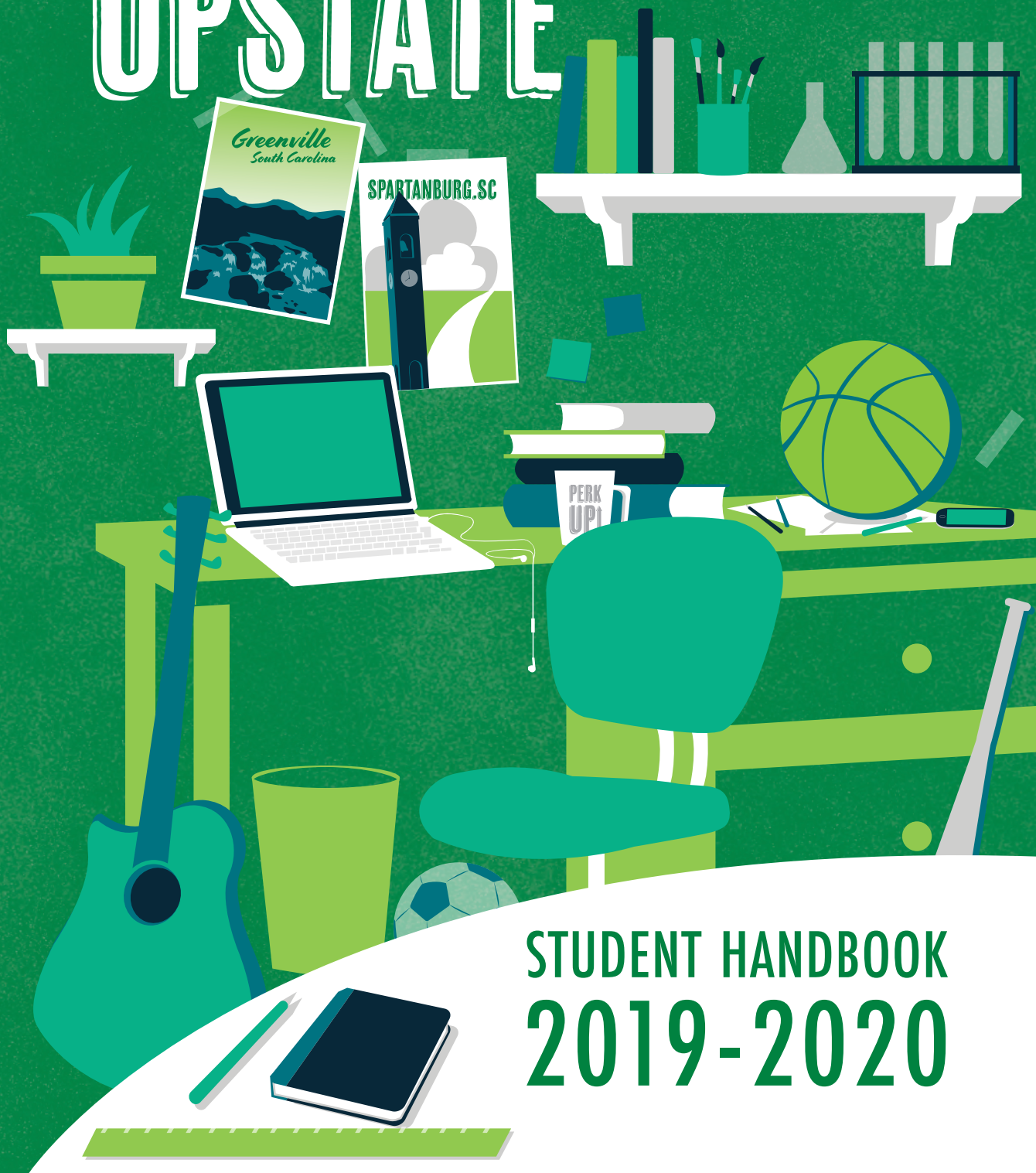


# UNIVERSITY OF SOUTH CAROLINA UPSTATE



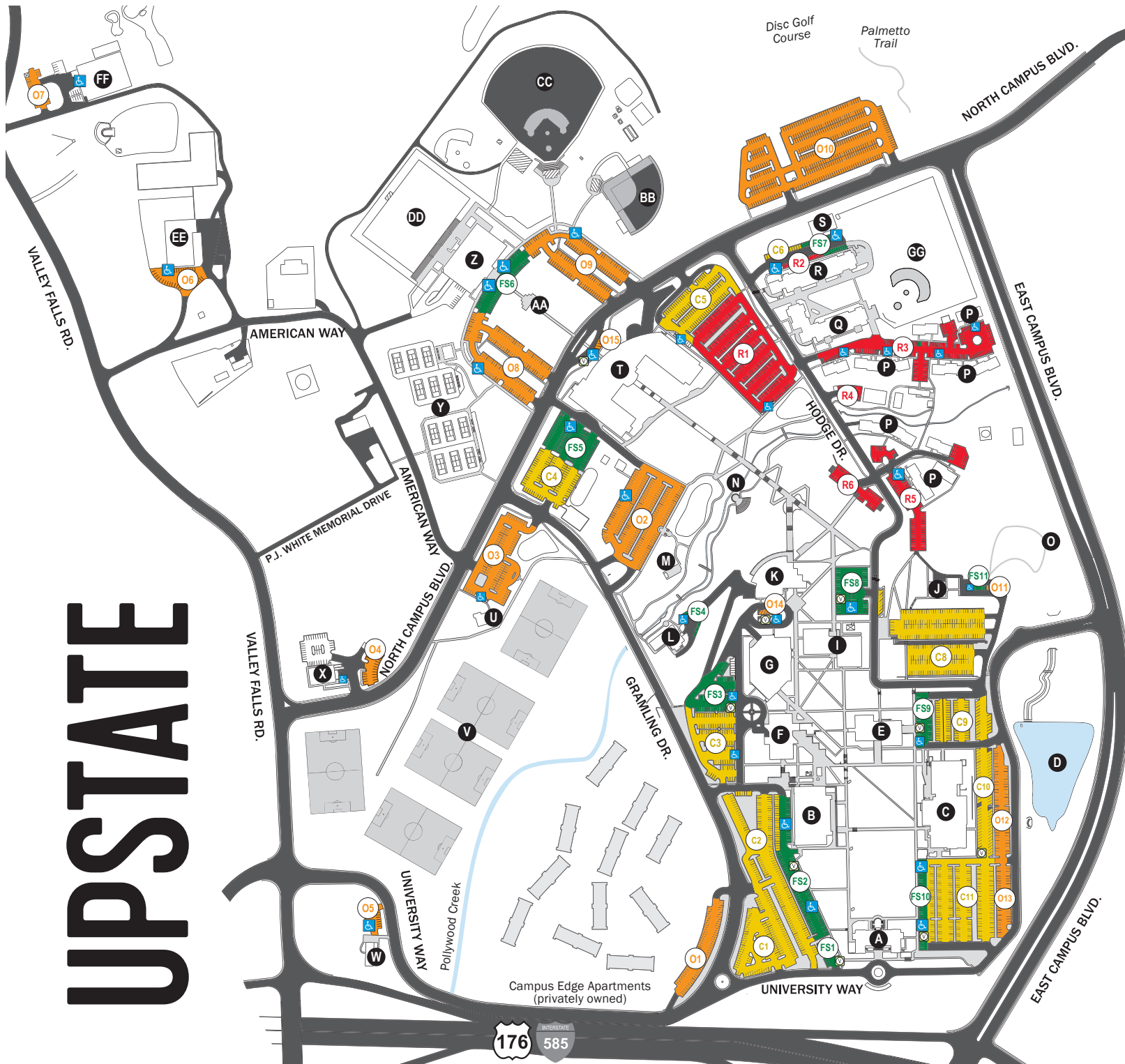
STUDENT HANDBOOK  
2019-2020

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# Campus Map Legend

- A. John C. Stockwell Administration Building
- B. Library / Richard E. Tukey Theatre
- C. G.B. Hodge Center / Arena
- D. Upstate Rotary International Peace Park
- E. Media Center WRET-TV
- F. Horace C. Smith Building
  - Curtis R. Harley Art Gallery
- I. College of Arts & Sciences Building
- J. Burroughs Building
  - Honors Program
  - International Studies
- K. Olin B. Sansbury, Jr. Campus Life Center
- L. The P. Kathryn Hicks Visual Arts Center
- M. Dr. Lawrence E. Roel Garden Pavilion
- N. Susan Jacobs Arboretum
- O. Science Trail
- P. The Villas
- Q. Palmetto House
- R. Magnolia House
- S. John M. Rampey Center
- T. Health Education Complex / Wellness Center
  - Mary Black School of Nursing
  - School of Education
  - Enrollment Services
  - Bookstore
- U. Smith Farmhouse / Athletic Annex
- V. Soccer Fields
- W. Health Sciences
- X. University Public Safety
- Y. Tennis Complex
- Z. University Readiness Center / SC National Guard
- AA. Louis P. Howell Athletic Complex
- BB. Cyrill Softball Stadium
- CC. Cleveland S. Harley Baseball Park
- DD. County University Soccer Stadium
- EE. Facilities Management Complex
- FF. University Services Building Postal / Shipping & Receiving
- GG. Intramural Field



## Campus Map Legend

- faculty & staff
- commuting student
- residential student
- overflow
- visitor
- handicap



“The stronger USC Upstate becomes in the hearts and minds of those in this region, the more valuable the degree you earn.”

