laws, minutes of the Student Government Association general session meetings, all official correspondence, as well as all other pertinent reports.

The Executive Secretary shall be authorized to organize and train secretariat to assist in the performance of duties subject to the approval of the Executive Committee.

The Executive Secretary shall perform any other duties assigned by the President pertaining to the office.

**Section 5. Duties and Powers of Executive Treasurer**

The Executive Treasurer shall record all receipts, expenditures, and appropriations of the monies of the Student Senate of Salkehatchie Campus.

The Executive Treasurer shall be responsible for depositing all proceeds included in USCS student activity account.

These records shall be public and subject to be audited by the Treasurer of the University of South Carolina or their appointed representative at any time.

The Executive Treasurer shall present a statement to account for Student Government Association income and expenses to the Student Government at the last regular meeting of the fall and spring semesters.

The Executive Treasurer shall have access to financial records of any organization that receives or requests money from the Students Government Association.

The Executive Treasurer shall perform any other duties germane to the office assigned by the President.

**Section 6. Terms of Office**

The President and Vice Presidents shall hold office for one calendar year. They shall assume their respective offices on the last day of the spring semester.

The Secretary and Treasurer shall hold office for two semesters, beginning in the fall semester. They shall assume their respective offices on the day following the fall term elections and end their term on the last day of the spring semester.

ARTICLE IV. DUTIES OF THE HOUSE MEMBERS

**Section 1. Duties of the House Secretary**

The House Secretary shall take and maintain the official roll and minutes of the Student Government Association House meeting.

The House Secretary shall maintain an archive, in which shall be placed an official copy of all laws, minutes of the Student Government Association House meetings, all official correspondence, as well as all other pertinent reports.

The House Secretary shall record all receipts, expenditures, and appropriations of the monies of the House.

ARTICLE V. LIMITATIONS OF POWER

**Section 1. Non-Student Rights**

The powers of the Student Government Association, as herein set by this constitution, are solely meant to facilitate the work of said Student Government and in no way do abridge the powers or rights of the faculty or administration of this institution or the Western Carolina Higher Education Commission.

**Section 2. Student Government Association Limitations**

Officers serving in the Student Government Association shall be bound by the duties of the offices they hold and the authority of said officers shall not exceed in any way the power vested in that office by this constitution.

**Section 3. Speakers** Any speaker, invited or uninvited, must be cleared through the Associate Dean for Student Services before addressing any portion of the Student Body.

ARTICLE VI. ELECTION PROCEDURES

**Section 1. Time of Election**

The President, two Vice Presidents, Executive Secretary, and Treasurer shall be elected in the spring semester. The time of the spring election shall be determined by the outgoing Student Government Association.

**Section 2. Petitions**

To run for any office created by this constitution, a student must inform the current officers of his/her intention to run for office.

**Section 3. Qualifications**

The officers elected to fill the offices created by this constitution must be full-time students and must be in good standing with the University at the time of their election. A minimum grade point ratio of no less than 2.30 shall be necessary to become President or Vice President of the Student Government Association. This standard shall not apply to either the Executive Secretary or the Executive Treasurer of the Student Government Association.

**Section 4. Elections**

All constitutional officers created in this constitution, with the exception of the appointed officers, shall be elected by the entire student body of the campus hosting that office for the coming year.

All elections shall be decided by simple majority vote. A simple majority vote to mean one vote more than the opposition.

Vacancies in the executive department shall be filled by special election called by the President. Vacancies in the individual Houses shall be filled by special election called for by the respective Vice President.

The President and the Executive Secretary shall represent the same location. The Treasurer shall represent the alternate location. These three offices shall rotate annually between the two locations. The rotation process shall begin with the oldest existing location.

**Section 5. Termination of Office**

The terms of all constitutional officers shall terminate the last day of the spring semester, with the exception of the incoming President and two Vice Presidents who shall take office on that day.

**Section 6. Dual Office Holding**

No one shall hold two or more offices within the Student Government Association.

**Section 7. Election Returns**

The President of the Student Body, the dean of the Campus, and one faculty member, chosen by the dean, shall be the official counters for all Student Elections.

**ARTICLE VII. STUDENT RIGHTS**

All students coming under the jurisdiction of this constitution shall have the right to petition the administration or Student Government Association for a redress of grievances. Said petition shall be acted upon as is deemed appropriate by the body petitioned.

## ARTICLE VIII. CHARTERING OF CLUBS

### **Section 1. Requirement**

All service, social, academic, and extra-curricular clubs must receive a charter from the Student Government Association. No club shall be allowed to function at either campus unless it has received a charter.

### **Section 2. Applications**

All applications for charters must include the following information:

- Name of club
- Detailed purpose of the club
- Organization structure
- Adherence to alcohol policy of institution
- The names of potential members

### **Section 3. Fees**

A five-dollar non-refundable deposit and a one-dollar renewal fee must be placed on deposit in the USC Salkehatchie Activity Account by the chartered group.

## ARTICLE IX. BUREAU OF THE BUDGET

### **Section 1. Composition**

The Bureau of the Budget shall consist of the President and Treasurer of the Student Government Association, and the Director of the institution or their appointee.

### **Section 2. Duties**

The Bureau shall have the sole power to formulate the budget of the Student Activity Fund for the academic year.

### **Section 3. Approval**

The Student Government President shall present the budget to the Student Senate for its approval. Approval by the Student Senate is necessary before the budget shall become binding.

## ARTICLE X. AMENDING OF CONSTITUTION

### **Section 1. Petition**

A petition signed by no less than 20 percent of the Student Body shall be necessary before an amending bill may be brought before the Student Government.

### **Section 2. Student Senate Ratification**

A two-thirds vote of the Student Government shall be necessary for any petition presented to it to have the approval of the Student Government. All petitions for amendments must have this Student Government approval to proceed with ratification.

### **Section 3. Student Body Ratification**

After a petition has been presented to the Student Government and received Student Government approval, it must then be presented to the Student Body for its approval. Approval



of the Student Body shall be defined as a simple majority vote of said body. All petitions must meet Student Body approval.

After the Student Body has ratified the petition it shall become an integral part of this constitution.

#### ARTICLE XI. RATIFICATION OF CONSTITUTION

**Section 1. Electors**

Only students of the Salkehatchie Campus shall be electors for the ratification of this constitution.

**Section 2. Voting**

Each elector shall have one vote and a majority vote of the electors is necessary for ratification.

**Section 3. Date**

This constitution shall come into effect on the day the electors have ratified this document as the Constitution for the University of South Carolina Salkehatchie Campus.

# Salkehatchie Student Ambassadors

The USC Salkehatchie Student Ambassadors program is a group of highly dedicated students that serve and represent the university on campus and in the community. The Student Ambassador role is to assist Enrollment Services with their recruiting efforts. The task of the ambassador will include representing the USC Salkehatchie University using their various talents in parades, recruiting events, speaking engagements, and serving as guides on campus tours.

In order to be a USC Salkehatchie Student Ambassador, a student must:

- Be enrolled full-time with at least a 3.0 GPA, having completed one semester at USC Salk.
- Be recommended by a faculty member
- Have good leadership and excellent interpersonal skills
- Show great pride and enthusiasm about USC Salkehatchie

Even though serving as an USC Salkehatchie Student Ambassador is a voluntary position, it is also quite rewarding. The Ambassadors will receive Salkehatchie polo shirts and t-shirts. Other perks may include tickets to Gamecock football games, bowling trips, etc. These perks are awarded based on a merit system.

Interested students should contact Rashida Warren on the Allendale campus or Sabrina Padgett on the Walterboro campus. Applications are accepted year-round. However, USC Salkehatchie Student Ambassadors are selected at the end of the spring semester each year.

# USC Salkehatchie Faculty Organization Standing Committees

The following is a list of the standing committees of the faculty organization at USC Salkehatchie. The committees marked by \*\* are committees which include student representation. Student representatives are appointed by the Dean of the Campus.

Academic Affairs\*\*  
Academic Council  
Admissions and Petitions  
Awards Day and Commencement\*\*  
Budget  
Community Needs\*\*  
IT/Computer Curriculum Committee\*\*  
Financial Aid  
Greater USC Faculty Senate  
Library\*\*  
Provost's Academic Advisory Council  
Recruitment\*\*  
Retention\*\*  
Regional Campuses Faculty Senate  
Regional Campuses Tenure & Promotion  
Scholarship\*\*  
USC Salkehatchie Faculty Rights & Responsibilities  
USC Salkehatchie Tenure & Promotion Committee  
Welfare & Grievance

# Athletics

USC Salkehatchie competes in six sports through Region X of the National Junior College Athletic Association. The mascot is the Indian and the school colors are garnet and gold. Be sure to check the USC Salkehatchie Athletic web site for schedules and athletic news at [www.uscsalkathletics.com](http://www.uscsalkathletics.com).

## USC Salkehatchie Baseball

The USC Salkehatchie baseball field is located in the athletic complex on the West Campus. While there is an abbreviated fall game schedule, the official baseball season begins in the spring. For more information, contact Coach Jeremy Joye, 803-812-7343.

## USC Salkehatchie Softball

The USC Salkehatchie softball field is located in the athletic complex on the West Campus. The official softball season begins in the spring. For more information, contact Coach Kenneth Bellamy, 803-812-7455 or at [kbellamy@mailbox.sc.edu](mailto:kbellamy@mailbox.sc.edu).

## USC Salkehatchie Soccer

The USC Salkehatchie men's and women's soccer teams' field is located in the athletic complex on the West Campus. For more information, contact Coach Bill Glass, 803-812-7356 or at [waglass@mailbox.sc.edu](mailto:waglass@mailbox.sc.edu).

## USC Salkehatchie Golf

USC Salkehatchie will begin both men's and women's golf teams in fall 2019. Interested golfers should contact Coach Robby Thomas at [Robertlt@mailbox.sc.edu](mailto:Robertlt@mailbox.sc.edu) or 803-812-7348.

## USC Salkehatchie Men's Basketball

The USC Salkehatchie men's basketball team plays in the gym on the East Campus. For more information, contact Coach Jake Williams, 843-782-8616 or at [williaj@mailbox.sc.edu](mailto:williaj@mailbox.sc.edu).

## USC Salkehatchie Women's Basketball

The USC Salkehatchie Women's basketball team plays in the gym on the East Campus. For more information, contact Coach Glen Mayo, 843-782-8678 or at [mayog@mailbox.sc.edu](mailto:mayog@mailbox.sc.edu).

## USC Salkehatchie Women's Volleyball

The USC Salkehatchie Women's volleyball team plays in the gym on the East Campus. For more information, contact Coach Drew Alewine, 843-782-8619 or at [dalewine@mailbox.sc.edu](mailto:dalewine@mailbox.sc.edu).

**Note:** USC Salkehatchie Athletics has a policy of not signing transfer waivers for athletes who transfer to other junior colleges to play sports if those other junior colleges are rival schools in Region X. Athletes should be aware of this before making plans to transfer.

## Gamecock Football Tickets

As part of the University of South Carolina family, full-time students at USC Salkehatchie can experience college football at its finest. The Salkehatchie Business Office has a limited number of regular season home game Gamecock football tickets for USC Salkehatchie students to purchase.

### 2019 Gamecocks Football Schedule

<b>Date</b>	<b>Opponent</b>	<b>Location</b>
8/31/19	North Carolina	Charlotte, North Carolina
9/7/19	Charleston Southern	Columbia, South Carolina
9/14/19	Alabama	Columbia, South Carolina
9/21/19	Missouri	Columbia, Missouri
9/28/19	Kentucky	Columbia, South Carolina
10/12/19	Georgia	Athens, Georgia
10/19/19	Florida	Columbia, South Carolina
10/26/19	Tennessee	Knoxville, Tennessee
11/2/19	Vanderbilt	Columbia, South Carolina
11/9/19	Appalachian State	Columbia, South Carolina
11/16/19	Texas A&M	College Station, Texas
11/30/19	Clemson	Columbia, South Carolina

# Campus Shop

The USC Salkehatchie Campus Shop is open Monday through Friday from 8:30 am to 5:00 pm. During the first week of classes, the campus shop is open Monday through Thursday 8:30 am to 6:00pm and Friday 8:30 to 5:00. We offer snacks, lunch items, coffee and soft drinks to get you through the day. If you're looking for something to show your school spirit, you'll find both Salkehatchie merchandise as well as Gamecock merchandise. Come by and check us out. We're constantly adding new items to our inventory.

## Textbooks

A brand-new start to a better future! You've completed your class schedule and now it's time to purchase your textbooks. Here are a few tips to follow this semester when you buy your books:

**BUY EARLY!** Buying your course materials early means first choice of used books and rentals which could result in significant cost savings. You may also make a good impression on your professors if you show up with everything you need from the start!

## Return Policy

A receipt dated within 15 days is required for all textbook returns and exchanges.