— Dr. Brendan B. Kelly

Dear USC Upstate Student,

Welcome to the 2019-2020 academic year at the University of South Carolina Upstate.

You are part of a positive, diverse, and empowering university community for motivated students. As a Spartan, you will be challenged academically, supported personally, and pushed to the boundaries of your potential.

You will encounter a new vibrancy and sense of pride at USC Upstate, whether you attend classes at the main university, the George Dean Johnson, Jr. College of Business and Economics in downtown Spartanburg, in Greenville, or online. I believe that the path forward for you and this institution is paved with tremendous opportunity and growth. I could not be more pleased that you are part of our momentum!

The Chronicle of Higher Education ranks USC Upstate among the fastest-growing public universities in the nation. U.S. News & World Report recognizes us as No. 2 among Top Public Regional Colleges in the South. Additionally, the University of South Carolina Upstate is recognized as a College of Distinction.

As your chancellor, I will continue to work on enhancing the value of your degree. The stronger USC Upstate becomes in the hearts and minds of those in this region, the more valuable the degree you earn. USC Upstate will continue to build a strong reputation as a partner in fulfilling critical talent needs in the state and a major engine of social and economic development. Nearly 85 percent of our graduates remain in the Upstate region to build successful careers and lives. With nearly 30,000 alumni, the continued growth of USC Upstate is vital not only to the region, but to the entire state of South Carolina.

On behalf of the faculty and staff of your university, I welcome you as a member of the USC Upstate community and wish you the very best in 2019-2020.

Sincerely,

A handwritten signature in dark ink, appearing to read 'B. Kelly', written in a cursive style.

Dr. Brendan B. Kelly  
Chancellor





**email**  
afortune@uscupstate.edu

**phone**  
503-5107

**office**  
CLC 303

“Getting involved in a club organization can give you an advantage in your career. Employers want to know how you have practiced what you have learned in class and how you have developed soft skills. — Andre Fortune, Ph.D.”

Greetings USC Upstate Student:

Congratulations on selecting an excellent path to continue your education! USC Upstate is committed to offering you an outstanding education and an amazing experience. This Student Handbook contains a wealth of information, so I encourage you to read every page at least once and use this throughout your first year.

In fact, using your resources is the first of two tips I will offer you for success as a Spartan. I urge you to take full advantage of our many services, facilities, programs, and people here to help you be successful. If there are ever any barriers, let us know. If Student Affairs does not have the answer, we will help you find an answer.

Second, get involved in life outside the classroom. Academics are your primary reason for being here and must be a priority. At the same time, your experiences outside the classroom will be memorable and a big part of what brings you back to campus after graduation. Equally important, getting involved in a club or organization can give you an advantage in your career. Employers want to know how you have practiced what you have learned in class and how you have developed soft skills. Plus, having a social life makes your academic experience that much better!

As a Spartan I challenge you to follow these tips for yourself, but also consider your peers. USC Upstate students support, respect, and take responsibility for one another. If you see another student in need, please direct them to us so we can get them appropriate support. Please remember, if you or another student need any assistance, do not hesitate to contact me or my office at (864) 503-5107. We are here for you!

Best,

André L. Fortune, Ph.D.  
Vice Chancellor for Student Affairs

Up is where we live.



**email**  
sharan@email.uscupstate.edu  
or  
sharan2212@gmail.com

**phone**  
503-5134

**office**  
CLC 210

“ College is also trying to help you find your passion and you can do that in so many different ways here at Upstate. ”

— Sharan Ravishankar

Dear Fellow Spartans,

On behalf of the Student Body and the Student Government Association, it is my honor and privilege to welcome you to the Spartan Nation. Whether this is your first time as a freshman or your last year as a senior. Upstate always has something to offer to you.

College can be nerve-racking experience, but I will honestly tell you that Upstate can soften the transition to college life. It can be very easy to get lost in the world of papers and exams, but college can be more than that and I promise you it will get easier as the years go on. My advice is to stay ahead of your work and don't let it catch up to you. There is also a fantastic service on campus, where you can get tutoring which is located on the second floor of the library. I would highly encourage it. Also, my tip for getting an A on those papers, I would go to the writing lab in the HPAC, they really help you craft a good paper. Just a few tips that I thought I would pass onto you as you enter this semester.

I would also encourage you to join an organization on campus. We have a plenty to choose from. Do you want to do explore chemistry? Join the chemistry club! Are you interested in the Honors Program? Join the Honors Club! Do you want to be in the Student Senate? Join the Student Government Association! There are so many things you can do on campus. Getting involved not only benefits Upstate, but also benefits you as a student because you are getting a little break from studying for all of those classes. College is also trying to help you find your passion and you can do that in so many different ways here at Upstate.

So, let me ask a favor from you. One is that to stay to ahead academically and achieve greatness and excellence. Every one of us that walks on this campus, has all the means of achieving that dream. The second thing is to take all of it in: the campus, the environment, and the friendships. I say this because it might not seem like it, but it certainly goes by fast. And then as you know it you will be turning the tassel on graduation day.

If you need help with anything, or if you have question for me about the campus or student government, please don't hesitate to email me! I wish you the best of luck!

Best Wishes,

Sharan Ravishankar  
President, Student Government Association (2019-2020)  
“The Honor is to Serve”

# USC UPSTATE Spartan Creed

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

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

## As a USC Upstate Spartan...

*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 Spartan to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.

# UPSTATE



# Academic Calendar

## Fall 2019

*APPLY TO GRADUATE IN DECEMBER: AUGUST 16  
THROUGH SEPTEMBER 14, 2019*

August 16	Faculty reporting day
August TBD	First cancellation for non-payment of fees
August 22	Fall classes begin; Continuing registration; drop/add on SSC
August 23	Continuing registration; drop/add on SSC
August 26	Drop/add on SSC
August 27	Drop/add on SSC
August 28	Drop/add on SSC, Last day to receive 100% refund, Last day to drop without receiving a "W", Last day to change from credit to audit. Second Cancellation for non-payment*
<b>September 2</b>	<b>Labor Day Holiday - no classes</b>
September 14	Last day to apply for December graduation on-line
October 3	Last day to withdraw from GRADUATE courses without academic penalty (grade of W recorded)
October 4	First day GRADUATE WF grade assigned
October 7-11	Mid-term Grades due
<b>October 17-18</b>	<b>Fall Break – no classes</b>
October 21-Nov 1	Academic advisement for spring/summer 2020
October 31	Last day to withdraw from UNDERGRADUATE courses without academic penalty (grade of W recorded)
November 1	First day UNDERGRADUATE WF grade assigned
Nov 4-15	Priority registration through SSC for spring 2020
November 18,19	Priority registration for Direct Connect students
November 25	Open registration begins
<b>Nov 27-Dec 1</b>	<b>Thanksgiving break – no classes</b>
December 7	Reading day
December 9-13	Final Exams
December 14	Convocation to honor December graduates
December 18	Grades due at 9:00 a.m.
December 19	All grades can be viewed on SSC

\*Reinstatement and late fees apply after this date.

## Spring 2020

January 13	Classes Begin
January 17	Last day to change schedule; drop class without receiving a "W"
<b>January 20</b>	<b>Dr. Martin Luther King JR. Day-no classes</b>
<b>March 8-15</b>	<b>Spring Break-no classes</b>
March 20	Last day to drop without a "WF"
April 27	Last day of class
April 28-May 4	Final Exams
May 5	Spring Commencement

## Maymester 2020

May 6	Classes begin
May 28	Last day of classes
May 29	Final Exams



# UPSTATE

University of South Carolina

## GEORGE DEAN JOHNSON, JR. COLLEGE OF BUSINESS AND ECONOMICS

The grand opening of the George Dean Johnson, Jr. College of Business and Economics at USC Upstate took place in May 2010. This \$30 million complex represents the pinnacle partnership achievement of the University's "metropolitan mission," providing a magnificent resource for the University's continuing growth. It is also a major investment in the economic development future of Spartanburg. Locating the business school in the heart of downtown Spartanburg facilitates internship opportunities with downtown; offers easier access to community and business leaders willing to share their knowledge and experience as guest lecturers; and provides a location for seeding and incubating entrepreneurial ideas.

Affectionately known as "The George," the 60,000-square-foot facility is as impressive as the resumé of its namesake, who is regarded

as an entrepreneurial legend. This state-of-the-art facility features a stock trading lab where students make real time stock trading calls based on momentum, news and overall current-day stock market action. When not in use, it doubles as a much-needed computer lab. Smart classrooms and a tiered classroom that can accommodate 72 students, means faculty members use the latest technology to teach. The three art galleries in "The George" feature rotating art exhibits from The Johnson Collection, comprised of more than 600 pieces ranging from the 1700's to the present.

**160 East St. John Street  
Spartanburg, SC 29306, 864-503-5580  
[www.uscupstate.edu/johnsoncollege](http://www.uscupstate.edu/johnsoncollege)**

### Main Contacts:

Dr. Mohamed Djerdjouri, Dean  
(864) 503-5111

Dr. Jim O'Connor, Associate Dean  
(864) 503-5586

Amy Henderson, Admin. Asst. to the Dean  
(864) 503-5312

Deborah Sparks, Admin. Asst. for Student Services, (864) 503-5580

Hannah Terpack, Freshman Advisor  
(864) 503-5049

Sarah Butler, Transfer Advisor  
(864) 503-5525

Brian Smith, Student Support Coordinator,  
Sr. Instructor (864) 503-5595

### Driving Directions from Spartanburg Campus:

Take US-176/I-585 (Pine St.) east toward Spartanburg. Drive 3.5 miles. At the 5<sup>th</sup> traffic light, turn right onto Daniel Morgan Avenue. Proceed up the hill. Turn left onto Liberty Street. Both "The George" and the parking garage will be on your right  
OR



Take Asheville Highway to downtown Spartanburg. Pass the Marriott Hotel. At the next traffic light, turn left onto East St. John St. "The George" will be on your left.

#### **Driving Directions from Greenville:**

Take I-85 North to Spartanburg. Take exit 72 (US-176/I-585) at top of ramp turn right. Drive 3.5 miles to the 5th traffic light, turn right onto Daniel Morgan Avenue. Proceed up the hill. Turn left onto Liberty Street. Both "The George" and the parking garage will be on your right.

#### **Parking:**

There is a City parking garage directly behind "The George," with 240 free student parking spaces.

#### **Administrative Office Location:**

All offices are located on the second floor. The Dean's Suite (George 220) is comprised of Dr. Mohamed Djerdjouri (George 222) and Amy Henderson (George 223). Dr. Jim O'Connor is located in George 208, Deborah Sparks, Admin. Asst. is located in George 210. Brian Smith, student support coordinator, is located in George 207; Hannah Terpack, freshman advisor is located in George 153; and Sarah Butler, transfer advisor is located in George 152.

#### **I.D. Cards:**

The USC Upstate Department of Public Safety takes photos and issues I.D. cards during Orientation for students attending classes at the USC Upstate Campus, The George, and Greenville Campus. These Upstate identification cards for students, faculty and staff may be obtained at the Department of Public Safety, located at 219 North Campus Blvd. Each currently enrolled USC Upstate student is issued one I.D. card at no cost and automatically activated upon receipt of tuition payment. I.D. Cards are issued Monday through Friday 9 a.m. to 4 p.m., except holidays.

#### **Bookstore:**

Located in the Health Education Complex and easily accessible online, the Bookstore provides required course materials, general reading and reference books, a complete selection of stationery products, art supplies, and a wide variety of University clothing and souvenirs. Operation Hours are 8 a.m. to 6 p.m., Monday through Thursday and 8 a.m. to 5 p.m. on Friday. Visit [www.upstatebookstore.com](http://www.upstatebookstore.com) for information.

#### **Building Hours:**

During fall and spring semesters, students can access the building from 7:30 a.m. to 6:30 p.m. Staff hours will be 8:30 a.m. to 5:00 p.m. Doors available to enter the building are the doors by the fountain closest to the parking garage and the front doors facing St. John Street. Any door may be used to exit. The building will be closed weekends and all days that the University observes holidays.

#### **Expected Business Dress:**

In support of the mission of the College to hold our students "accountable for practicing a high degree of personal and professional excellence," the faculty expect professional dress as part of class participation. Students should dress in a manner that presents a positive image of themselves and the Johnson College of Business and Economics. With the presence of frequent guests from the business community, students are encouraged to consider opportunities derived from maintaining a professional image and environment.

#### **Shuttle/City Bus Info:**

The University provides free shuttle service between the Spartanburg and the George campus. Students are encouraged to use this shuttle service for convenience and as a way to protect the environment. For the shuttle schedule, visit [www.uscupstate.edu/johnsoncollege](http://www.uscupstate.edu/johnsoncollege).

## Greenville Campus

The University of South Carolina Upstate Greenville Campus participates in a consortium of institutions known as the University Center of Greenville. The University Center of Greenville (UCG) was established to help the Greenville community maintain a competitive edge educationally, as it is one of the largest cities in the Southeast without its own public university. UCG was chartered to bring undergraduate and graduate degrees from some of South Carolina's top universities including Anderson University, Clemson University, Furman University, Greenville Technical College, University of South Carolina and University of South Carolina Upstate. Banners from each institution clearly mark the entrance to the building.

The USC Upstate Greenville Campus is dedicated to increasing access to degree completion programs for Upstate citizens. Students who already have an associate's degree or who are taking junior or senior-level courses can complete bachelors' degrees in a variety of disciplines. Students are advised by academic advisors from their disciplines and attend day or evening classes on the Greenville Campus. Student services provided on the Greenville Campus include Enrollment Services, Financial Aid, Disability Services, Counseling Services, IT Services, and Health Services (by appointment).

University of South Carolina Upstate  
225 S. Pleasantburg Drive  
Greenville, SC 29607-2544  
(864) 552-4242  
[http://www.uscupstate.edu/academics/greenville\\_campus](http://www.uscupstate.edu/academics/greenville_campus)

University Center of Greenville  
Suite B1  
225 S. Pleasantburg Drive  
Greenville, SC 29607-2544  
(864) 250-1111  
[www.ucgreenville.org](http://www.ucgreenville.org)

### Main Contacts at the Greenville Campus

Mr. Stacey D. Mills  
Executive Director, (864) 552-4218

Dr. Sarah Hunt Barron, Associate Dean, School of Education, Human Performance and Health  
(864) 503-5866

Dr. Lynette Gibson, Associate Dean,  
School of Nursing (864) 552-4258

Mr. Tim Ellis, Director of Engineering Technology, Management and Advanced Manufacturing Management, (864) 552-4235

Rosie Meindl  
Administrative Assistant, (864) 552-4232

Vicki Corn  
Director of Student Services, (864) 552-4175

Sheree Simpson, Front Desk Coordinator,  
(864) 552-4242

### Driving Directions from Columbia:

From I-26 exit to I-385. Take I-385 toward downtown Greenville. Take exit 40B, the South Pleasantburg exit (Hwy 291). Proceed until you reach Antrim Drive. Turn left onto Antrim Drive and then right into University Center of Greenville. Please enter the building (facing

Pleasantburg Drive). The USC Upstate office will be directly ahead.

#### **Driving Directions from I-85 Southbound:**

Go North on I-85 approaching Greenville to exit 51C (385 North connection) toward downtown Greenville. Take the South Pleasantburg exit (Hwy 291). Proceed until you reach Antrim Drive. Turn left onto Antrim Drive and then right into University Center of Greenville. Please enter the building (facing Pleasantburg Drive). The USC Upstate office will be directly ahead.

#### **Driving Directions from I-85 Northbound:**

From I-85, take exit 48B, Hwy 276, Greenville (not 48A towards Mauldin). Turn left on Antrim Drive and then right into the University Center of Greenville. Please enter the building (facing Pleasantburg Drive). The USC Upstate office will be directly ahead.

#### **Parking:**

Parking is readily available at the University Center of Greenville in the front of the building and to the side of the building. There is no charge for parking. If you travel to the Spartanburg campus, parking decals are required.

#### **I.D. Cards:**

Students on the Greenville Campus are required to upload a personal photo and sign the cardholder agreement through Self Service Carolina. Students should notify the Academic and Student Affairs team by email at [rmeindl@uscupstate.edu](mailto:rmeindl@uscupstate.edu) to request their card be sent to the Greenville Campus for pickup in the Administration and Student Support Services office (Suite B1).

#### **Library:**

Andrew Kearns (Associate Dean of the Library for Greenville) is available on site for assistance in the UCG Library Monday through Thursday. ITS Help Desk

Technical assistance is available on the Greenville Campus on Mondays and Wednesdays from 9 a.m. to 6 p.m. For assistance on all other days, please call the Help Desk at (864) 503-5257.

#### **Bookstore:**

Textbooks can be ordered online through the Bookstore at [www.upstatebookstore.com/buy/textbooks.asp](http://www.upstatebookstore.com/buy/textbooks.asp). Additional Upstate items also are available for purchase online. Free shipping is available for online orders over \$40.

#### **Building Hours:**

The University Center of Greenville building is open from Monday through Thursday, 8 a.m. to 9:30 p.m., on Friday from 8 a.m. to 4:30 p.m., on Saturday from 8 a.m. to 5:30 p.m., and on Sunday from 1 p.m. to 5:30 p.m.

USC Upstate Greenville offices are open Monday — Thursday from 8:00 a.m. to 6:00 p.m. and on Friday from 8 a.m. to 12:00 p.m.

#### **Security:**

A security officer is stationed at the University Center of Greenville Monday through Friday from 7:30 a.m. until 10:00 p.m. or until all classes have ended and the building is empty. This same schedule is followed on Friday and Saturday. Security is available at 12:30 p.m. on Sunday until the building closes at 5:30 p.m. The University Center is unlocked by 6:30 a.m. each morning and locked by security at the above times. For assistance, please dial (864) 250-9811 or (864) 419-9929. In case of emergency please dial 911.

#### **City Bus information:**

For public transportation information in Greenville, visit [www.ridegreenlink.com](http://www.ridegreenlink.com).



## Student Clubs & Organizations

The Office of Student Life is home to Campus Programs, Fraternity & Sorority Life, Homecoming, Leadership Exploration & Development (LEAD), Multicultural Programs, Registered Student Organizations, Service Learning & Volunteer Services, Student Media, and Upstate Expeditions. The Office of Student Life believes in the promotion of student success and community building through campus involvement and leadership development.