1. For a full textbook refund, you must return merchandise in its original purchase condition with a dated receipt.
2. Merchandise must be received in store within 15 days of the receipt date.
3. Shrink wrapped books must be returned new, unopened and contain all original packaging and accessories.
4. A form of ID may be required, including student id or driver's license.
5. Refunds for credit card purchases will be credited back to the card. Any third-party checks (i.e. financial aid) will be credited back to the account; no refund is due to the customer.
6. You must drop the course, withdraw from classes, or be unable to get into a class to return textbooks.

## Book Buy Back

Book buy back is held during the Fall and Spring semesters and generally scheduled for the last two days of exam week.

# Meal Plans

## Allendale County Hospital Student Meal Plan

In partnership with USC Salkehatchie, Allendale County Hospital will have meal plans available for any student wishing to utilize the hospital's meal service. Below is some information about how the plan works.

- Allendale County Hospital will have wallet sized meal cards available for purchase
- The "breakfast" meal plan will include 20 meals for \$50/card.
- The "lunch" meal plan will include either 20 meals for \$100/card or 10 meals for \$50/card.
- The "combination" meal plan will include 10 breakfast meals and 10 lunch meals for \$75/card.
- The breakfast meals for \$2.50 will include one meat and two sides (grits, eggs, biscuit, toast, etc.) and a drink
- The lunch meals for \$5.00 will include one meat, three sides and a drink
- If the student wishes to purchase additional food items they can do so with cash or credit card
- The meal cards can be purchased at the hospital with a check, cash, or credit/debit card
- Once issued, the hospital will not be responsible for re-issuing lost or stolen cards

### Location:

1787 Allendale-Fairfax Hwy  
Fairfax, SC

### Hours:

Breakfast: 6:45 am - 9:00 am

Lunch: 11:00 am - 1:30 pm

*(Closed to the public on Saturday)*

If you have questions about the plan, need additional information, or would like to purchase a meal card please call (803) 632-3311 extension 225.

## **Colleton Medical Center Student Meal Plan**

In partnership with USC Salkehatchie, Colleton Medical Center will have meal plans available for any student wishing to utilize the hospital's meal service. Below is some information about how the plan works.

- Plans starting at \$50 for 10 meals valued at \$5 per meal.
- Meal plans can be purchased through the Colleton Medical Center Cafeteria or by calling 843-782-2695.

### **Location:**

Colleton Medical Center  
501 Robertson Blvd.  
Walterboro SC, 29488

### **Hours:**

#### **Monday- Friday**

Breakfast: 7:30am - 8:30am

Lunch: 11:00am - 2:00pm

Dinner: 4:30pm - 6:00pm

#### **Saturday-Sunday**

Lunch: 11:00am - 1:00pm

### **Contact Information:**

Director of Food Services:

Phone: 843-782-2695

Chef Manager:

Phone: 843-782-2693

Clinical Nutrition Manager:

Phone: 843-782-2692



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# Programs to Help You

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# Opportunity Scholars

## What is Opportunity Scholars?

The Opportunity Scholars Program (OSP) is a TRIO Student Support Services Program at the University of South Carolina Salkehatchie. The program serves 160 low income, first generation, and disabled students on the USC Salkehatchie campus.

The program is free to eligible students and provides the following services to its participants:

**Tutoring:** OSP offers one on one and group tutoring in such subjects as mathematics, English, history, and science. Additionally, OSP encourages student study groups for students in these subject areas.

**Advising:** Every OSP student is eligible to receive academic, financial, and career advisement on an individual basis. Students' schedules, progress, and grades are closely monitored each semester. The OSP intervenes to assist students in succeeding in the classroom.

**Academic and Topical Workshops:** OSP hosts workshops to assist students in a variety of topics such as study skills, time management, research papers, and PRAXIS test preparation.

**Student Activities and Cultural Events:** Throughout the year, OSP hosts a diverse range of cultural events and student activities such as campus musical events and travel to culturally significant monuments, museums, and other educational venues.

**Computer Labs:** The OSP has two computer labs at USC Salkehatchie. One is on the West Campus and the other is on the East Campus. All users are asked to abide by OSP Computer Lab Policy.

**Eligibility:** All USC Salkehatchie students are encouraged to apply to the OSP, but because of federal eligibility guidelines, the program is restricted in the number of students served. However, a student who applies to the program will be properly evaluated. Please contact the OSP office for more information on eligibility requirements. 803 -812-7377 for Latoya Robinson in Allendale or 843-782-8610 for Patricia Nesmith or Paris Dubois in Walterboro.

## **OSP Computer Lab Policy**

The following rules must be adhered to by anyone using the OSP computer lab:

Priority is given to currently enrolled USC Opportunity Scholars Program students working on assignments that require computer use.

Disorderly conduct is not allowed. Actions prohibited include sitting on tables, viewing of pornography, computer video game playing, and copying/saving/installing software to the hard drive (C: Drive).

Food, drink, and tobacco products are not allowed in the lab.

Students will adhere to all state laws governing criminal liability and penalties for crimes connected with state computers: theft, trespass, invasion of privacy, forgery, and password disclosure. Unauthorized copying of software and tampering with/destruction of equipment is prohibited.

Students will sign in their name, the date, the time, and the computer number they are using. Students will also sign out.

Students will not use lab printers as copy machines to make multiple copies of documents.

Students will please talk quietly in the lab; do not interfere with the work of other students. Students will use clean headphones for interactive educational programs. Students will check to ensure that computers, printers, and screens are turned off before leaving a workspace.

The failure to adhere to the above rules may result in any or all of the following:

Revocation of lab use

Referral to the academic dean

Criminal charges (if any laws have been broken)

# Academic Advisement

USC Salkehatchie Academic Advisors are here to meet with students during office hours or by appointment to help with selection of classes and with questions about degree requirements. All students can contact the Admissions Office in Allendale or the Main Office in Walterboro to make an advisement appointment or can contact one of the advisors directly to make the appointment.

## General Advisement

General advisement		(803) 812-7475
John Peek	<a href="mailto:peekjf@mailbox.sc.edu">peekjf@mailbox.sc.edu</a>	(843) 782-8667 (803) 812-7386
Melissa Tomlinson Hooks	<a href="mailto:mhooks@mailbox.sc.edu">mhooks@mailbox.sc.edu</a>	(843) 782-8659 (803) 812-7358
Jeremy Joye		803-812-7343
Latoya Robinson	<a href="mailto:latoyar@mailbox.sc.edu">latoyar@mailbox.sc.edu</a>	(843) 782-8654 (803) 812-7377
Bryan Lai	<a href="mailto:laiw@mailbox.sc.edu">laiw@mailbox.sc.edu</a>	(843) 782-8611 (803) 812-7346
Fidele Ngwane	<a href="mailto:ngwanef@mailbox.sc.edu">ngwanef@mailbox.sc.edu</a>	(843) 782-8649 (803) 812-7392
Carmela Gottesman	<a href="mailto:gottesmc@mailbox.sc.edu">gottesmc@mailbox.sc.edu</a>	(843) 782-8622 (803) 812-7340

## Athletes

Please work through your coach for advisement appointments unless you are in one of the majors below.

## Biology

Dr. Eran Kilpatrick	<a href="mailto:erankil@mailbox.sc.edu">erankil@mailbox.sc.edu</a>	(843) 782-8666 (803) 812-7432
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## Education

Dr. Patricia Fears		(803) 812-7328 (843) 782-8646
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## Nursing

April Cone	<a href="mailto:acone@mailbox.sc.edu">acone@mailbox.sc.edu</a>	(843) 782-8670
April Williams	<a href="mailto:akcapers@mailbox.sc.edu">akcapers@mailbox.sc.edu</a>	(803) 812-7435

## Palmetto College

Melissa Tomlinson Hooks	<a href="mailto:mhooks@mailbox.sc.edu">mhooks@mailbox.sc.edu</a>	(843) 782-8659 (803) 812-7358
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# Computer Use Policies

## Introduction

All computer use at the University of South Carolina Salkehatchie must conform to the "Computer and Network Access and Use" statement issued by the Office of the Provost of the University of South Carolina. No policies set forth here may be interpreted as contradicting or superseding that statement of policy. This statement of use policies for USC Salkehatchie is provided in addition to those issued by the Office of the Provost (UNIV 1.52).

Access to computers is a privilege based on the responsible use of computer and network resources. All policies included here are intended to ensure a continued tradition of academic freedom, freedom of expression, and freedom to access information in a considerate and responsible manner. In keeping with the mission of the University of South Carolina and USC Salkehatchie, all policies are intended to provide the widest possible academic and scholarly access to computer resources and information technology.

The policies included here are applicable to student computer labs, library stations and individual faculty and staff workstations at USC Salkehatchie. These policies must be adhered to by faculty, staff, and students on the USC Salkehatchie campus. Failure to comply with these policies may lead to loss of computer privileges, campus disciplinary action or legal action.

## Definitions

The USC Salkehatchie administration refers to the Dean of the Campus and Administrative Council appointed by the Dean. The Computer Coordinator is the individual designated by the USC Salkehatchie administration as having primary responsibility for maintaining the integrity of the campus network and the maintenance of individual faculty and staff workstations. The Computer Coordinator is the responsible party who has been designated by the USC Salkehatchie administration as having primary responsibility for the maintenance of hardware and software on individual workstations.

## Policies

Users are not permitted to alter the configuration of any campus network or individual computer software or hardware without prior approval from the laboratory supervisor for student computer lab stations, the library staff for library stations. Faculty and staff are advised to consult with the computer coordinator concerning the alteration of the workstation configuration.

No software may be loaded onto student laboratory computers without the knowledge and prior approval of the Director of IT. Only with the permission of the Director of IT or IT Helpdesk, may programs downloaded from the Internet be run on student laboratory computers or library stations.

Academic work takes precedence over all other uses of the computer. No computer use for recreation or other personal interest will be permitted in USC Salkehatchie student computer labs or library workstations when students are waiting to work on course assignments or course related research. Recreational use includes but is not limited to, personal E-mail, chat lines, computer games, and web surfing not related to academic or research activities.

All computer users are reminded that their activities are subject to the civil and criminal laws of the state of South Carolina and of the federal government. Possible illegal activities include but are not limited to: sexual or other harassment, threats, obscenity, child pornography, libel, unauthorized access to or attempting to access computers, networks, or student records, and copyright violation. Copyright violations include the use of unlicensed software.

Only currently enrolled students of USC Salkehatchie with proper ID (and on a space available basis students currently enrolled in the USC system with proper ID) may use computer laboratory facilities on the USC Salkehatchie campus. Student computer laboratory use is limited to classes meeting in the laboratories or when designated faculty or staff monitors are present in the laboratories. Other use of the computer laboratories must be arranged by the permission of the USC Salkehatchie Administration.

No conduct in student laboratories or at library stations will be permitted which in any way interferes with the ability of others to make use of the computer resources or which could cause damage to the facilities. All student computer lab users or library station users are expected to show sensitivity to others when viewing or downloading material which others could find offensive. Conduct which is not permitted includes but is not limited to, shouting, loud conversation, playing recreational music over computer or other speaker systems without headphones, and consumption of food and drink.

No computer use for commercial purposes is permitted. These activities include but are not limited to, typing services, bookkeeping, commercial Internet activity and commercial database production. Faculty research and document preparation for publication and university approved consulting agreements are not included in this category.

No student files should be saved on campus computer lab computers. All students are expected to bring their own flash drive so that they may save files when using the campus computer labs.

### **Examples of Policy Violations**

The following actions will be considered violations of USC Salkehatchie's computer use policy. This list is not all-inclusive, and users are urged to consult the full policy.

- Modifying the computer's operating system files.
- Installing, copying, distributing or using software in violation of copyright and/or software agreements.
- Failing to surrender a terminal used for game playing when requested for academic use.

- Using computer resources for illegal activities. Examples: sexual or other harassment, threats, obscenity, child pornography, and libel.
- Accessing or attempting to access information that is private or protected without permission. Sending anonymous or repeated messages designed to annoy, abuse or torment.
- Copying a file from another computer user's account or external device (such as thumb drive, external hard drive, CD/DVD or smartphone) without permission.
- Using computing resources for commercial or profit-making purposes without written authorization from the University.
- Failing to present current USC Salkehatchie or USC system identification.
- Modifying existing passwords or setting additional passwords which prevent others from making use of the system.
- Unplugging and moving devices.
- Talking loudly and playing recreational music without headphones.
- Eating or drinking in computer labs and library.

### **Disciplinary Action**

Use of USC Salkehatchie's computing facilities constitutes your acceptance of the above policies. Violations of computing policies will be referred to the Associate Dean for Student Services or to the appropriate department head for disciplinary action. Such disciplinary action will be governed by the Student Conduct Code as stated in the USC Student Handbook or the [University Policies and Procedures Manual](#). Normally a first violation of these policies will result in an appropriate warning; subsequent violations may result in a loss of computing privileges or other disciplinary action. All violators of local, state, and federal laws may be subject to arrest.