For additional information on how to get involved at USC Upstate, please contact the Office of Student Life at 864-503-5122, visit us online at [www.uscupstate.edu/studentlife](http://www.uscupstate.edu/studentlife) or in Sansbury Campus Life Center Suite 210.

### Academic Organizations

Accounting and Finance Club  
CAST Club  
Charles E. Stavely Math Club  
Chemistry Club  
Club Art and Design  
Computer Science Club  
Exercise Science Club  
German Professional Association  
Health Professionals Club  
Psychology Club  
Science Club  
Société d'honneur française (French Club)  
Student Marketing Association  
Student Nurses Association-Greenville (SNA)  
Student Nurses Association-Spartanburg (SNA)  
Students of Upstate Black Nurses Association (SUBA)  
TEACH  
University Business Society

### Honor Organizations

Alpha Mu Gamma (Foreign Language)  
Alpha Phi Sigma (Criminal Justice)  
Gamma Beta Phi (All Disciplines)  
Honors Club (Honors Program)  
Iota Iota Iota (Women's Studies)  
Lambda Pi Eta (Communication)  
National Society of Collegiate Scholars  
(All Disciplines)  
Sigma Tau Delta (English)

### Faith, Spirituality or Belief Based Organizations

Baptist Collegiate Ministry (BCM)  
Campus Crusade for Christ (CRU)  
Campus Outreach  
Catholic Student Association  
Higher Learning Bible Club  
Latter-Day Saints Student Association

### Campus Media

The Carolinian  
writersINC

### Fraternity & Sorority Organizations

Alpha Kappa Alpha Sorority, Inc.  
Alpha Phi Alpha Fraternity Inc.  
Delta Sigma Theta Sorority Inc.  
Delta Zeta Sorority  
Interfraternity Council  
Kappa Alpha Psi Fraternity Inc.  
National Pan-Hellenic Council  
Omega Psi Phi Fraternity Inc.  
Order of Omega  
Panhellenic Council  
Phi Beta Sigma Fraternity Inc.  
Phi Mu Women's Fraternity  
Pi Kappa Phi Fraternity  
Sigma Alpha Epsilon Fraternity  
Sigma Gamma Rho Sorority Inc.  
Zeta Phi Beta Sorority Inc.  
Zeta Tau Alpha Women's Fraternity

### Performance Organizations

Commercial Music Combo

### Special Interest Organizations

A.Bevy  
American Sign Language Club  
Black Student Leaders (BSL)  
Campus Activities Board (CAB)  
Collegiate Curls  
Community Garden  
Hispanic Awareness Association (HAA)  
IMPACT  
Jiu Jitsu Club  
Knit and Crochet Club  
NAACP  
Spectrum  
Student Government Association (SGA)  
Student Veterans Association (SVA)  
Study Abroad Association  
Xclusive Spark  
Young Americans for Freedom  
#WeNeedToTalk

*List reflects organizations registered by May 2019.*

## Student Life

### A. Bevy Productions

The purpose of A.Bevy Productions, Inc. at USC Upstate shall be as stated in the mission is to provide a means for progressive focus and to incite an exponential increase in the growth for one's self, community, and world. This shall be done through the purpose-filled events and fundraisers throughout the USC Upstate community.

### Accounting and Finance Club

The mission of the Accounting and Finance Club is to provide the students of USC Upstate a window into the future of an accounting career, to shake knowledge of the accounting field, to locate professionals to share their experiences, to make connections with other accounting students, and to inspire others to pursue the area of accounting

### Alpha Mu Gamma

Alpha Mu Gamma is the national collegiate foreign language honor society of the United States, founded in 1931. Its primary purpose is that of honoring students for outstanding achievement in foreign language study in college.

### Alpha Phi Sigma

Alpha Phi Sigma recognizes academic excellence of Undergraduate and Graduate students of Criminal



Justice, as well as Juris Doctorate students. The goals of Alpha Phi Sigma are to honor and promote academic excellence, community service, educational leadership, and unity.

### American Sign Language Club

The American Sign Language Club helps raise awareness and understanding of the Deaf and Hard of Hearing (H.O.H.) cultures and the language to the public. Individuals will have opportunities to gain a better understanding of the language, as well as, the culture it is derived from. The club will provide opportunities for participants to come and improve their language skills in a safe, educational environment by offering workshops, booths, and social events within the campus community.

### Baptist Collegiate Ministry

BCM, formerly known as IGNITE, is a community of college students seeking to find and implement God's purpose for them and their world. Through such experiences as fellowships, study groups, worship gatherings, and service projects; individual and community growth is sought. BCM is open to all students.

### Black Student Leaders (BSL)

Black Student Leaders (BSL) strives to increase cultural awareness, foster harmonious interracial relations among all the members of the University community, and promote the development of its members as individuals. Annual participation in a variety of Black History Month and annual sponsorship of HIV/AIDS Awareness Week activities highlights the group's active contributions to campus life. BSL is open to all students.

### Campus Activities Board (CAB)

The purpose of CAB is to involve students in



creating and planning social events for the campus community. CAB aims to provide a diverse range of programs for students that allow them to develop socially, while simultaneously attempting to create a more unified campus. CAB serves as the student-led programming branch of the Office of Student Life.

### Campus Crusade for Christ (CRU)

CRU provides fellowship and support for its members and encourages them to share their faith with others. CRU is open to all students.

### Campus Outreach

Student led ministry and helped, guided, and facilitated by full time staff. We want to help students know Jesus, mature as followers of Him, grow in a heart for others, and grow in learning how to lead and help others. We do this through personal relationships, small group Bible studies, weekly meetings, conferences, retreats, and other events.

### Collegiate Curls

Our mission: Uplift, empower, and support multicultural students as they embrace their natural beauty through healthy hair and skin care practices.

### The Carolinian

*The Carolinian* is the bi-monthly campus newspaper. It contains a wealth of information pertaining to student life, such as club news, athletic results, upcoming events, interesting features and much more. *The Carolinian* is published entirely by students, and the staff is always looking for news and feature writers, sports reporters, photographers and advertising representatives.

### Child Advocacy Studies

The mission of the CAST Club is to promote interdisciplinary involvement in CAST, provide awareness and service to the campus and local community about child abuse prevention efforts, and provide networking opportunities for students.

### Catholic Student Association

Worshipping and socializing with our peers, reinforcing personal ethics, and sharing God's word with others enhances the development of social, emotional, and spiritual growth of our Catholic students. Acts of mercy (community service) and learning more about our faith are goals. For more information, check out our Facebook page, Catholic Student Association.

### Chemistry Club

The purpose of the Chemistry Club is to stimulate and maintain an interest in the field of chemistry through regularly scheduled meetings. The club meetings involve either hands-on activities or speakers from universities or industry. Additionally, the Club tours local industry, participates in service activities like Lake Sweep, and performs chemistry demonstrations for the public during National Chemistry Week. Attendance at monthly meetings of the Western Carolinas Section of the American Chemical Society allows our members to meet fellow chemistry students from around the western Carolinas and hear professional chemical presentations. Everyone is welcome to participate in any and all of these activities.



### Club Art & Design

Club Art & Design is open to all USC Upstate students. Club Art & Design's mission is to identify and develop activities that support the arts and enhance academic and professional development



of its members. Special emphasis is given to the following three areas of study: graphic design, art education, and art history.

### Commercial Music Combo

The USC Upstate Commercial Music Combos perform a variety of styles such as pop, rock, country, R&B, etc., at one major performance on campus per semester with additional minor performances at events both on and off campus. Auditions may be required. Students earn one (1) credit for MUSC 134 or 334. Stipends may be awarded by audition.

### Community Garden, Upstate

The USC Upstate Community Garden is a student-run organization open to students, faculty and staff, alumni, and other members of the University community. There is no cost to use the raised bed plots, but an application is necessary for their use. The purpose of the garden is to promote the health, well-being and education of our campus community through the creation, development, and maintenance of a community garden. Additionally, a plot dedicated to growing food for a local community organization is one of the service projects of our organization.

### Computer Science Club

The Computer Science Club aims to promote a sense of community amongst CS/CIS students, and to provide them with opportunities for intellectual growth and leadership development. We do this by holding informational talks, competitive team activities, and arranging outings to various computer science events in the area. For more information, please see our website at <http://cs-sun2000.uscupstate.edu/~student25/>

### Exercise Science Club

The purpose of the Exercise Science Club is to promote health education and awareness to both

our campus and community. The organization will focus and partake in community service programs to ensure the positive development to all those and things around us. We will strive to ensure that each member of the organization is equipped with the knowledge and resources needed to further his/her education and career in any health-related field.

### Societe d'honneur Francaise French Club

The mission of the Societe D'honneur Francaise (French Club) is to enlighten the students on the USC Upstate campus about the overall culture of French Society. The French aesthetics we teach will include: language, literature, film, music, traditions, ethics, ideology, formal and informal etiquette, history, politics, industry, travel, geography, cuisine, art, and philosophy. We seek to establish outreach opportunities with international business, communities, and centers in the Upstate and beyond to advocate for the importance of French studies. We strive for the fair and equal representation of French and Francophone culture on and off campus, as well as introduce the student body to a unique cultural experience into the lives of French and Francophone citizens.

### Gamma Beta Phi

This honor and service organization seeks to recognize and encourage excellence in education, to promote the development of leadership ability and character of its members, and to foster, disseminate, and improve education through service projects.