# Library

Dan Johnson, Head Librarian, West Campus  
Jessica Goodwin, Librarian, East Campus

The Library should be one of the first places you visit when you enroll at USC Salkehatchie. It is in Library and Academic Support Building behind the Science and Administration Building on the West Campus. On the East Campus, the Library is housed in the Peden McLeod Library Building behind the Main Building. For further information visit our web site. We can also be reached by calling 803-584-3446 for the West Campus, 843-549-6314 for the East Campus or toll free 1-800-922-5500.

A photocopier is available at the cost of 10 cents per page. Computers are available for students use in writing papers, locating books through the online catalog, accessing numerous databases, and accessing the internet.

You may get an orientation lecture from the Librarian in one of your classes, where you will learn how to use the online catalog and online databases. Inter-Library Loan or/and PASCAL deliveries are also available for borrowing materials not housed in our Library.

Students are limited in the number of books they may check out and need to be aware of when they are due. Overdue fines accrue at a rate of 25 cents per day per book. If you cannot return material during open Library hours, a book drop is in front of both Learning Resources Centers. Please help keep our books in good condition – one of your classmates may need to use it next.

The Library staff is always glad to help you learn how to use all our resources so that you can take charge of your learning and success in school. Please let us know if we can help you with your information needs.

## Student Health Insurance

The University of South Carolina works with Pearce and Pearce Company so that you may purchase affordable health insurance from them while you are a USC student if you so desire.

If you would like to purchase student health insurance, please visit their website at [www.PearceandPearce.com](http://www.PearceandPearce.com) and search for University of South Carolina.



## **Inclement Weather**

Should there be a closing or delayed opening of classes due to inclement weather, you will be notified on your cell phone and e-mail by the Carolina ALERT system. Please be sure to register the contact information you prefer on [mysc.edu](http://mysc.edu) so you can receive this important ALERT.

These radio and television stations will have information concerning cancelled classes and/or campus closings due to inclement weather. A notice will also be posted on our website <http://uscsalkehatchie.sc.edu>

Walterboro Cable	(843) 549 – 2545
WCSC TV	<a href="http://www.live5news.com/">http://www.live5news.com/</a>
WCIV TV	<a href="http://abcnews4.com/">http://abcnews4.com/</a>
WDOG Allendale Radio Station	(803) 584 – 3500
WRDW TV	<a href="http://www.wrdw.com/">http://www.wrdw.com/</a>
WWBD Orangeburg Radio Station	(803) 245 – 2411
WBHC Hampton Radio Station	(803) 943 – 2831
WJBF TV	<a href="http://wjbf.com/">http://wjbf.com/</a>
WTOC TV	<a href="http://www.wtoc.com">http://www.wtoc.com</a>
WIS TV	<a href="http://www.wistv.com/">http://www.wistv.com/</a>

## **Campus Safety**

Use good judgment and common sense while on campus.

It is always advisable to walk in groups, especially during the evening hours.

If you ever feel uncomfortable while on campus, contact any office during regular business hours. If the offices are closed, please contact any member of the maintenance staff.

If necessary, members of the maintenance staff are always happy to escort you to your vehicle.

In case of emergency, in Allendale you can dial 803-300-1127; in Walterboro, you can dial 843 635 3043 for immediate assistance.

Access to police assistance is available using the courtesy phones and dialing 911.

The university assumes no responsibility for the care or protection of any vehicle or its contents while it is parked on campus. Valuables should not be left in parked vehicles at any time. Vehicles should be locked while not in use.

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# Support Information

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# Baccalaureate Degrees

Students enrolled at USC Salkehatchie can complete the requirements for baccalaureate degree programs on campus and through distance learning. These degrees are awarded by USC senior campuses.

## Elementary Education

The Bachelor of Arts in Elementary Education program is conducted in partnership with USC Aiken. The core requirements are completed as USC Salkehatchie courses. The upper level courses can also be completed at the USC Salkehatchie campus but are USC Aiken courses taught by USC Aiken faculty. The entire degree can be completed at USC Salkehatchie. For more information, contact education advisor Dr. Patricia Fears.

## Nursing

The Bachelor of Science in Nursing program is transitioning our partnership from USC Columbia to USC Beaufort. We anticipate accepting our first Upper Division cohort through USCB in Spring 2020. For more information, see nursing advisor, April Cone.

## Palmetto College

Fourteen baccalaureate completion degrees can be completed online through Palmetto College. Students must have 60 credit hours completed toward the particular degree before applying to these programs. Once admitted, all upper level course work can be completed online.

For more information on any of the Palmetto College online baccalaureate degree completion programs, please contact Melissa Hooks, Palmetto College Coordinator at 803-812-7358 (West), 843-782-8659 (East) or MHOOKS@mailbox.sc.edu.

**Business Administration with an Accounting Concentration**

**Business Administration with a Management Concentration**

**Criminal Justice**

**Elementary Education**

**Health Informatics**

**Health Promotion**

**Hospitality Management**

**Human Services**

**Information Management and Systems**

**Information Science**

**Liberal Studies**

**Organizational Leadership**

**RN-BSN Nursing**

**Special Education**

# Change of Campus/College

Students interested in transferring to another USC campus after they have met the requirements need to fill out a change of campus/college request online through [my.sc.edu](http://my.sc.edu) for all campuses except Columbia. For USC Columbia go to the Apply page on [sc.edu](http://sc.edu). Be sure to select change of campus / system transfer as type. Before you can transfer to the Columbia campus or one of the other four-year USC campuses students must complete 30 hours at USC Salkehatchie and meet the required cumulative GPA's listed below:

## **College of Arts and Sciences**

Liberal Arts majors: 2.0; Science majors: 2.5

## **Moore School of Business**

3.0 plus a grade of C or higher on Math S122. Students change of campus form must be received at the Columbia campus by October 15 for spring and March 15 for fall semesters. There is also one additional form to complete for the Moore School of Business

## **College of Education**

2.25 GPA

## **College of Engineering & Information Technology**

3.0 GPA and C or higher in Math 141

## **College of Hospitality, Retail, & Sports Management Interdisciplinary Studies**

2.0 GPA

## **Hotel, Restaurant, & Tourism Management**

2.2 GPA

## **Retailing**

2.0 GPA

## **Sport & Entertainment Management**

2.5 GPA

## **School of Music**

2.0 GPA; an additional music audition could be required

## **College of Nursing:**

2.75 GPA

## **College of Pharmacy:**

3.0 GPA

## **USC Aiken, USC Beaufort and USC Upstate**

Students are required to complete 30 hours and have a GPA of 2.0.

For more information about the Columbia Campus and the majors visit the USC web page at [www.sc.edu](http://www.sc.edu) and then click on Colleges and Schools. If you have any questions about transferring to another USC Campus/College call Carmen Brown in the admissions office.

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# Campus Student Policies

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# Student Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

**(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.**

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

The University of South Carolina will disclose information from a student's education records only with the written consent of the student, **except:**

- a) To school officials with legitimate educational interests;  
A school official is a person employed by the University in an administrative, supervisory, academic or re- search, or support staff position; a person or company with whom the University has contracted to perform required functions (such an attorney, auditor, service provider, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance commit- tee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill his or her professional responsibility.
- b) To officials of other institutions in which the student seeks or intends to enroll if the student had previously requested a release of his/her record;
- c) To authorized representatives of the U.S. Department of Education, U.S. Department of Defense (Solomon Amendment), U.S. Attorney General, INS, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations;
- d) In connection with a student's application for, and receipt of, financial aid;
- e) To comply with a judicial order or lawfully issued subpoena;
- f) To parents of dependent students as defined by the Internal Revenue Code, Section

152;

- g) To appropriate parties in a health or safety emergency; or
- h) To the alleged victim of any crime of violence or the results of any disciplinary proceedings conducted by the University.
- i) The University may disclose the result of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of University drug or alcohol policies, or any federal, state, or local law.
- j) To students currently registered in a particular class section, the names and email addresses of others on the roster may be disclosed in order to participate in class discussion.

**(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Carolina to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605.**

Questions concerning this law and the University's procedures concerning release of academic information may be directed to Jane Brewer, 803-584-3446.

# **Student Rights and Freedoms**

The statement of student rights and responsibilities has been approved by the Board of Trustees of the University.

## **General Understanding**

The statement in no way intends to abrogate the legal powers invested in the Board of Trustees under American corporate law and the laws of the State of South Carolina. The statement is recognized as a statement of principles only and that the interpretation of these statements, principles, and procedures is a continuing joint process. The statement is clearly understood as not giving complete autonomy to any sector of the academic community but promotes a community approach to those problems which are of proper concern to the University as a whole.

## **Preamble**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The University has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed within the framework of general standards with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

## **Section I: Freedom of Access to Higher Education**

The admission policies of the University are a matter of institutional choice provided that the University makes clear the characteristics and expectations of the students which it considers relevant to success in the institutional program. Under no circumstances should a student be barred from admission on the basis of race, creed, or national origin. Thus, within the limits of its facilities, the University should be open to all students who are qualified according to its admission standards.

## **Section II: In the Classroom**

The professor in the classroom and in conference should encourage free discussion, inquiry, and



expression. Student performances should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

**Protection of freedom of expression:**

Students should be free to take reasoned exceptions to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

**Protection against improper disclosure:**

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

**Section III: Student Records**

The University should have a carefully considered policy as to the information which should be part of a student's permanent record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Final transcripts or academic records should contain only information about academic status. Information from disciplinary files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or for security clearance. No permanent records should be kept which reflect the political activities or beliefs of students. Administrative staff and faculty members should respect as confidential such information which they acquire in the course of their work. Counseling files should not be available to any person without the consent of the student except under legal compulsion. Authorized counselors should not, without the consent of the student, disclose any information obtained while counseling any student unless failure to disclose the information may result in physical or emotional harm to the student or others.

**Section IV: Student Affairs**

In student affairs certain standards must be maintained if the academic freedom of students is to be preserved.

**Student organizations**

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

Affiliation with an extramural organization should not of itself disqualify recognition of a student organization.

Each organization should be free to choose its own campus advisor. Members of the faculty

serve the college community when they accept the responsibility to advise and consult with student organizations; they should not have the authority to control the policy of such organizations.

Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition other than an initial list of members on formation of an organization.

Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin. The membership, policies and actions of a student organization usually will be determined by vote of only those persons who hold bonafide status in the University community.

### **Freedom of inquiry and expression**

- a) Students and student organizations should be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They should be free to support causes by lawful and orderly means which do not disrupt the regular and essential operation of the institution and which do not interfere with the rights of others. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students or organizations speak only for themselves.
- b) Students should be allowed to invite and to hear any person of their own choosing subject to those routine procedures provided for off-campus speakers. These procedures should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, that the occasion is conducted in a manner appropriate to an academic community, and that the safety of individuals, the University, and the community are not endangered. While the University is properly concerned with the prevention of un-lawful conduct, the institutional control of campus facilities should not be used as a device of censorship of ideas. It should be made clear to the academic and large community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

### **Student participation in institutional government**

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures. The University should provide sufficient governing freedom and sufficient financial autonomy for the student government to maintain its integrity of purpose as elected representatives of the student body.

### **Student publications**

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinions on various issues on the campus and in the world at large.

In the delegation of editorial responsibility to students the University must provide sufficient editorial freedom and sufficient financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for appointment of editors and managers should be the agency responsible for their removal.

All University published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the University or the student body.

### **Section V: Off-Campus Freedom of Students**

University students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

Activities of students may upon occasion result in violation of law. Students who violate the law

may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only when the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations during off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

## **University Drug Policy**

The relationship of a university to its students is one which has as one of its basic purposes the creation of an environment conducive to the pursuit and dissemination of knowledge. A portion of this relationship involves the interaction between the student's personal welfare and academic achievement. Since there are numerous means by which the use and abuse of drugs may adversely affect this relationship, it is incumbent upon the University to issue to all members of its community a clear statement of its policy concerning drugs.

The University's primary obligation in dealing with the drug problem is to educate the academic community. A full and comprehensive educational program should be offered including formal and informal courses, lectures and discussions which cover drugs and drug problems. It is considered most important that students also receive up-to-date and accurate information about drug laws and medical findings. The University should also conduct research and offer its expertise as a public service in drug matters.

Another responsibility is to promote an atmosphere where students who have a problem with drug abuse can feel free to seek help. Students must feel that they can obtain help without fear of legal reprisal and to accomplish this, the University will consider situations where a student initiates the contact as completely confidential. In accordance with state law, students may now receive counseling and advice, legally sanctioned as confidential, from the Counseling Office.

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

## **University Alcohol Policy**

- 1.** It is the policy of this campus of the University of South Carolina that alcohol (beer, wine, distilled spirits) will not be included in any student activity, i.e., club events, student government activities, or athletics and field events, whether on or off the immediate campus.
- 2.** Beer or wine or distilled spirits may not be carried in a state vehicle.
- 3.** Special events that relate to the greater community such as luncheons, support gatherings, theater events, shall be exempt from the above listed policies upon the approval of the dean of the campus. However, monitoring of those attending who drink must be assured to make sure all South Carolina state laws are followed. No one under the age of 21 shall be served alcohol at any event. For special events, those beverages included may not be sold; however, a contribution may be taken at the point of delivery.

# Tobacco Policy

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

## Covered Individuals

The provisions of this policy apply 24 hours a day, seven days a week to all students, faculty, staff, visitors, volunteers, contractors and vendors.

## Definitions

**"Tobacco and smoking products"** include all tobacco-derived or containing products, including but not limited to cigarettes (i.e. clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, pipes, water pipes, smokeless tobacco products or substitutions (spit and spit less, chew, pouches, snuff) or any other device intended to simulate smoked tobacco. This does not apply to nicotine replacement therapy, which is designed to assist tobacco users to quit tobacco.

**"University property"** includes all buildings, facilities, grounds and spaces leased, owned or controlled by the University of South Carolina Salkehatchie Campus, whether or not signs are posted. This includes, but is not limited to, buildings on university-owned land, offices, classrooms, laboratories, elevators, stairwells, walkways, decks, restrooms, sidewalks, parking areas/lots, meeting rooms, hallways, outdoor passageways and entrances, lobbies, common areas and athletic venues.

## Use of Tobacco Products

The use of tobacco products is prohibited on university property. No ashtrays, receptacles or smoking shelters will be permitted.

The use of tobacco products is prohibited in university-owned, operated or leased vehicles.

## **Communication of Policy**

This policy will be communicated to the campus community as follows:

News and information will be posted on the Tobacco-Free USC website at <http://uscsalkehatchie.sc.edu/>.

References to this policy will be added to student handbooks, orientation communications and other publications as appropriate.

Communication tips for community members to use in helping to enforce the policy will be available at the Tobacco-Free USC website <http://uscsalkehatchie.sc.edu/>.

“Tobacco-Free” signs will be posted throughout the university. Each building will display a “Tobacco-Free” decal and additional signs as appropriate.

## **Tobacco Cessation Resources**

The university will offer resources and support to assist those tobacco users who desire to quit or abstain from using tobacco. Tobacco cessation resources and programs will be promoted or offered for university students, faculty and staff. Many of these programs are offered at little or no cost. Referrals may be made to the Quit4Life program through the state health plan at 1-866-QUIT.4.LIFE (866-784-8454) and Deer Oaks Employee Assistance Program at 1-866-327-2400 for faculty/staff. Students may be directed to the state quit line – 1-800-QUIT-NOW (784-8669). Additional resources are outlined on the Tobacco-Free USC website <http://uscsalkehatchie.sc.edu/>.

## **Enforcement and Compliance**

The university will provide Tobacco-Free Campus Policy information cards to facilitate education about and enforcement of the policy.

Enforcement for the policy is the responsibility of each member of the Salkehatchie community. Faculty, staff, students and volunteers are expected to enforce the policy for their facilities and/or sponsored activities. Each individual should in a consistent and civil way bring any infractions of this policy to the attention of the person or persons observed violating the policy. Faculty, staff and students are also expected to assume leadership roles by adhering to the policy provisions and by reminding others who aren't in compliance of the policy provisions.

In the event a community member does not respond to a reminder, USC faculty, staff, students and volunteers will assist in the enforcement of this policy by reporting repeated violations to the appropriate body, as described in the provisions below.

# Non-Harassment Policy

USC recognizes the human dignity of each member of the University community and believes that each member has a responsibility to promote respect and dignity for others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of the University's education opportunities. To achieve this end, the University believes it should foster an academic, social, and living environment that is free from discrimination and harassment on the basis of race, color, national origin, religion, sex, gender, age, disability, sexual orientation, genetics, veteran status, or any other category protected by law.

The University is also committed to the principles of academic freedom and believes that a learning environment where the open exchange of ideas is encouraged is integral to the mission of the University. The University vigorously embraces students' rights to the legitimate freedom of expression, speech, and association.

Nothing in this policy is intended to impede the exercise of those rights protected under the First Amendment of the U.S. Constitution. The University recognizes that the conduct prohibited in this policy extends to behavior and speech that is not constitutionally protected and which limits or denies the rights of students to participate or benefit in the educational program. The standard mandated by this policy represents the bare minimum of acceptable behavior. The University's commitment to civility, mutual respect, and tolerance should cause the members of the University community to adhere to an even higher standard of behavior in these matters—not because we are required to do so, but because conscience dictates it.

## Policy

It is the policy of the University of South Carolina that all students should be able to learn and live in an educational and campus environment that is free from discrimination and harassment on the basis of race, color, national origin, religion, sex, gender, age, disability, sexual orientation, genetics, veteran status, or any other category protected by law, in all programs, activities, and services of the University.

This policy recognizes federally protected categories of student characteristics as well as those characteristics protected as a matter of USC policy.

## Scope

This policy applies to the conduct of students in all aspects of academic, residential, athletic, and social activities, operations, and programs at the University.<sup>2</sup> Any student or student organization that violates this policy shall be subject to disciplinary action up to and including suspension and expulsion from the University. Violations of this policy are considered to be a conduct offense under the USC Student Code of Conduct.



## **Definitions of Prohibited Conduct**

### **Discrimination**

Discrimination is the unfair or unequal treatment of an individual or a group based upon race, color, national origin, religion, sex, gender, age, disability, sexual orientation, genetics, veteran status, or any other category protected by law, that interferes with or limits the ability of an individual or group to participate in or benefit from the services, activities, or privileges provided by the University.

### **Harassment**

Harassment is a specific type of illegal discrimination. It includes conduct (oral, written, graphic, or physical) which is directed against any student or group of students because of or based upon one or more of the characteristics articulated in Section II above, that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual or group to participate in or benefit from the programs, services, and activities provided by the University. Such harmful conduct may include, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm. Harassment does not include the use of materials by students or discussions involving students related to any characteristic articulated in Section II for academic purposes appropriate to the academic context.

### **Sexual Harassment**

Sexual harassment is also included in this policy. Sexual harassment is a specific type of discrimination which is defined as unwelcome conduct of a sexual nature that is sufficiently severe or pervasive that it adversely affects a student's or student group's ability to participate in or benefit from the programs and services provided by the University. Examples of conduct that may constitute sexual harassment in violation of this policy include, but are not limited to, the following types of unwelcome and harmful behavior:

### **Physical Conduct**

1. Unnecessary or unwanted touching, patting, massaging, etc.
2. Impeding or blocking movements
3. Acts of sexual violence
4. Other unwanted conduct of a physical nature

### **Non-Verbal Conduct**

1. Suggestive or insulting gestures or sounds
2. Verbal Conduct
3. Direct propositions of a sexual nature
4. Sexual innuendos and other sexually suggestive or provocative behavior
5. Repeated, unwanted requests for dates
6. Repeated inappropriate personal comments
7. Unwelcome and inappropriate letters, telephone calls, electronic mail, or other communication or gifts
8. Requests for sexual favors

Sexual harassment may occur between members of the same or opposite sex. Sexual harassment directed at any student or other member of the University community, regardless of his or her sexual orientation, is a violation of this policy.

Sexual harassment does not refer to occasional, nonsexual compliments, nonsexual touching, or other nonsexual conduct.

## **Procedures**

### **Complaint Procedures**

- 1.** Any student may file a complaint with the Office of Student Affairs against another student, student organization, faculty, staff, or other member of the University community who is believed to have violated this policy or otherwise engaged in discriminatory or harassing behavior.
- 2.** The Office of Student Affairs serves as the lead office for the receipt and investigation of all complaints of discrimination and harassment involving members of the University community, including complaints involving students and student organizations. Any student who believes he or she has been subjected to discrimination or harassment, or who has knowledge of or has witnessed discriminatory or harassing actions, should contact the Student Affairs Office. The Student Affairs Office can be contacted in person at the Associate Dean for Student Affairs Office on either the Allendale or Walterboro campus, by email at [jtbrewer@mailbox.sc.edu](mailto:jtbrewer@mailbox.sc.edu), or by telephone at (803)812-7317 or 843-782-8601. Students who feel their safety is threatened should immediately contact Campus Security at (803) 300-1127 on the Allendale Campus or (843) 635-3043 on the Walterboro Campus or by calling 911 to the local city police departments.
- 3.** In the event a student has a complaint after hours, or on weekends or holidays, the student can inform an available University official if the student believes immediate action is necessary. University officials include any faculty or staff person at USC Salkehatchie including coaches. All University officials who are informed of a complaint by a student, who become aware of a complaint by other means, or who witness an act of discrimination and/or harassment involving students, are required to report this information to the Student Affairs Office. If the complaint is such that the official believes it can be resolved by the official, with the consent of the students involved, and, if available, advice from the Student Affairs Office, the official can attempt to resolve it. In all situations, however, whether the complaint is resolved or not, the official must report, in writing to the Student Affairs Office by the next business day, the complaint, the names and contact information of the parties involved, and the resolution, if any, in order that the Student Affairs Office can follow-up with the student to begin the resolution process or to ensure that the complaint was satisfactorily resolved and that no further investigation is needed.
- 4.** The Student Affairs Office will designate one staff member to handle student complaints and work with Student Affairs to ensure that the complaint is fairly and expeditiously investigated and if necessary, that appropriate sanctions are assessed.
- 5.** In the event of an anonymous or victimless complaint, the Student Affairs Office will investigate such complaints to the extent possible. The Student Affairs Office will interview any witnesses to the acts and, if alleged offenders are identified, the alleged offenders. The

Student Affairs Office will then issue a report of findings to the Dean of the Campus. The Student Affairs Office may use such incidents as an opportunity to inform and educate the University community.

6. Once a report of discrimination or harassment is received by the Student Affairs Office, unless the complaint is anonymous, the Student Affairs Office will contact the student who has made the complaint (—complainant||) to discuss confidentially the specifics of the complaint and provide guidance and information regarding the resolution process. If the complaint has been resolved, the Student Affairs Office will ensure that the complainant is satisfied with the resolution and determine whether further investigation is warranted.
7. Complainants will be asked to provide the following information: a description of the alleged acts, the date(s) the alleged acts occurred, the names, if known, of the individual(s) or group(s) allegedly engaging in discriminatory or harassing acts, and the names of witnesses, if any. If the complainant wishes his or her name not be disclosed, the Student Affairs Office will explain that such a confidentiality request may limit the ability of the University to respond but that the Student Affairs Office will take all reasonable steps to investigate consistent with the complainant's request as long as doing so does not prevent the Student Affairs Office from responding effectively to the complaint or prevents the Student Affairs Office from stopping potential discrimination or harassment of others. In all situations, the Student Affairs Office will take every effort, to the extent allowed by law, to protect the privacy of the persons involved. The number of persons with knowledge of the complaint shall be kept to a minimum and only those persons with a need to know will be notified of the complaint. Following this initial meeting, the student may choose not to pursue the complaint, request informal resolution by the Student Affairs Office, or proceed with a formal complaint with the Student Affairs Office.
8. If the Student Affairs Office determines the complaint is one that can be resolved informally, the Student Affairs Office will explain the informal resolution process to the complainant and if the complainant agrees, the Student Affairs Office will proceed with informal resolution. Some complaints are not appropriate for informal resolution, such as sexual assault complaints or complaints that involve violence or a threat of violence. In the event a complainant withdraws his or her complaint before resolution is accomplished, the Student Affairs Office will continue to investigate the complaint to the extent possible to determine what occurred and then recommend, if appropriate, steps to remedy the situation.
9. In certain circumstances, the University may impose emergency action upon a student or student organization when there is reason to believe, based upon available evidence, that the student or student organization poses an immediate threat to the safety, health, or welfare of persons, property, or to the orderly operation of the University. Such emergency action can include, but is not limited to, suspension, limitation of privileges, or housing relocation or removal. Emergency action is interim in nature pending the outcome of conduct procedures. Emergency actions and procedures are fully described in the Code of Student Conduct section of this handbook. In cases involving potential criminal conduct, the Student Affairs Office will determine whether appropriate law enforcement authorities should be notified.

## **Resolution Procedures**

### **Informal Resolution**

The informal resolution process is intended to be flexible so as to enable the Student Affairs Office to address a complaint in the most effective and expeditious manner possible. Informal resolutions are accomplished with the consent of the complainant and assistance of other offices or administrators on campus in the area relevant to the complaint. The complainant, after receiving explanation of the informal resolution process, will be asked to sign a form consenting to informal resolution.