### Spectrum

Spectrum is a support group created for the LGBTQ students, faculty, staff and allies at USC Upstate.





We value respect, togetherness and knowledge. The GSA is a safe place on campus to build new relationships, talk about LGBTQ issues and share what we know, as well as to confide in one another through our support groups. This organization was formerly known as PRISM and COMMON.

## German Professional Association

The German Professional Association (GPA) is a student-run association for all learners of German at the University of South Carolina Upstate. The purpose of the association is to create a community of learners interested in the German language and culture while also fostering an active relationship with the German community in the Upstate region.

## Gospel Choir

The USC Upstate Gordon-Colloms Gospel Choir is open to any student interested in gospel music. The choir meets on a regular basis to rehearse and presents several performances each year. Students may earn academic credit by registering for SMUS 128.

## Health Professionals Club

The Health Professionals Club offers meetings at which individuals in the health professions come and give lectures to students planning on going into their chosen field of study (pre-health, pre-pharmacy, etc.). Health Professionals Club also actively participates in community service.

## Hispanic Awareness Association (HAA)

The purpose of the Hispanic Awareness Association is to provide support and guidance of Hispanic students and to educate and share the many facets of Hispanic culture with the USC Upstate community. HAA is open to all students.

## Honors Club, USC Upstate

The Honors Program at the University of South Carolina Upstate provides an enriching educational opportunity for motivated students committed to academic excellence. Our program provides a unique learning environment that enriches and enhances students' academic careers by offering a curriculum of study designed to prepare them for life-long learning and achievements. Serving the needs of the best and brightest, the Honors Program is designed to offer students a challenging curriculum of honors courses, top professors, exciting seminars, student-faculty conversations, extracurricular activities and other honors opportunities. The Honors Program encourages students to grow intellectually, think independently and critically, and engage in a challenging honors learning experience.



## IMPACT

IMPACT, a community service organization, helps unite the campus and community by promoting good relations among students, faculty members, and administrators, and serves as the student-led community service branch of the Office of Student Life. Community service opportunities may include, but are not limited to: monthly



service projects in the Greater Spartanburg Area, Spartan Day of Service, annual Fall Break Day of Service, Haunted Hollow, Angel Tree, and Annual Alternative Spring Break (ASB).



### Iota Iota Iota

Triota shall be the primary unit of undergraduate student service and leadership in the Women's and Gender Studies Program. The purpose of this organization is to provide an environment of academic excellence, encourage undergraduate research and scholarship in Gender Studies, foster relationships among students and faculty, promote interest and awareness of gender issues, and academically represent the Women's and Gender Studies Program at USC Upstate.

### Jazz Combos

The USC Upstate Jazz Combos are comprised of music majors and non-majors. They perform traditional and contemporary jazz, funk, and Latin music at one major performance on campus per semester with additional minor performances at events both on and off campus. Auditions may be required. Students earn one (1) credit for MUSC 127 or 327. Stipends may be awarded by audition.

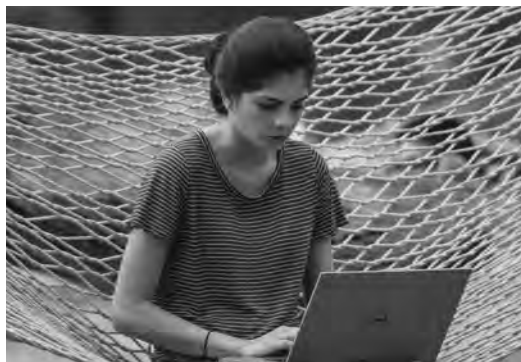


### Jiu Jitsu Club

Based on techniques that have evolved over hundreds of years, Shorinji Kan Jiu Jitsu provides an extremely effective self-defense system against virtually any attacker, unarmed or otherwise. This system, taught in a friendly club atmosphere, can be used by anyone irrespective of strength, weight, or gender. All you need to start is loose clothing. The club meets twice a week and progressively builds upon lessons learned throughout the semester.

### Knit & Crochet, Upstate

Bring friends and crochet and knit with us! We can teach you the basics of crocheting and knitting so don't be afraid to join! It's easy to learn, fun, relaxing and best of all it's free! Many of our projects that we make together as a club will be donated to local charities.



### Lambda Pi Eta

The purpose of Lambda Pi Eta is to recognize, foster, and reward outstanding scholastic achievement in communication studies, to stimulate interest in the field of communications, to promote and encourage professional development among communications majors, and to provide the opportunity to discuss and exchange ideas in the field of communications.

### Latter-Day Saints Student Association (LDSSA)

The purpose of the LDSSA is to allow members of The Church of Jesus Christ of Latter-Day Saints, and any others interested in spiritual edification, to fellowship together in order to be strengthened in Jesus Christ and service to others.

## Charles E. Stavelly Math Club

The Charles E. Stavelly Math Club encourages math awareness and promotes interest in mathematics at USC Upstate. Club meetings address issues important to USC Upstate students with an interest in mathematics or an intention to work in the field of mathematics.



## Higher Learning Bible Club

A club where all students can safely come to explore the Bible, ask questions, have deep discussions, and see the truths that are read in the scriptures.

## NAACP

The mission of the USC Upstate Collegiate chapter of the NAACP is to ensure the political, educational, social, and economic equality of rights of all persons and to eliminate racial hatred and racial discrimination with fellow high-achieving students. This involvement can make college a more rewarding experience.



## National Art Education Assoc., USC Upstate Chapter

USC Upstate Student Chapter of National Art Education Association is a pre-professional organization with members dedicated to art education. This chapter will provide an effective transition from art education preparation to professional practice. Furthermore, the chapter will sponsor service projects to promote art education on campus and the community at large. Some projects will include speakers, conferences, and exhibitions to gain greater insight and perspective about teaching art.



## National Society of Collegiate Scholars

The National Society of Collegiate Scholars recognizes academic achievement and provides opportunities for members to develop leadership skills. Members positively change their campuses and communities by participating in activities as they prepare for future endeavors like internships, graduate school, and careers. Along the way, members often make valuable connections with

fellow high-achieving students. This involvement can make college a more rewarding experience.



## Psychology Club

The mission of the Psychology Club is to promote interest in psychology, inform others of the science of psychology, provide service to the local community, and help students network among themselves and in the community.

## Science Club

The purpose of the Science Club is to give students with a passion for biological sciences and related subjects, topics, events, etc. the ability to broaden their learning experience. The members are able to explore the love of science in many contexts and support its fundamental importance.



## Sigma Tau Delta

Sigma Tau Delta exists to confer distinction for achievement in English language and literature in undergraduate, graduate, and professional studies, to promote interest in literature and the English language on campuses and their communities to foster the discipline of English in all its aspects, including creative and critical writing.

## Student Government Association (SGA)

The USC Upstate Student Government Association is a self-governing entity of the student body. It is the primary liaison between students, faculty, and administration. SGA is your voice on campus.

## Student Marketing Association

The Student Marketing Association provides students with the opportunity to broaden their understanding of, and appreciation for, the discipline of marketing. The club seeks to identify member needs and to improve members with a value-added experience. The club seeks to do so by providing a mix of activities: company tours, guest speakers, attendance at marketing conferences, etc. The student marketing association is sponsored by the George Dean Johnson, Jr. College of Business and Economics.



## Student Nursing Association (Spartanburg & Greenville)

The Student Nurses Association (SNA) is a national organization that brings student nurses together to discuss current healthcare issues as well as celebrate the nursing profession. The state level informs each school's chapter of upcoming events and issues that are important for student nurses. The National Student Nurses' Association (NSNA) has a national convention that raises new issues that affect the future of nursing. Founded in 1952, NSNA is a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and generic graduate nursing programs.





It is dedicated to fostering the professional development of nursing students.

### **Student Veterans Association**

This group works to advocate for and support students who have served in the military. The members plan events and functions to address the needs of student veterans.

### **Students of Upstate Black Nurses Association (SUBA)**

SUBA is an organization centered around the professional and academic development of African American nursing students at USC Upstate. This organization focuses on networking, community service and professional development providing education on current nursing practice.

### **Study Abroad Association**

The purpose of the Study Abroad Association is to provide an environment in which returning study abroad students are able to actively share their experiences with individuals and the campus-at-large through peer mentoring and various cultural, service, and social activities.



### **TEACH**

TEACH serves and acts on behalf of the needs, rights, and well-being of all young children in the Upstate community and their families, with special emphasis on developmental and educational services and resources. It fosters the growth and development of the membership in their work with and on behalf of all students.



### **University Business Society**

The mission of the University Business Society is to be an innovative organization that contributes to the success of its diverse student body by providing valuable networking opportunities. Our goal is to enhance our students' knowledge and abilities to make ethical and responsible future business decisions.



### **Upstate Theatre**

The Upstate Theatre group presents several major productions each year, plus smaller presentations and original revues. Membership in the Players is open to all students interested in theatrical performance and production.



## Upstate Vocal Ensemble

The Upstate Vocal Ensemble rehearses and performs music from a wide range of classical, folk and popular styles, including a cappella arrangements. One major performance on campus per semester with additional minor performances at events both on and off campus. Solo and small group performance opportunities available. Auditions may be required. Students earn one (1) credit for MUSC 129 or 329. Stipends may be awarded by audition.