Informal resolution may be achieved by:

- a) action taken by the complainant, when appropriate, to address the matter directly with the alleged offender;
- b) action to negotiate a resolution undertaken by the Student Affairs Office; or
- c) mediation undertaken by the Student Affairs Office. The complainant, at his or her discretion, may end the informal process and begin the formal resolution process at any time.

Although the process focuses on conciliation, not sanctions, disciplinary action, including an oral or written warning may be issued if agreed upon by all parties. In all cases in which informal resolution is achieved, the Student Affairs Office will make a written report of the resolution to file with the copy of the complaint. In the event an oral or written warning is issued to an alleged offender, if the alleged offender is an employee, a copy of the warning is sent to employee's supervisor. In the case of a student or student organization, a copy of the warning is sent to the Office of Student Affairs and the Dean. If the complaint is not settled by informal resolution, the Student Affairs Office will proceed to formal resolution.

### **Formal Resolution**

In a formal resolution process, the Student Affairs Office will provide a copy of the complaint to the alleged offender within five (5) days either personally or by certified mail. The alleged offender (respondent) will have ten (10) days in which to respond in writing to the complaint. A copy of the respondent's response will be provided to the complainant.

The Student Affairs Office will assign the complaint to an investigator. Upon receiving the respondent's response, the Student Affairs investigator may attempt to negotiate a resolution which is agreeable to both parties. If no negotiated resolution is achieved, or if a negotiated resolution is not feasible, the investigator will initiate a formal investigation of the complaint.

### **Complaint Investigation**

The investigator will interview the complainant, the respondent, witnesses identified by the parties, and anyone else whom the investigator believes may have knowledge of the facts regarding the complaint. The investigator may conduct independent research regarding the facts of the complaint. Investigations are normally completed within 15 working days but if warranted by circumstances, this time may be increased at the discretion of the investigator.

## **Complaint Findings**

Based on the information obtained during the investigation, the Student Affairs Office will issue a report of its findings to the complainant and respondent.

There are two categories of findings: (1) no reasonable cause to believe illegal discrimination or harassment occurred, or (2) reasonable cause to believe a violation has occurred.

**In the event the Student Affairs Office finds there is no reasonable cause** to believe that illegal discrimination or harassment occurred, the complaint will be dismissed and the complainant will be advised that if he or she is dissatisfied with the decision, a complaint can be filed with the Equal Opportunities Program office on the USC Columbia Campus for further investigation.

**In situations where the alleged acts do not rise to the level of illegal discrimination or harassment,** the Student Affairs Office, if it believes the situation is appropriate, may inform the University community of the occurrence(s) in order to educate the community about issues presented by the behavior and reaffirm the University's commitment to equal opportunity.

**In the event the Student Affairs Office finds that there is reasonable cause** that a student or student organization engaged in illegal discrimination or harassment, the Student Affairs Office will issue a report of findings, along with recommendation as to appropriate sanctions to the Chair of the Student Discipline Committee.

If the student is also an employee of the University, and the conduct involves the student's capacity as a University employee, the report must also be forwarded to the student respondent's immediate administrative official.

The report of findings will include a statement of the complaint, a chronology of the investigation, the information discovered, witness summaries, a list of documents pertinent to the investigation, the findings of the Student Affairs Office, and any recommended sanctions the Student Affairs Office believes are warranted.

## **Student Hearing Procedures**

The Chair of the Student Discipline Committee will then send written notification to the accused student or student organization representative indicating the nature of the complaint. The student or student organization representative will be given the opportunity to meet with the Student Discipline to discuss the allegations.

Failure of the student or student organization representative to meet with the Student Discipline Committee could result in disciplinary action being imposed based on the available evidence.

If the student or student organization representative disagrees with the finding of the Student Affairs Office or the recommended disciplinary action, the student or student organization representative is offered several options to resolve the charges, including an informal administrative hearing, a formal administrative hearing, a University conduct hearing, or mediation. At any such hearing, the Student Affairs Office investigator will present the report of findings. The procedures for these hearings are fully described in the Code of Student Conduct section of this handbook.

Decisions resulting from administrative hearings or a University conduct hearing may be appealed by a student or a student organization to the Dean of the Campus in the following limited situations: (1) there was a procedural error committed in hearing the case which significantly prejudiced the findings; or (2) new evidence, which could not have been available at the time of the hearing and which is material to the outcome of the case, becomes available. The procedure for appeal is fully described in the Code of Student Conduct section of this handbook.

### **Student Sanctions**

The Student Affairs Office and the Student Discipline Committee may recommend sanctions to the appropriate hearing tribunal. Disciplinary action for student or student organization violations of this policy may include a variety of sanctions.

The severity of the sanctions is determined by several factors, including but not limited to:

1. whether there was physical harm or threat of physical harm to others;
2. whether there was violence or the threat of violence;
3. whether there was damage to University or student property;
4. whether the respondent had engaged in similar conduct in the past;
5. whether the proposed sanction will provide education and training to deter future violations;
6. whether the proposed sanction will make the victim whole;
7. and whether the proposed sanction will increase the University community's awareness of student discrimination and harassment.

Sanctions for individual student violations may include the following:

1. expulsion
2. suspension
3. conduct probation
4. conditions/restrictions on University privileges
5. written warning
6. fines and restitution
7. housing sanctions
8. required attendance at educational or community service events
9. any other sanctions deemed appropriate by the Student Affairs Office and Student Discipline Committee.

Sanctions for student organization violations may include the following:

1. permanent revocation of organizational registration,
2. suspension of rights and privileges for a specified period of time,
3. conduct probation, conditions/restrictions,
4. written warning, fines and restitution,
5. required attendance at education or community service events,
6. and any other sanctions deemed appropriate by the Student Affairs Office and the Student Discipline Committee.

### **Record Keeping**

While a complaint is being investigated, all evidence regarding the complaint must be maintained in the confidential files of the official handling the complaint and should be transferred to Student Affairs Office once the complaint is resolved where all records regarding the complaint will be kept in confidential files within the Student Affairs Office. These records will include the complaint, interview notes, witness statements, correspondence, investigation summaries and reports, and documentation of remedial actions. Access to these records shall be on a need to know basis only. These records will be maintained for a minimum of five years.

### **Non-Retaliation**

It is a violation of this policy for any person to retaliate, intimidate or take reprisals against a person who has filed a complaint, testified, assisted or participated in any manner in the investigation or resolution of a complaint of discrimination or harassment. Appropriate disciplinary actions shall be taken against any person who has been found to have violated this policy.

### **Other**

#### **Reporting and Monitoring**

The Student Affairs Office will provide an annual report to the Dean of the Campus summarizing the discrimination and harassment complaints and the resolution (informal and formal) of such complaints. The University will also conduct a survey of students every three years to gauge students' knowledge of this policy and complaint procedures. The results of these surveys will be used to improve the procedures and policies of the Student Affairs Office.

#### **Dissemination and Training**

The Student Affairs Office is responsible for ensuring that all students at the University are aware of their right to be free from discrimination and harassment. To achieve this goal, all new students will be informed of this policy and their rights and obligations under it during orientation.

Information describing the policy is readily available on various University websites, including the student handbook, with the policy included. Posters and brochures describing this policy

can be found at various sites on campus where students congregate.

Training will be provided to students and student organizations in order that students know and understand their rights and obligations under the policy, to whom to report violations, and the procedures for investigations and hearings. Training will also be provided to faculty and staff members who interact with students in order that these individuals understand their responsibility to report any incidents of discrimination or harassment report to or observed by them.

### **Related Policies**

University Policy EOP 1.00 Equal Opportunity and Affirmative Action

University Policy EOP 1.01 Equal Opportunity Complaint Processing Procedures

University Policy EOP 1.02 Sexual Harassment

University Policy EOP 1.03 Discriminatory Harassment

University Policy EOP 1.04 Non-Discrimination Policy

University Policy STAF 6.00 Disability Discrimination



# Code of Student Conduct

This chapter extends and applies the general principles of the Statement of Student Rights and Freedoms to specific actions and responsibilities of students at the University of South Carolina Salkehatchie. It accepts the proposition that “academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society,” and that “free inquiry and free expression are indispensable to the attainment of these goals.” This chapter establishes rules, regulations, policies and disciplinary guidelines under the duty and corollary powers inherent in educational institutions to protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of University facilities.

Students have a right to expect enforcement of these rules and regulations. The University also has a right to expect students to abide by them as befits the responsibilities lodged in students as members of the University community. Knowledge of these rules and regulations can prove most beneficial to students in utilizing and protecting their guarded rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is no grounds for excusing infractions.

## Application of Laws

1. Students should be aware that educational institutions are not sanctuaries from the reach of the civil and criminal laws of the communities and states wherein such institutions exist. While the rules and regulations of the University of South Carolina Salkehatchie are not meant to duplicate general laws, there are some respects in which the lawful interests of the institution as an academic community coincide with the broader public interests treated in general laws. Students who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities as well as liable for disciplinary action under University rules when their conduct violates institutional standards.
2. Students, no less than other citizens, are entitled to be secure in their persons, lodging, papers and effects against unreasonable searches and seizures. This does not prohibit normal inspections of University housing or other facilities for maintenance, health, or safety purposes. Nor does it preclude searches and seizures properly authorized by administrators in emergency situations where the welfare and safety of persons or property is involved. Approval for such procedures will be granted in strict accord with required legal standards. Searches and seizures by outside law enforcement personnel incident to investigations or arrests are conducted only under proper warrant and are not the responsibility of the University.
3. Students enjoy the same freedoms of speech and peaceable assembly that accrue to other citizens, but students are under certain legal obligations in the exercise of these freedoms by virtue of their membership in the University community. Expression may be subjected to reasonable regulations of time, place, number of persons, and form under

established regulations. Expression in the form of action which materially interferes with the normal activities of the rights of free speech and assembly and will invoke appropriate legal and disciplinary sanctions when necessary in pursuit of this goal.

**Students who are apprehended and charged by law enforcement agencies with criminal conduct on or off campus may not continue as students without approval by the Academic Affairs Committee or in certain cases, approval by the dean. Students under such charges are required to keep the University informed of their trial status.**

## **General Conduct Regulations**

### **Introduction**

Responsibility for good conduct rests with students as individuals. All members of the academic community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. When breaches of good conduct occur, they are considered jointly by students, faculty, and administrators on the Student Discipline Committee. Responsibility for maintaining discipline is vested in the dean; under him, administration of the system for handling misconduct is the duty of the associate dean for student services.

### **Conduct Rules**

The following statements constitute the official record of all general conduct rules and regulations at the University of South Carolina Salkehatchie. Students are expected to abide by these rules and administrators are required to enforce them. (NOTE: Additional rules and regulations may be promulgated during the year; when this happens, announcements will be made upon adoption of the changes or additions.)

**1) *Damage to Property***

Acts of vandalism such as damage to or destruction of property owned or controlled by the University or its members is prohibited.

**2) *Firearms and Other Deadly Weapons***

The unauthorized possession or use, in any way, of firearms or weapons of any kind, such as dirks, slingshots, metal knuckles, razors, or any other deadly weapons, is prohibited.

**3) *Flammable Materials and Fireworks***

The possession, ignition or detonation of any object or article which could cause damage by fire or other means to person or property, or possession of any substance which could be considered fireworks, is prohibited on any property owned or operated by the University.

**4) *Arson***

No person shall start a fire or be in any way responsible for starting a fire on University property without authorization.

**5) *False Fire Alarms and Misuse of Fire Equipment***

No person shall make, or cause to be made, a false fire alarm. No person shall tamper with fire safety equipment.

**6) *Theft or Misappropriation***

Theft of any kind, including seizing, receiving or concealing property with knowledge that it

has been stolen, is forbidden. Sale or possession of any property, including USC Salkehatchie property, without owner's permission is also prohibited.

**7) *Disorderly Conduct***

Individual or group behavior which unnecessarily disturbs individuals or groups is prohibited. Such conduct includes (but is not necessarily limited to) physical assault or threat of assault, hazing, and boisterous conduct which is unreasonable for the area in which it occurs.

**8) *Sale of Textbooks***

The sale by any student of a textbook that does not belong to them is prohibited unless they have prior written authorization from the owner of the book. (Books which are found should be turned in to the Lost and Found department in the Dean's Office.)

**9) *Forgery***

Forgery and the alteration or misuse of University documents or records are forbidden.

**10) *Keys***

No one may use or have in their possession any University key without proper authorization. No student is allowed under any conditions to have a University key duplicated.

**11) *Misuse of Telephone***

No student shall abuse telephone privileges.

**12) *Disruption of Normal Activity***

No one may interfere with or disrupt the normal activity and operations of students, faculty, administrations or staff of this institution or its buildings or facilities. Any form of expression which materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited.

**NOTE: To remain in the vicinity of activity which threatens to disrupt or is disrupting normal University functions may have serious legal and disciplinary implications.**

Bystanders as well as more active participants may be charged with jointly engaging in an enterprise which is prohibited by law. Students should accordingly avoid the scene of any disruption or potential disruption. In any case, failure to leave when asked to disperse by University or law enforcement officials will result in disciplinary and/or legal action.

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

# Parking Regulations

These regulations pertain to students, faculty, and staff of USC Salkehatchie. Parking permits or decals must be displayed on vehicles of all students, faculty, and staff. Permits are issued in the Business Offices on both campuses.

Campus speed limit is 10 mph unless otherwise posted.

Fines will be imposed for the following violations:

- Parking permit improperly displayed, \$10.00
- Parking in or blocking handicap space, (1st- \$25.00, 2nd-\$50.00, 3rd-\$100.00)
- Other miscellaneous parking violations, \$20.00

Fines should be paid in the Business Office or mailed to the same within four school days of the violation. After four days, the fine will be increased by \$1 and an additional \$1 for each week thereafter.

Students with unpaid fines will not be allowed to register at any USC campus until the fines are paid. Student records will not be transmitted from the Registrar's Office until fines are paid.

Initial questions regarding fines should be directed to the Business Office. Fines may be appealed, but the appeal must be made within four school days of the violation by notifying the Associate Dean for Student Services. The payment of fines is to be suspended until the appeal decision is rendered. During the time of an appeal, fines will not be subject to the \$1 increase.

The income from the collection of fines will be deposited into the general University account to provide safety and security services.

# Student Disciplinary Procedures

Educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to counseling, guidance and admonition. In the exceptional circumstances when these preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from unfair imposition of serious penalties. The following are set forth as proper safeguards in such proceedings:

## **Standards of conduct expected of students**

The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to their education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

Except under circumstances where delay may create a risk of harm to property or students, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible official should be designated to whom application should be made before a search other than a routine inspection is to be conducted. During routine inspections, only items in plain sight can be seized and used as evidence. Any application to search should specify the reasons for the search and the object or information sought. The official should keep an accurate record including the time, date and reason for the search. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

Students detected or arrested for allegedly committing serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. While interrogation may be conducted, no form of harassment should be used by institutional representatives to coerce admission of guilt or information about conduct of other suspected persons.

Pending action on the charges, the status of a student should not be altered, or the right to be present on the campus and to attend classes suspended except where the administration determines such action is necessary for the student's physical or emotional safety and well-being, or for the safety of students, faculty, or University property.

The formality of the procedure to which a student is entitled in disciplinary cases should be proportionate to the gravity of the offense and the sanctions which may be imposed. Matters involving minor infractions of the University regulations where suspension is not contemplated may be handled by the administration in an informal manner. Where misconduct may result in suspension, the student should have the right to a hearing before the Student Discipline Committee.

### **The Student Discipline Committee**

The committee should include faculty members and student members. No member of the committee who is otherwise interested in the case should sit in judgment during the proceedings.

The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity and in sufficient time, to ensure opportunity to prepare for the hearing.

The student appearing before the committee should have the right to be assisted in defense by an advisor of choice.

The burden of proof should rest upon the officials bringing the charge.

The student should be given the opportunity to testify and to present evidence and witnesses. The student should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against the student unless the student has been advised of their content and of the names of those who made them, and unless the student has been given an opportunity to refute unfavorable inferences which might otherwise be drawn.

All matters upon which the decision may be based must be introduced into evidence at the proceeding before the committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.

There should be, where possible, a verbatim record, such as a tape recording, of the hearing. In the event that the student is disciplined other than by the regularly constituted Student Discipline Committee, the student shall have the right to a complete hearing before the committee. The decision of the committee shall be final, subject to the student's right of appeal to the president of the University and to the Board of Trustees of the University.

# Student Academic Disciplinary Procedures

Infractions of academic discipline in the undergraduate schools and colleges will be dealt with in accordance with this code of student academic responsibility.

## Definitions

Infractions of academic discipline include, but are not limited to:

### Cheating

This refers to conduct during quizzes and examinations which shall include utilizing written information not specifically permitted by the instructor. It shall also include receiving written or oral information from any person other than the instructor. It shall further include stealing, buying, selling, or using any copy of an examination before it has been administered.

### Plagiarism

This refers to submitting, as a student's own work, material obtained from another source without indicating the source from which it was obtained. It further includes letting another person compose or rewrite a student's written assignment.

### Illegal Use of Old Laboratory Reports

This comprises the copying of an old report belonging to another person and submitting the work as one's own.

A student who assists in a form of dishonesty mentioned above shall be considered equally as guilty as the student who accepted such assistance.

A student who possesses evidence that one of the offenses listed above has been committed and who does not report the offense to the appropriate authority shall be considered guilty of an infraction of academic discipline.

## Enforcement of Student Academic Responsibility

Students who have committed infractions of the student academic responsibility principle will be heard before the Academic Affairs Committee.

### Reporting Procedures

Infractions of academic discipline may be reported in writing to the chair or any member of the committee by the student committing the infraction, any student observing the infraction, or the faculty member observing the infraction.

It shall be the duty of any member to whom report of an infraction has been made to submit the same in writing to the chair of the committee as soon as possible.

## **Hearing Procedures:**

### **Committee**

The Academic Affairs Committee shall conduct hearings when circumstances warrant such action and determine appropriate penalties.

The chair shall be responsible for conducting the hearing, ensuring that proper records are kept, informing the accused of the decision, and reporting the decision to the dean and to the associate dean whose responsibility it shall be to ensure that proper record notations are made.

The student charged with infractions will be sent written notice, by the chair, of the charges against at least seven days before the time scheduled for the hearing. This notice will include the specific charges; the time and place of the hearing; notice of rights to bring witnesses, question witnesses, and have representation, if desired; notice of the right to appeal to the dean, the president of the University and then the Board of Trustees in that order.

### **Hearing**

The accused will be present for all testimony, be permitted to bring witnesses, to question the witnesses against, and to make any statement desired bearing on the matter being discussed. The decision as to guilt (unless admitted) and the penalty will be made in closed session and then the accused will be informed by the committee in open session of its decision.

All hearing proceedings will be kept confidential.

### **Post-Hearing**

The chair will inform the dean and the associate dean of the penalty imposed whenever a student has been found guilty. The associate dean will be responsible for notifying the student in writing of the decision of the committee, informing the appropriate administrative officials, and for making the proper record entries and taking the appropriate action on the penalty.

### **Penalties**

The following action may be taken against a student who is found guilty of an infraction of academic discipline for the first time:

#### **Warning**

Not entered on permanent academic record

#### **Probation**

entered on permanent academic record

#### **Failure**

Recommendation to professor that F be awarded in course.

#### **Suspension**

In serious cases, even a first offender may be suspended. A student guilty of an infraction of academic responsibility for a second time, shall, except in extraordinary cases, be suspended



from the University.

**NOTE:** A student who has violated or who has been charged with the violation of any regulation of the University may not be permitted to withdraw from the University without the permission of the chair of the committee. A notation of the circumstances under which the accused student was permitted to withdraw shall be entered in the minutes of the committee. The withdrawal of a student with or without such approval shall not deprive the committee of the power to hear charges, and in the event the student be found guilty, the committee may restrict readmission on such terms or under such circumstances as it may prescribe.

## **Student Responsibility**

Each student is responsible for abiding by the Code of Student Academic Responsibility at all times. In the classroom, it applies in all academic activities, whether a faculty member is involved or not.

Any student who observes or learns of another student's violation of the Code of Student Academic Responsibility may request the student to report to the instructor of the course, and if this is not done, shall report the matter to the instructor of the course or the chair of the Academic Affairs Committee.

## **Faculty Responsibility**

Each faculty member also has responsibilities with respect to this code. These responsibilities include, but are not limited to:

- 1) The promotion of conduct conducive to the effective functioning of the code. Primarily, the faculty member should conduct classes and examinations in such manner as to minimize opportunities and temptations for cheating.
- 2) A clear exposition to students of the values as well as the obligation of the code.
- 3) A demonstration of interest in the proper functioning of the code.
- 4) The use of uniform procedures in handling violations of the code, including the submission of all violations to the Committee on Student Responsibility.

## **Additional Rules**

The committee shall make such additional rules as are necessary, so long as they do not contravene any of the provisions of this code, to carry out its function, with the approval of the University-wide committee.

# Procedures for Grievances and Appeals

## Preface

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

## Purpose

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

## Definition

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

## Procedure

### Initiating a Grievance

The initial phase of the student grievance generally requires an oral discussion between the student and the person(s) alleged to have caused the grievance. If the student considers the response to that discussion to be unsatisfactory and feels the grievance still exists, written notification of the grievance shall be delivered to the chair of the Academic Affairs Committee. The Academic Affairs Committee facilitates better student-faculty communications on the Salkehatchie campus by listening to student and faculty grievances. Hearing may be requested by students and faculty. A written report is submitted to the dean recommending what action, if any, should be taken.

### Policy for Non-Academic Grievances

A non-academic grievance is defined as a dissatisfaction occurring when a student thinks that any condition affecting him/her is unjust, inequitable, or creates an unnecessary hardship. Such grievances include, but are not limited to, the following problems: mistreatment by any University employee, wrongful assessment and processing of fees, records and registration errors, racial discrimination, sex discrimination, handicapped discrimination as they relate to non-academic areas of the University. The grievance procedures should not be used for appeals of disciplinary decisions, residency classification decision, traffic appeals decisions or any other type decision where a clearly defined appeals process has already been established. The procedure is as follows: (a) the initial phase of the student grievance generally requires an oral discussion between the student and the person (s) alleged to have caused the grievance. (b) If the student considers the response to that discussion to unsatisfactory and feels the grievance

still exists, written notification of the grievance shall be delivered to the chairman of the Academic Affairs Committee. The Academic Affairs Committee facilitates better student – faculty communications on the Salkehatchie Campus by listening to student and faculty grievances. Hearings may be requested by students and faculty. A written report is submitted to the Dean recommending what action, if any, should be taken.

## **Student Complaint Procedures and Form**

### **Disclaimer Information**

The SC Commission on Higher Education responds to formal complaints from students against public, independent non-profit and proprietary institutions of higher education in South Carolina. However, the Commission has limited authority over public and non-profit independent colleges and universities and cannot offer legal advice or initiate court proceedings. The Commission may not review student complaints in the following situations:

- where the complainant has retained legal counsel or legal action.
- where the complaint is related to course grades, academic sanctions, or discipline/conduct matters unless the student can prove that the institution did not comply with its policies and procedures for appeal.
- where another governmental agency has a process or jurisdiction to mediate the complaint.
- if the complaint was submitted to the Commission anonymously.

### **State Authorization Reciprocity Agreement (SARA)**

South Carolina participates in the State Authorization Reciprocity Agreement (SARA). The South Carolina Commission on Higher Education serves as the state’s portal agency for SARA and is the final authority for SARA-related complaints. If an out-of-state student enrolled in an SC institution via distance education wishes to file a complaint, he or she may complete and submit the Commission’s complaint form below.

### **Guidelines for Filing a Student Complaint**

In absence of mitigating circumstances, students must submit a complaint to the Commission within two calendar years of exhausting the appeals process at the institution.

**Step 1:** If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the student’s complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty or staff member(s), the student should proceed to Step 2.

**Step 2:** The student should file a complaint through the institution’s complaint process. Information about the process can usually be found in the institution’s academic catalog, student handbook, or website. Many institutions have an ombudsman to mediate on behalf of

the student. If the student is still unable to resolve the complaint, the student should proceed to Step 3.