## #WeNeedToTalk

#WeNeedToTalk is a movement that promotes culture, consciousness, and social development through insightful and introspective discussion forums, networking events, and seminars. We focus on issues that divide humanity economically, socially, culturally, and politically by bringing people of different walks of life together through open and frank discussions.



## WritersINC

USC Upstate's *WritersINC* is a publication that gives students the opportunity to submit poetry,

short fiction, and art for publication. *WritersINC* is published once a year, giving our student body a publication that embodies the individual talent found on campus.

## Xclusive Spark

Xclusive Spark are the University of South Carolina Upstate Stomp -n- Shake Cheer team & organization. Xclusive Spark is about promoting unity between the students. We look to help them to express themselves further more through cheerleading. "Stomp -n- Shake" style of cheer incorporates fierce head motions, rhythmic words, constant movement changes in formation, facial expressions, and tone.



## Young Americans for Freedom

Young Americans for Freedom is a conservative student organization that's "committed to ensuring that increasing numbers of young Americans understand and are inspired by the ideas of individual freedom, a strong national defense, free enterprise, and traditional values."



## Fraternity and Sorority Life

### **Council Structure**

USC Upstate's fraternity and sorority Community is governed by three councils, the Inter Fraternity Council (IFC), National-Panhellenic Council (NPHC), and Panhellenic Council (PC). Each council sets forth policies and procedures for its affiliated chapters, and is advised by the Office of Student Life, which oversees Fraternity & Sorority Life at USC Upstate.

#### **Inter Fraternity Council (IFC)**

IFC Fraternities limit their membership to male students at USC Upstate. Students are eligible for membership beginning their first semester of enrollment. These organizations participate in IFC Recruitment, a series of social events and gatherings hosted by each IFC Fraternity that allows potential and current members to interact before bids are offered. At USC Upstate, IFC Recruitment occurs at the beginning of the Fall and Spring semesters.

#### **National Pan-Hellenic Council (NPHC)**

NPHC is the governance council for historically African-American fraternities and sororities. These organizations host Information/Interest Meetings where they discuss their chapter's history, philanthropy, and requirements to become a member. Students who apply and are accepted for membership would then participate in Membership Intake, the process of educating and initiating new members into an individual chapter. Each organization selects if/when they will host an Interest Meeting or Intake, and this could happen in the Fall semester, Spring semester, or both, based on the needs of the chapter. Most organizations require sophomore status for membership, but some are open to second semester freshmen.

#### **Panhellenic Council (PC)**

Panhellenic organizations limit their membership to female students at USC Upstate. Students are eligible for membership beginning their first semester of enrollment. These organizations participate in Panhellenic Recruitment, a series of on campus events hosted by each Panhellenic sorority that allows potential and current members to interact before bids are offered. At USC Upstate, Panhellenic Recruitment occurs at the beginning of the Fall semester, however, organizations may participate in Spring membership recruitment if they are able.

### Alpha Kappa Alpha Sorority, Inc.

Alpha Kappa Alpha was founded on the campus of Howard University in Washington, DC on January 15, 1908. The sorority was incorporated on January 29, 1913. With over 290,000 college-trained members it is bound by the bonds of sisterhood. Alpha Kappa Alpha is a sorority whose main goal is to give service to all mankind by merit and by culture. The purpose of AKA is to cultivate high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women in order to improve their social stature, to maintain a progressive interest in college life and to be of service to all mankind.

### Alpha Phi Alpha Fraternity, Inc.

Alpha Phi Alpha Fraternity, Inc. was founded December 4, 1906 at Cornell University by seven visionary founders known as the Seven Jewels. The organization evolved during a period when African-American students were being denied essential rights and privileges afforded to other college students. The Jewels and early leaders of the Fraternity succeeded in laying a firm foundation for principles of scholarship, fellowship, good character and uplifting of humanity. Over 175,000 men have been initiated into 750+ chapters worldwide.



### Delta Sigma Theta Sorority, Inc.

Twenty-two undergraduate women founded Delta Sigma Theta Sorority, Inc. on January 13, 1913 at Howard University. These young women wanted to use their collective strength to promote academic excellence and to provide assistance to persons in need. At USC Upstate, Delta Sigma Theta continues the tradition, striving to promote

sisterhood, scholarship and service.

### Delta Zeta Sorority

Delta Zeta's mission is to unite its members in the bonds of sincere and lasting friendship, to stimulate one another in the pursuit of knowledge, to promote the moral and social culture of its members and to develop plans for guidance and unity in action.



### Kappa Alpha Psi Fraternity, Inc.

Kappa Alpha Psi Fraternity, Inc. was founded on January 5, 1911 on the Indiana University campus. The fraternity is the realization of a dream, a vision that allows college men of all colors, religions, and national origin to experience fraternal life and brotherhood. It encourages honorable achievements in every field of human endeavor.

### Omega Psi Phi Fraternity, Inc.

Omega Psi Phi is a professional organization of college-educated men that was founded on the cardinal principles of "manhood, scholarship, perseverance and uplift." Established in 1911 on the campus of Howard University, this great fraternity aspires to bind men together of like attainments and similar ideals of fellowship and manhood in a brotherhood of elite gentlemen.

### Pi Kappa Phi Fraternity, Inc.

Founded at the College of Charleston in 1904, Pi Kappa Phi is a fraternity with the core values of common loyalty, personal responsibility, achievement, accountability, campus involvement, responsible citizenship and lifelong commitment. As a fraternity with its own philanthropy, "The Ability Experience" (formally "Push America"), Pi



Kappa Phi is honored as the first fraternity to raise more than \$15 million dollars for a single charitable organization.

### **Phi Beta Sigma Fraternity, Inc.**

Phi Beta Sigma Fraternity, Incorporated was founded at Howard University in Washington, D.C., January 9, 1914, by three young African-American male students. The founders, Honorable A. Langston Taylor, Honorable Leonard F. Morse, and Honorable Charles I. Brown, wanted to organize a Greek-letter fraternity that would truly exemplify the ideals of brotherhood, scholarship, and service. Today Phi Beta Sigma has blossomed into an international organization of leaders.



### **Phi Mu Women's Fraternity**

Founded in 1852, Phi Mu is a women's organization which provides personal and academic development, service to others, commitment to excellence and lifelong friendships through a shared tradition. Phi Mu promotes vibrant living, encouraging members to achieve their personal best.



### **Sigma Alpha Epsilon Fraternity**

Sigma Alpha Epsilon was founded March 9, 1856 at the University of Alabama, making it the first fraternity founded in the deep South. Colonized on August 17, 1998 and chartered on March 9, 2000, the South Carolina Beta Chapter emphasizes academic achievement and community service while enhancing the collegiate experience of the students of USC Upstate through various social functions.

### **Sigma Gamma Rho Sorority, Inc.**

Sigma Gamma Rho Sorority's aim is to enhance the quality of life within the community. Public service, leadership development, and education of youth are the hallmarks of the organization's programs and activities. Sigma Gamma Rho addresses concerns that impact society educationally, civically, and economically.



### **Zeta Phi Beta Sorority, Inc.**

The purpose of Zeta Phi Beta is to foster the ideas of service, charity, scholarship, civil and cultural endeavors, sisterhood, and finer womanhood. These ideals are reflected in the sorority's national program for which its members and auxiliary groups provide voluntary services to staff, community outreach programs, fund scholarship, support organized charities, and promote legislation for social and civic change.

### **Zeta Tau Alpha Women's Fraternity**

Zeta Tau Alpha is an international women's fraternity focused on service to others, sisterhood, scholarship and leadership development. After 120 years, Zeta remains one of the largest sororities





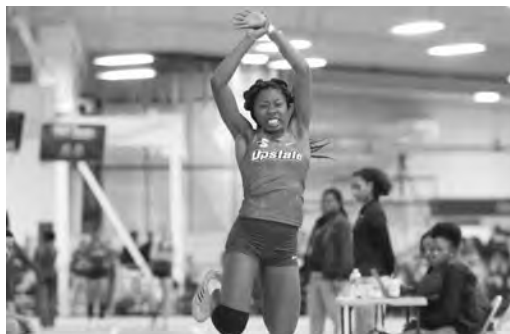
in the world by boasting over 170 active collegiate chapters and over 230 active alumnae chapters. The chapter at USC Upstate continues to uphold the organization's values by hosting events in support of their national philanthropy, breast cancer education and awareness.



## Spartan Sports

### Baseball

The baseball team plays its home games at Cleveland S. Harley Baseball Park, one of four facilities at the Louis P. Howell Athletic Complex across the street from the HEC. The team has had several players, mostly pitchers, selected in the Major League Baseball Draft or sign free agent contracts with MLB franchises since moving to Division I in 2007-08.



### Men's Basketball

The men's basketball team plays its home games in the G.B. Hodge Center. The team advanced to the Big South Men's Basketball Championship last season and had one player join the 1,000-point club. The Spartans had one player named to the Big South All-Academic Team and CoSIDA Academic All-District.



### Women's Basketball

The women's basketball team plays its home games in the G.B. Hodge Center. The team advanced to the Big South Women's Basketball Championship last season and featured the league's Scholar-Athlete of the Year for the second straight season. The Spartans also had one player named CoSIDA Academic All-District.



### Men's Cross Country

The men's cross country team runs its home meets at the Milliken Research Park adjacent to campus across Business I-85. The team will host two meets in the fall in the Eye Opener Invitational and Upstate Invitational. The Spartans had one representative on the Big South All-Academic Team last season.