**Step 3:** Investigate to where assistance may be available from other entities.

- **SC Public Technical Colleges:** Students enrolled at a South Carolina technical college should contact the SC Technical College System office.  
Website: <http://www.sctechsystem.edu/students/student-complaint-form.html>
- **Independent Nonprofit Institutions:** Students enrolled at an in-state independent nonprofit institution should contact the SC Independent Colleges and Universities.  
Website: <http://www.scicu.org/contact/>
- **Nursing:** Students enrolled in nursing licensure programs should contact the SC Department of Labor, Licensing, and Regulation, Board of Nursing.  
Website: <http://www.llr.state.sc.us/POL/Nursing/index.asp?file=STAFF.HTM>
- **Barbering:** Students enrolled in barbering programs should contact the SC Department of Labor, Licensing, and Regulation, Board of Barber Examiners.  
Website: <http://www.llr.state.sc.us/POL/Barber/>
- **Cosmetology:** Students enrolled in cosmetology, nail tech, or esthetic programs should contact the SC Department of Labor, Licensing, and Regulation, Board of Cosmetology.  
Website: <http://www.llr.state.sc.us/POL/Cosmetology/>
- **Distance Learning:** Students enrolled in distance learning programs should contact the state authorization agency in the home state of the institution. Each institution includes state authorization information on its website.  
Website: <http://www.nasasps.org/listing-of-regular-members>
- **Discrimination:** If a student believes that an institution has acted in a discriminatory manner, he or she may wish to contact the South Carolina Human Affairs Commission or the U.S. Department of Education's Office for Civil Rights. SCHAC Website: <http://www.schac.sc.gov> USED  
Website: <http://www2.ed.gov/about/offices/list/ocr/index.html>
- **Disabilities Accommodation:** If a student believes that an institution has not complied with the requirements of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability, contact the U.S. Department of Education, Office for Civil Rights.  
Website: <http://www2.ed.gov/about/offices/list/ocr/transition.html>

- **SC Financial Aid:** If a student has been denied South Carolina state-based financial aid, he or she may file an appeal with South Carolina Commission on Higher Education, Division of Student Affairs.  
Website: <http://www.che.sc.gov/Students,FamiliesMilitary/Appeals.aspx>
- **Federal Financial Aid:** For student issues related to federal financial aid, contact the Ombudsman Group of the U.S. Department of Education for disputes related to Direct Loans, Federal Family Education Loan (FFEL) Program loans, Guaranteed Student Loans, and Perkins Loans.  
Website: <https://studentaid.ed.gov/repay-loans/disputes/prepare/contact-ombudsman>
- **The Office of the Inspector General (OIG)** is charged with investigating and detecting fraud, waste, abuse, mismanagement, misconduct, or violations of state or federal law, and wrongdoing in the Executive Branch. OIG only has investigative authority over the Executive Branch of South Carolina State Government, which includes state supported colleges and universities.  
Website: <http://oig.sc.gov/Pages/default.aspx>.

**Step 4:** If the complaint cannot be resolved through the above channels, the student may file a complaint with the Commission. Complete and submit the Commission's complaint form below.

#### **Commission Procedures for Reviewing a Student Complaint**

- After receiving a complaint, Commission staff will review the submitted materials, and contact the complainant for any required additional information or clarifications.
- The Commission staff will then send a copy of the complaint to the institution against which the complaint has been filed and request a response, due within 30 calendar days.
- After receiving the response, Commission staff will determine whether the institution's complaint process has been followed and exhausted and what additional steps or follow-up may be taken. The Commission may outsource the investigation to another government agency.
- If it is concluded that the allegations do not establish a violation of standards or any serious deviation of educational standards imposed by the Commission, a letter is sent to the complainant confirming this, along with a copy of the institution's response.
- If it appears that a standard has been violated or that the institution has not complied with the institution's established policies, staff will attempt a settlement through mediation.
- If there is evidence that the institution may no longer be maintaining minimum standards, an investigation may be made to determine other actions.
- Results of the investigation are sent to both the complainant and institution.

Mail the complaint and required documentation to:

SC Commission on Higher Education  
Academic Affairs  
Attn: Student Complaint  
1122 Lady Street, Suite 300  
Columbia, SC 29201  
or E-mail:  
[submitcomplaint@che.sc.gov](mailto:submitcomplaint@che.sc.gov)

## Complaint Form

### Student Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Institution Information

Name of Institution: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Person(s)/Committee Who Made Final Determination: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Details of Complaint

Program of Study: \_\_\_\_\_

Dates of Attendance: Start: \_\_\_\_\_ End: \_\_\_\_\_

Date(s) of Incident: \_\_\_\_\_

1. Have you completed the institution's complaint process and received a final determination?

Yes...

- Provide a copy of the institution's complaint resolution procedure.
- Provide documentation of your exhaustion of the institution's complaint resolution procedure including any final letters of determination issued by the institution.

No...

Your complaint will not be considered until this requirement is met.

2. Information to include in your complaint.

- The events or circumstances upon which the complaint is based.
- The names and titles (if any) of the individuals involved.
- A statement of the resolution you seek.
- List of other entities such as the institution's accrediting agency or other state or federal agencies where you have also filed a complaint. Include name of entity, contact person, date filed, and status of the complaint.

**Authorization**

Initial the following:

- a. \_\_\_ I authorize the South Carolina Commission on Higher Education (CHE) to transmit a copy of my complaint (along with any attachments) to the institution for its response.
- b. \_\_\_ I authorize CHE, as part of its investigation of my complaint, to contact and discuss my complaint with officials, faculty, and staff at the institution.
- c. \_\_\_ I authorize the CHE to transmit this complaint and attachments to another state agency (such as the Office of the Attorney General or South Carolina Department of Education), a federal agency, the institution’s accrediting agency, or an educational association to which the institution belongs.
- d. \_\_\_ I authorize the CHE to transmit this complaint (along with any attachments) to the appropriate state university system for investigation and resolution, if my complaint pertains to an institution in the State Technical College System or the University of South Carolina system.
- e. \_\_\_ I understand and agree that the CHE and its staff are not my agents or attorneys nor do they represent me in a legal capacity.
- f. \_\_\_ I understand that the Commission will not mediate complaints where the complainant has retained legal counsel or initiated legal action.
- g. \_\_\_ I understand and agree that CHE may disclose the information in response to a request under the Freedom of Information Act, Title 30, Chapter 4, SC Code of Laws, 1976, as amended.
- h. \_\_\_ I authorize institution representatives to photocopy and release documents or the complete and entire contents of my student financial, academic, personal, and all other records held by the institution upon request by CHE.
- i. \_\_\_ I authorize the institution to release my records to and discuss my records with CHE to investigate and act upon the complaint.
- j. \_\_\_ I agree to hold CHE and the institution harmless from any and all liability for the release of my records to any entities as specified above or any release of information as requested by accrediting authorities or government agencies.
- k. \_\_\_ I understand that the Commission may not have jurisdiction to mandate resolution of my complaint.

**Declaration and Signature**

I declare under penalty of perjury under the laws of the State of South Carolina that the allegations contained in this complaint are true and accurate to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_



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# Who to Ask

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## Admissions

Brooke Williams	<a href="mailto:ebhw@mailbox.sc.edu">ebhw@mailbox.sc.edu</a>	803-812-7331
Sabrina Padgett	<a href="mailto:padgett1@mailbox.sc.edu">padgett1@mailbox.sc.edu</a>	843-782-8605

## Financial Aid and Scholarships

Julie Hadwin	<a href="mailto:jhadwin@mailbox.sc.edu">jhadwin@mailbox.sc.edu</a>	803-812-7304 843-782-8609
Ana Montjoy	<a href="mailto:montjoy@mailbox.sc.edu">montjoy@mailbox.sc.edu</a>	843-782-8631

## Advisement

Melissa Tomlinson-Hooks	<a href="mailto:mhooks@mailbox.sc.edu">mhooks@mailbox.sc.edu</a>	843-549-8659
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## Registration

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Sheila Smoak	<a href="mailto:ssmoak@mailbox.sc.edu">ssmoak@mailbox.sc.edu</a>	843-782-8600

## Veterans

Julie Hadwin	<a href="mailto:jhadwin@mailbox.sc.edu">jhadwin@mailbox.sc.edu</a>	803-812-7304 843-782-8609
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## Withdrawals from School or Emergencies Affecting your Attendance

Jane Brewer	<a href="mailto:jtbrewer@mailbox.sc.edu">jtbrewer@mailbox.sc.edu</a>	803-812-7317 843-782-8601
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## Questions about Your Bill

Amy Stanley	<a href="mailto:astanley@mailbox.sc.edu">astanley@mailbox.sc.edu</a>	803-812-7384
Suzanne Goodson	<a href="mailto:goodsons@mailbox.sc.edu">goodsons@mailbox.sc.edu</a>	803-812-7397
Lamar Hewett	<a href="mailto:dlhewett@mailbox.sc.edu">dlhewett@mailbox.sc.edu</a>	843-782-8608

## Distance Education Course Arrangements

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Dan Johnson	<a href="mailto:johns943@mailbox.sc.edu">johns943@mailbox.sc.edu</a>	803-812-7353

## **Academic Concerns**

Dr. Bryan Love

[bryanlov@mailbox.sc.edu](mailto:bryanlov@mailbox.sc.edu)

803-812-7466

843-782-9675

## **Transfer or Change of Campus Concerns**

Carmen Brown

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803-812-7318

## **Residency**

Carmen Brown

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## **Students with Disabilities**

Jane Brewer

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803-812-7317

843-782-8601

## **Career Counseling**

Dr. Carolyn Banner

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803-812-7372

843-782-8682

## **Need to talk?**

People who can listen and help are available 24/7.

### **The National Suicide Prevention Lifeline**

1-800-278-8255

### **The Crisis Text Line**

Text the word "hello" to 741-741

# USC Salkehatchie Administration

**Dr. Chris Nesmith, Dean**

[cnesmit@mailbox.sc.edu](mailto:cnesmit@mailbox.sc.edu)

803-812-7330 (West) OR 843-782-8600 (East)

West Campus Office: Science and Administration Building

Office East Campus: Walterboro Main

**Dr. Bryan Love, Associate Dean for Academic Affairs**

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803-812-7466 (West) or 843-782-9675 (East)

West Campus Office: Spruce Hall

East Campus Office: Science and Nursing Building

**Ms. Jane Brewer, Associate Dean for Student Affairs, Director of East Campus and Athletics Director**

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803-812-7317 (West) or 843-782-8601 (East)

West Campus Office: Student Center

East Campus Office: Walterboro Main

**Ms. Jessica All, Director of Finance and Information Technology**

[allj@mailbox.sc.edu](mailto:allj@mailbox.sc.edu)

803-812-7398

West Campus Office: Science and Administration Building

**Ms. Haley Rowe, Human Resources**

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843-782-8612

East Campus Office: Walterboro Main

We encourage you to communicate with USC Salkehatchie administrators by visiting their offices, by e-mail or by telephone. In addition, we encourage you to give us your feedback any time using the electronic suggestion box located on the USC Salkehatchie website.

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# Glossary of College Terminology

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# Glossary of College Terminology

Realizing that a clear understanding of words and terms is basic to communication, we prepared a Glossary of College Terminology to aid students in their transition to the college environment and enhance interactions with faculty, staff and other students.

**Accreditation** - Institutional approval by an association based on specific standards. USCS is accredited by the Southern Association of Colleges and Schools.

**Advanced Placement Examinations** - Tests on college-level subjects offered by the College Board to qualified high school students. USCS has a procedure for awarding placement and credit to students who earn a minimum score of 3 on designated tests. See the Admissions Office staff for details.

**Advanced Standing** - (1) A listing of academic courses taken at other colleges/universities including credit hours attempted, credit hours earned, grades and grade point average that is evaluated by the Dean of the College of the transfer student's major. This form may be called a Transfer Credit Summary. (2) Credit earned by examination or exemption and posted on the student's record.

**Advisement** - A meeting between a faculty advisor and a student to plan the next term's academic schedule. Pre-advisement for the spring term is usually done in November; for the fall term, in April.

**Advisement Folder** - Folder containing the following information to assist the faculty advisor: admissions counseling form, copies of high school and/ or college transcripts, copies of Advanced Standings, GED Certificate, SAT or ACT scores, PGPA or GPA, intended major and related information.

**Advisement Form** - A form which designates approved academic course or courses to be taken by a student during an academic term. The form is completed by the student in consultation with the faculty advisor and signed by both.

**Advisor** - Faculty member who is assigned to a student to assist the student in scheduling courses, to explain degree requirements and assist students with their academic programs or coursework

**American College Test (ACT)** - A college entrance examination that measures a student's skills in the following areas: English, Math, Social Studies and Natural Sciences. Most colleges use either the ACT or Scholastic Aptitude Test (SAT) for admissions purposes.

**Associate Degree** - A two-year degree granted by USCS to a student who has earned a minimum of 60 credit hours in designated courses with a cumulative grade point average of 2.0 (C average).

**Audit Student** - One who monitors a college course without receiving academic credit. Audit fees vary depending on the number of courses the student is taking. An audited course at USCS may never be repeated for credit. Skills courses may not be audited. (see Skills Courses)

**Baccalaureate or Bachelor's Degree** - A four-year degree granted by USC to a student who has earned a minimum number of credit hours (120 or more) in designated courses with a minimum grade point average of 2.0 (C average).

**Catalog (or Catalogue)** - A booklet which contains USCS's academic regulations, degree requirements, course descriptions, faculty names and related information about the institution. A catalog may also be called a bulletin.

**Change of Campus Form** - A form used by USCS which allows a student to attend a different campus in the USC system. Contact the USCS Admissions Office to obtain this form.

**Class Schedule** - A printed listing of course offerings, time, location and instructors of classes and information about Registration, Financial Aid and Admissions for the Fall, Spring and Summer terms at USCS.

**Cognate** - Academic courses intended to support coursework in a student's major area of study.

**College Level Examination Program (CLEP)** - Tests on specific subjects sponsored by the College Board and offered at USC Columbia each month. Students who earn a minimum score and pass an essay, if required, are granted credit by USC. Information about CLEP is available in the Admissions Office, USCS.

**College Work Study (CWS)** - A Federal Assistance Program that provides employment to students in on-campus or off-campus setting. Students are allowed to earn a specified amount of money during an academic term. Contact the Financial Aid Office at USCS for more information.

**Common Hour** - A block of time when there are no classes scheduled. Common Hour is from 12:15 - 1:00 each day.

**Concurrent Student** - (1) A high school senior approved to take courses at USCS while completing high school requirements. This student should submit a partial high school transcript, application fee, SAT or ACT scores and a counselor or principal recommendation. (2) A USC student who takes courses on at least two USC campuses during the same academic term.

**Continuing Education**- Non-academic credit courses, seminars, workshops or conferences at USCS for personal or professional development.

**Course** - A specific class, such as English 101 or Math 122. A student may take a minimum of one course and generally a maximum of six courses each term. Students wishing to take more than 18 semester hours must have permission from the Associate Dean for Academic Affairs.

**Course Number** - A means of designating academic courses.

**Credit Hours** - A means of measuring academic study. Used by a college/university to determine requirements leading to a degree. Usually a three-credit hour course designates that class will meet (approximately) three hours a week over a 16-week term.

**Degree Students** - Students who meet USCS admission requirements and plan to fulfill all requirements toward an Associate (2-year) and/or Baccalaureate (4-year) degrees as

stated in the USCS catalog.

**Degree Requirements** - A grouping of academic courses which must be successfully completed to earn a degree.

**Drop/Add**- A process whereby students make changes to their schedules by using a Change of Schedule form. Deadline dates for making these changes are listed in the Class Schedule. To obtain this form, contact USCS Admissions Office.

**Elective** - An academic course freely selected by a student to fulfill degree requirements.

**Exempt** - To waive a course requirement by making a designated grade on a placement test. Credit may or may not be given for the exempted course.

**Faculty Member** - A person who teaches courses at USCS and has earned a Master's (M.A.) degree and/or Doctorate (D.B.A.; D.A.; Ph.D.; or Ed.D.) degree. Faculty members with Doctorate degrees may be called Doctor. Faculty are ranked as follows: Instructor, Assistant Professor, Associate Professor, Professor. All faculty may be called professor informally.

**Fees** - Costs to attend USCS. The primary fee is tuition or the cost to take a course(s). Other fees include books and student insurance.

**Financial Aid** - Assistance in the form of grants, loans, work, tuition waivers, scholarships and any other type to provide for the payment of tuition and other expenses incidental to college attendance. Sources of assistance include Federal, State and Local Government as well as private organizations as businesses, clubs, unions and churches. See the Financial Aid Officer for details.

**Freshman** - (1) Beginning college student. (2) Student who has earned between 0 and 29 credit hours in college.

**Full-Time Student** - Student who takes 12 credit hours or more during a given 16-week term; student who takes six credit hours or more during an eight-week term; student who takes four credit hours or more during a five-week summer term. (Note: This definition may vary for Financial Aid recipients; contact the Financial Aid Office for details.)

**Grade Point Deficit (GPD)** - The number of grade points a student lacks to have a 2.0 (C average)

**Grade Point Hours (GPA Hours)** - The number of credit hours that have been attempted (or carried) for a letter grade. These hours are used to calculate the student's Grade Point Average (GPA). Courses that receive the grades of S, U, T, IP, NR, and Audit are not counted in the Grade Point Hours.

**Grade Point Average (GPA)** - The average of grades a student earns at the end of a semester obtained by dividing the total number of grade points by the total number of credit hours attempted. The cumulative GPA is the average of all college work attempted.



**To compute a GPA:**

- 1) Add all hours **attempted**, not hours earned.
- 2) Determine the grade points for each course based on the following:

**A = 4.0 grade points**      **B+ = 3.5 grade points**  
**B = 3.0 grade points**      **C+ = 2.5 grade points**  
**C = 2.0 grade points**      **D+ = 1.5 grade points**  
**D = 1.0 grade points**      **F = 0 grade points**

- 3) Multiply the semester hours attempted for each course by the grade points for each course grade.
- 4) Total the grade points.
- 5) Divide the total number of grade points by the total number of hours attempted:  
**GPA = total grade points / total hours attempted**

**Compute Your GPA**

**Example: Fall term**

Course	Grade (Grade Pts)	Credit hours attempted	Credit hours earned	Total Earned Grade Points
<b>ENGL 101</b>	B+ (3.5)	3	3	10.5
<b>MATH 141</b>	A (4.0)	4	4	16.0
<b>CHEM 101</b>	C (2.0)	4	4	8.0
<b>PSYC 101</b>	F (0.0)	3	0	0.0
<b>Total</b>		14	11	34.5
<b>GPA</b>	34.5/ 14 = 2.46			

**To compute a Cumulative GPA:**

- 1) Total all grade points from each term
  - 2) Total all hours attempted for each term
  - 3) Divide grade points by hours attempted
- Cumulative GPA= All Grade Points/All Hours Attempted

**Compute Your Cumulative GPA**

**Example:**

	<b>Hours Attempted</b>	<b>Grade Points</b>
<b>Spring term:</b>	15	45.0
<b>Fall term:</b>	14	34.5
<b>Totals:</b>	29	79.5
<b>Cumulative GPA:</b>	79.7 / 29 = 2.74	

**Grant** - A form of financial assistance whereby a student receives money from the Federal Government, the State Government and/or the institution based upon financial need and/or special ability depending upon the source. Contact the USCS Financial Aid Office for more information.

**Hours Carried** - The number of credit hours attempted.

**Hours Earned** - The total number of credit hours successfully completed including transfer work, advanced standing, non-traditional credit and USC work.

**Independent Study** - A form of study outside the typical classroom setting in which a student undertakes a special project or studies a specified amount of academic material under the supervision of a faculty member.

**Institutional Scholastic Aptitude Test (SAT)** - The SAT offered and scored at an approved college or university; a student may take the ISAT only once. (see SAT)

**Intramurals** - Games, athletic contests, recreational activities and/or interaction designed for competition among students, faculty and staff at USCS.

**Junior** - A student who has earned between 60 and 89 credit hours in college.

**Liberal Arts** - a broad course of study including courses from the Humanities, Social Sciences and Natural Sciences.

**Loan** - A form of financial assistance whereby a student receives money to help with college expenses now but must repay it at a later date with interest. Interest rates and deferment procedures vary depending upon the source. Contact the USCS Financial Aid Office for more information.

**Major** - An area of advanced academic study chosen as a field of specialization; generally, at least 24-30 hours of coursework in advanced study constitute a major. For example, a student may major in English, biology, or psychology.

**Matriculate** - To formally enroll as a degree-seeking student at USCS.

**Minor** - an area of academic study requiring fewer courses than a major. A major is required for a Baccalaureate degree; a minor is not required but may be an option.

**National Scholastic Aptitude Test (NSAT)** (see SAT)

**Non-Degree Students** - Students who plan to attend the university for a temporary period of time and do not intend to fulfill degree requirements. Courses students take in a non-degree status carry full University credit and may be used toward a degree only after the student has satisfied all requirements for acceptance as a degree applicant. An applicant denied admission to a degree category is not eligible for admission as a non-degree student. Non-degree students are not eligible for financial aid.

**Non-Traditional Student** - Student 25 years or older.

**Online Registration** - The process, utilizing a computer, by which registrants are placed on the roster of students for a particular term and enrolled for classes. The primary advantages to students who utilize an online system include the instantaneous feedback on the requests for classes and the ease by which they can register for future terms.

**Part-Time Student** - Student who takes less than 12 credit hours during a 16-week term; student who takes less than six credit hours during an eight-week term; student who takes less than four credit hours during a five-week summer term. (refer to note under Full-Time)

**Pass/Fail Course**- Option a student has not to receive a standard letter grade of A, B, C, or D but to receive a P (Pass) or F (Fail). Pass/Fail grades are not computed in the student's GPA. Usually the instructor's permission is required, and these courses are generally available only in the area of electives.

**Permanent Record** - The official academic record for a student which is stored and maintained in the Records Office at USC Columbia. The record contains a listing of all the student's courses, hours attempted, hours earned, grades and GPA.

**Placement Tests** - Tests given in the area of writing, Reading, Mathematics and Foreign Language to determine the appropriate beginning level of courses in English, Mathematics and Foreign Language. All new students must take the Writing Proficiency Test.

**Predicted Grade Point Average (PGPA)** - An indication of a Freshman's potential academic performance based on a formula that includes high school rank in class, SAT-Verbal score and SAT-Math score. (2.05 is an example of a PGPA)

**Prerequisite** - A course that must be completed satisfactorily before a more advanced level course may be taken. For example, before a student can take English 287, he/she must complete English 101 and 102. English 101 and 102 are prerequisites for English 287.

**Probation** - The Dean of each college will review all students with a scholastic deficiency (semester, yearly or cumulative GPA below 2.0) and determine if the students need to be placed on scholastic probation on such terms as the Dean may designate.

**Quarter Hours** - Credit hours may be given by institutions on the quarter system. To

convert quarter hours to semester hours, multiply the quarter hours by two-thirds. USC is on a semester system.

**Readmits** - Degree-seeking students who have previously attended USC and were not enrolled for the last 16-week term. Readmits who have attended a college listed in the Transfer Credit Practices book since leaving USC are considered Transfers. The Transfer Credit Practices book is located in the Admissions Office.

**Registrar** - Administrative officer responsible for the maintenance of student academic records, registration and the interpretation and enforcement of the academic rules and regulations at USC.

**Registration** - The process by which a student enrolls for class(es) and pays fees.

**Regulations Manual** - A handbook, separate from the catalog, issued by USC stating policies and procedures governing a student's academic and personal life on campus.

**Resident** - A student who has lived in South Carolina for at least 12 months; is employed full-time in South Carolina or is a dependent of a full-time employed person; or is active-duty military or a dependent of an active-duty military person. Residency status is used to determine whether or not a student pays in-state (resident) tuition fees.

**Scholarships** - Gift aid programs generally designed for students who exhibit strong academic backgrounds or special talents. These are available through the Office of admissions or from private sources. Since scholarships cover such a broad area and have early application dates, it is recommended that interested students contact the Admissions Office or a high school counselor (if still in high school) as quickly as possible.

**Scholastic Aptitude Test (SAT)** - College entrance examination sponsored by the College Board that tests verbal and mathematical reasoning abilities. The SAT is given numerous times each year at designated high schools and scored at the national testing center in Princeton, NJ. These are called —National SAT (ISAT, NSAT) or ACT test scores. (see ACT, ISAT)

**Semester** (see Term)

**Semester Hour** (see Credit Hour)

**Senior** - A student who has earned over 90 credit hours in college.

**Skills Course** - Academic courses or areas of study designated by the university which cannot be audited.

**Sophomore** - A student who has earned 30-59 credit hours in college.

**Suspension** - The act of terminating a student's eligibility for enrollment at USC. First Suspension: A student will be suspended at the end of the Spring 16-week term if the yearly or cumulative GPD is 24 or more. (see GPD) Note: Students are not subject to suspension during the middle of the year.

**Syllabus** - A written outline of a particular course including the requirements for the course. Term - A division of the academic calendar; at USCS, there are 16-week, 8week, and 5-week (summer) terms.

**Traditional Student** - Student under the age of 25.

**Transcript** - The record of academic work at USC or another institution updated at the end

of each 16-week term that includes names of courses, hours attempted, hours earned, grades, GPA and other related academic information.

**Official Transcript** - Must bear the official University seal, the date the transcript was produced and the signature of the Registrar. This procedure is called Validation.

**Unofficial Transcript** - A copy of the permanent record for intercampus or student use; it is not validated but stamped —Unofficial - For Internal Use Only or For Student Use Only.

**Transfer** - A student who applies to USCS after having attempted college level work at an institution listed in the Transfer Credit Practices of Selected Educational Institutions book which is located in the Admissions Office.

**Transient** -A student regularly enrolled at another college or university who has written permission to attend USCS for a specific term.

**Undergraduate** - A student who is taking courses in pursuit of an Associate and/or Baccalaureate Degree.

**“W”** - Grade assigned when a student drops or withdraws from class after the last day to change a schedule, but before the penalty date for dropping or withdrawing. (Consult Class Schedule for deadlines)

**“WF”** - The grade assigned when a student drops or withdraws from class after the last day to drop or withdraw without a penalty. A WF is calculated in the GPA as an F. (consult Class Schedule for deadline dates).