### Women's Cross Country

The women's cross country team runs its home meets at the Milliken Research Park adjacent to campus across Business I-85. The team will host two meets in the fall in the Eye Opener Invitational and Upstate Invitational. The Spartans had one representative on the Big South All-Academic Team last season.



### Men's Golf

The men's golf team practices at nearby Woodfin Ridge Country Club and Carolina Country Club, and plays anywhere between 9-12 events throughout the season. The team had one player selected to the NCAA Regional as an individual participant. The Spartans also had two players named Big South All-Conference.



### Women's Golf

The women's golf team practices at nearby Woodfin Ridge Country Club and Carolina Country Club, and plays anywhere between 9-12 events throughout the season. The Spartans won two tournaments last season and had one player named to the Big South All-Academic Team.



### Men's Soccer

The men's soccer team plays its home games at County University Soccer Stadium, one of four facilities at the Louis P. Howell Athletic Complex across the street from the HEC. The team received three Big South postseason awards last season with selections to Second Team All-Conference, All-Freshman Team and All-Academic Team.





## Women's Soccer

The women's soccer team plays its home games at County University Soccer Stadium, one of four facilities at the Louis P. Howell Athletic Complex across the street from the HEC. For the second straight season, the team won its most games during the NCAA Division I era and featured three Big South Second Team All-Conference performers and one All-Academic Team honoree. The Spartans advanced to the semifinals of the Big South Women's Soccer Championship.



## Softball

The softball team plays its home games at Cyrill Stadium, one of four facilities at the Louis P. Howell Athletic Complex across the street from the HEC. The team collected nine postseason awards from the Big South highlighted by the Player and Pitcher of the Year. The Spartans had four First Team All-Conference, one Second Team All-Conference, one All-Freshman Team and one All-Academic Team performers.



## Men's Tennis

The men's tennis team plays its home matches at the USC Upstate Tennis Complex, one of four facilities at the Louis P. Howell Athletic Complex across the street from the HEC. The team had two Big South Second Team All-Conference performer and one who was selected to the All-Academic Team.





## Women's Tennis

The women's tennis team plays its home matches at the USC Upstate Tennis Complex, one of four facilities at the Louis P. Howell Athletic Complex across the street from the HEC. The team featured one Big South Second Team All-Conference and one All-Academic Team performers.



## Men's Track & Field

The men's track & field team practices on campus and at local high schools in preparation for its indoor and outdoor seasons. The team had three All-Conference performances at the Big South Indoor Track & Field Championship. The Spartans also featured one Big South All-Academic Team performer.



## Women's Track & Field

The women's track & field team practices on campus and at local high schools in preparation for its indoor and outdoor seasons. The team featured the Big South Freshman of the Year and Outstanding Field Performer. The Spartans had two Big South Individual Champions in the triple jump and 60-meter dash.



## Volleyball

The volleyball team plays its home matches in the G.B. Hodge Center. The team advanced to the Big South Volleyball Championship last season and featured two Big South Second Team All-Conference performers, one Honorable Mention All-Conference honoree and one All-Academic Team student-athlete.





# Upstate Traditions

## AGOGÉ

Event to transition freshmen to all things Upstate. Come out for helpful hints to academic success, events to introduce you to your classmates and memories to be shared. Alternative Breaks: Students are given the opportunity to spend their Fall and Spring breaks travelling to different communities to work on service projects.

## Angel Tree

This event gives the Upstate Community the opportunity to adopt children in Spartanburg for the holiday season and provide gifts.

## Black Heritage Day

A celebration of the African-American experience that includes a keynote speaker, dancing, history, live music and food.

## Freshman Finale

This program is a party for Freshmen to celebrate the completion of the first year to get info about the Sophomore year. It provides dinner, prizes and a fun-filled evening.

## Homecoming

The week is filled with activities, organization competition, fun and culminates in a weekend that features the Spartan basketball teams and crowning of the homecoming king and queen.

## Late Night Breakfast

Join University Faculty and Staff at a breakfast buffet kicking off Exam Week each semester.

## Latin Fest

A celebration of Hispanic culture with food, dancing, history and music.

## Midnight Madness

This annual event on the Upstate campus celebrates the first day in October that formal basketball practices begin. Upstate's tradition provides a preview and first look for the student body of the men's and women's basketball teams.

## New Student Convocation

All incoming students attend this event to mark the beginning of their collegiate experience at Upstate. It includes dinner on the quad with the whole freshman class.

## Preface

The Freshman Reading Project gathers around one book each fall semester and promotes a variety of events around the chosen selection.

## Premiere Fair

The entire Upstate community comes out for this annual Fall event that features student organizations, student services, community agencies, and local businesses. This fair is a great way to learn about opportunities for campus involvement, and to take advantage of giveaways.





### Rock the Block

Housing and Residential Life welcomes students back to campus for this annual mixer. Greet old friends and meet new ones at this event.

### Rocktoberfest

Join the Campus Activities Board (CAB) for its annual Fall festival complete with carnival rides, food, and music.

### Sparty Q

This annual spring celebration features music, games, prizes and food. Join us for the fun.

### Springfest

Join the Campus Activities Board (CAB) for its annual Spring concert.

### Stadium Party

This welcome back event features live entertainment, dinner and giveaways for all students. All fall sports teams are introduced and celebrated at this event in the stadium.

### Student Affairs Awards Night

This award dinner and recognition event for student leaders and campus organizations highlights service, programming and leadership.



### Study Breakers

Each semester, free snacks and encouragement are offered to students in the CLC Lobby during Exam Week.



### Upstate @ Nite

This late night program series is sponsored by the Campus Activities Board (CAB). Events are held one Friday each month during the academic year, and are FREE for USC Upstate students. Previous events have included Laser Tag, Drive In Movies, and the CAB/IMPACT MASKerade Costume Party.

### WinterBlast Student Organization & Health Fair

This annual event occurs at the beginning of the Spring semester, and is a way to learn about opportunities for campus involvement, healthy living, and to take advantage of giveaways.

## Division of Student Affairs

### Vision

The mission of the Division of Student Affairs is to promote the holistic development and academic success of students while advancing the mission of the University of South Carolina Upstate.

### Core Values

**Integrity:** We value being respectful, honest and ethical by exemplifying behavior that can be modeled by all.

**Community:** We seek to build a community of care and support for all students; A community of trust and tradition that instills a sense of belonging and Spartan pride.

**Valuing Others:** We advocate for all students, promoting inclusion and appreciation for individual differences. We celebrate the diversity of our community and seek to understand all students.

**Knowledge:** We value the importance of acquiring knowledge and developing skills to enable our division help students reach their full potential.

### Goals

1. **Foster a healthy, safe, and supportive learning environment that facilitates student success. The Division of Student Affairs will promote a healthy and safe campus environment while encouraging students to live a balanced life and make healthy choices.**

#### **We will:**

- Promote the development of ethical and responsible conduct
- Offer education and services which promote lifelong health and wellness
- Promote an inclusive community where students value racial, ethnic, cultural, physical, gender and other differences
- Educate students about personal safety
- Support student retention through the provision of a wide range of services

2. **Support student learning and personal development.** The Division of Student Affairs is an integral partner and strives to support the academic mission of the University through its co-curricular programming, while contributing to the holistic development of the student.

**We will:**

- Collaborate with academic units to provide experiential learning opportunities
- Offer students opportunities to develop leadership, career and professional skills
- Provide students with opportunities to expand their cultural arts appreciation and exposure
- Assist students in defining realistic education/career goals
- Support the interpersonal and social development of students
- Offer education and services which promote lifelong health and wellness

3. **Create opportunities for student engagement.** The Division of Student Affairs will create opportunities for students to be actively engaged with the University and greater community through the development and implementation of purposeful programs, services, and activities.

**We will:**

- Create a sense of community with programs, services and events that facilitate positive interaction among students, faculty and staff
- Provide a thriving residential life program
- Present students opportunities to expand their cultural arts appreciation and exposure
- Provide opportunities for students to volunteer and become engaged with our community and world

# Student Rights Freedoms & Services

## I. 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 the 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 aspects 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.

Their responsibility to serve 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 that 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 students freedom to learn.

The University is also committed to a policy of affirmative action that assures equal opportunity to all students and therefore does not discriminate on the basis of race, color, gender, sexual orientation, religion, national origin, age, disability, veteran status or sexual orientation. Students who have AIDS or a positive HIV antibody test will not be discriminated against with regard to admission to the University or in their participation in student life programs and activities. Such students are encouraged to notify Health Services of their condition so they can receive appropriate information and assistance in a confidential manner.

## II. In the Classroom

Students are expected to adhere to the standards and requirements delineated by the faculty person of record. Students are entitled to fair and civil treatment.

### A. Protection of Freedom of Expression

Students should be free to take reasoned exception 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 in which they are enrolled.

### B. Protection against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

### C. Protection Against Improper Disclosure

Information about student views, beliefs and political associations that 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.

## III. Student Affairs

### A. Student Organizations

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

Members of the faculty serve the college community when they accept the responsibility to advise and consult with student organizations; they do not have the authority to control the policy of such organizations. Student organizations are required to submit a statement of purpose, constitution and a proposed list of officers and members to the Office of Student Life and go through an approval process and an organization training session in order to become eligible for University registration.

Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed or national origin.



## B. Freedom of Inquiry and Expression

Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Expression may be subjected to reasonable regulations of time, place, number of persons, and form under established regulations. They should be free to support causes by lawful and orderly means that do not disrupt the regular and essential operation of the institution and that 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.

Students should be allowed to invite and to hear any person of their own choosing subject to routine procedures provided for off-campus speakers. These procedures should be designed only to assure that there is orderly scheduling of facilities and adequate preparation for the event, that the occasion is conducted in a manner appropriate to an academic community, and that the safety of individuals, the University and the community are not endangered. While the University is properly concerned with the prevention of unlawful conduct, the institutional control of campus facilities should not be used as a device for censorship of ideas. It should be made clear to the academic and larger 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.

## C. 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.

## D. 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 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 the 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 or 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 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 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 the 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 as a whole.

## E. Access and Accommodations

Students with disabilities are considered and admitted in the same manner as all other students. Students may request physical or academic accommodations, which will be considered on a case-by-case basis. To receive accommodations, students must complete an intake form and have a collaborative interview with a staff member in Disability Services. Some accommodations require significant pre-planning, so students should begin the intake process well in advance of the start of their first academic semester.

**Documentation:** Current documentation from a qualified physician or other licensed professional in a field related to the disability can be helpful in the determination of accommodations.

Since each disability situation is unique, requests for additional information or documentation will vary. Additional documentation to support a disability may be required.

For the collaborative interview, students should be prepared to discuss the impact of their disability in the academic environment, their history of accommodations and the accommodations being requested. This information, with the results will help determine appropriate accommodations. Students must request accommodation for each successive semester. For more information contact Disability Services at 503-5199 or visit our website at [www.uscupstate.edu/studentaffairs/disabilityservices/](http://www.uscupstate.edu/studentaffairs/disabilityservices/)

## IV. Equal Opportunity Policies

USC Upstate recognizes the human dignity of each member of the University community and shares in its commitment to build an inclusive and welcoming learning and work environment that celebrates the intellectual, cultural and experiential dimensions of diversity and promotes the fundamental values of wellness, equity and civility.

USC Upstate remains committed to the principles of academic freedom and believes that an environment that encourages the free and open exchange of ideas is integral to the mission of the University and embraces the protected rights of free expression, speech and association put forth in the U.S. Constitution. The following sections highlight the relevant equal opportunity and affirmative action policies and prohibited conduct that give guidance to our words and actions.

### A. Prohibition of Unlawful Discrimination and Harassment (EOP 1.03)

The University of South Carolina is committed to providing an environment free from unlawful discrimination and harassment. Discrimination or harassment based on race, sex, gender, age, color, religion, national origin, disability, sexual orientation, genetics, veteran status, pregnancy, childbirth or related medical conditions is prohibited. This prohibition applies to all personnel matters and educational access for

all persons, including employees, prospective employees, students, prospective students and other persons utilizing the University's resources.

Any employee or student of the University of South Carolina who violates this policy shall be subject to disciplinary action, which may include termination or expulsion from the university.

This policy is not intended to limit or infringe the academic freedom of members of the academic community. Scholarly, educational, or artistic expression in written, oral, graphic, or any other form, which is permitted by law shall not be limited by this policy.

## Definitions of Prohibited Conduct

### Discrimination

The unfair or unequal treatment of an individual or a group based upon membership in any class protected by law as articulated in EOP 1.03 (race, sex, gender, age, color, religion, national origin, disability, sexual orientation, genetics, veteran status, pregnancy, childbirth or related medical conditions) 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

A specific type of unlawful discrimination that includes conduct (oral, written, graphic, or physical) which is directed against any individual, student or group of students based upon membership in any class protected by law as articulated in EOP 1.03, 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 services, activities or privileges provided by the University. Some examples include, but is not limited to objectionable epithets, demeaning depictions or treatment and threatened or actual abuse or harm.

### Sexual Harassment (EOP 1.02)

A specific type of gender based unlawful discrimination which is defined as unwelcome conduct of a sexual nature that is sufficiently severe, pervasive or persistent that it adversely affects an individual or group's ability to participate in or benefit from the programs and services provided by the University. Some examples of unwelcome and harmful conduct that may constitute sexual harassment and violate this policy include, but are not limited to:

**Physical Conduct**

1. Unnecessary or unwanted touching, of any nature, or threats to engage in such conduct;
2. Impeding or blocking a person's 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. Displaying or presenting images of a sexual nature.

**Verbal Conduct**

1. Explicit or implicit propositions of a sexual nature;
2. Sexual innuendos and other sexually suggestive behavior;
3. Repeated, unwanted requests for dates;
4. Repeated inappropriate personal comments of a sexual nature;
5. Unwelcome and inappropriate letters, telephone calls, electronic mail; or other communication or gifts;

Additional types of sexual harassment include:

1. Threats to make an adverse employment or academic decision based upon a refusal to engage in sexual activities.
2. Indecent exposure.
3. Invasion of sexual privacy.
4. Conduct, even if not specifically directed at the complainant, which is sufficiently pervasive, severe, or persistent to alter the conditions of employment or status as a student and create a hostile working or learning environment, when viewed from the perspective of a reasonable person of the complainant's gender.

**Title IX, Sexual Misconduct, IPV and Stalking**

In addition to our commitment to maintaining an inclusive learning and work environment, USC Upstate does not tolerate or ignore acts of sexual violence and sexual assault. USC Upstate actively promotes and provides numerous educational opportunities to raise awareness and ensure the safety of its students, faculty, staff and community partners. As members of the University community, all individuals are expected to comply with and abide by University policies and guidelines in addition to all local, state and federal laws whether on campus or off. Title IX is a federal law that mandates colleges and universities create an environment free from unlawful discrimination and sexual harassment

for all students, employees and guests of the institution. Under Title IX, discrimination on the basis of sex can include sexual harassment, gender-based harassment (e.g. pregnancy) and all forms of sexual misconduct (including sexual assault, sexual exploitation, intimate partner violence (IPV) and stalking).

Sexual Misconduct is defined as the touching of an unwilling or nonconsensual person's intimate parts (genitalia, groin, buttocks, mouth, breast and/or clothing covering them) or forcing an unwilling person to touch another's intimate parts

Sexual Assault is defined as any form of sexual contact that occurs without the consent and/ or through the use of force, threat of force, intimidation, incapacitation or coercion.

Sexual Exploitation is defined as an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. This is prohibited conduct even though the act or acts do not constitute one of the other sexual misconduct offenses.

Intimate Partner Violence (IPV) is defined as any act of violence or threatened act of violence against a person who is, or has been involved in a sexual, dating, domestic, or other intimate relationship with the alleged offender.

Stalking is defined as a pattern of conduct in the form of words or acts (including, but not limited to harassment via electronic means, e.g. email, texts, social media, etc.) that is intended to cause or does cause a reasonable person to fear for themselves and others important to them; death, assault, bodily injury, sexual assault, involuntary restraint or damage to property or other's property.

Like all forms of unlawful discrimination and harassment, sexual misconduct, intimate partner violence and stalking interfere with an individual's ability to participate in and/or benefit from the programs and services provided by the University. Any acts that constitute sexual misconduct towards another community member, intimate partner violence or stalking are violations of the USC Upstate Code of Student Behavior as well as HR policies and may result in disciplinary actions from probation to expulsion for students

to possible termination for employees. Alcohol and drug use does not mitigate accountability nor diminish the seriousness of this unlawful conduct. Disciplinary action on the part of USC Upstate does not preclude the possibility of criminal charges. University disciplinary proceedings may proceed with or without prosecution from local, state or federal law enforcement authorities.

The Clery Act of 1990 mandates an annual disclosure of statistics of sexual assaults and violent crimes known to have occurred within USC Upstate jurisdiction. For more information regarding the campus annual security report, please contact University Police at 864-503-7777.

All complaints, inquiries and investigations of unlawful discrimination, unlawful harassment and sexual misconduct (including) sexual assaults are processed by the EO/Title IX Coordinator in the Office of Institutional Equity, Inclusion and Engagement.

For more information regarding Title IX including reporting sexual assault or other unlawful harassment, protection from retaliation, confidentiality, submitting a complaint, available resources for survivors (e.g. Counseling Services), sexual violence prevention efforts and much more, please contact the resources below:

Alphonso Atkins Jr., EO/Title IX Coordinator  
at [equity@uscupstate.edu](mailto:equity@uscupstate.edu)

Office of Institutional Equity, Inclusion  
and Engagement 864-503-5959  
Office of the Dean of Students, 864-503-5107  
USC Upstate Counseling Services,  
864-503-5195 (students only)  
USC Health Services 864-503-5191  
University Police, 864-503-5777 or 864-503-5911

## VI. Student Grievance Procedures

### A. Policy for Academic Grievances

Each school has developed its own policy for academic grievances. Any student having a grievance should start the process by first discussing the problem with the faculty member concerned. If the problem is not resolved, the student should speak with the dean of the college school. An appeal to the executive vice chancellor for academic affairs is the next step if the

problem is still unresolved. Academic grievances include, but are not limited to; grading, acceptance into programs, academic policies, and transfer credits.

### B. Policy for Non-Academic Grievances

A 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, and discrimination based on disability, as they relate to non-academic areas of the University. The grievance procedure shall not be used for appeals of disciplinary decisions, residency classification decisions, traffic appeals decisions or any other type decision where a clearly defined appeals process has already been established. Non-Academic grievances related to the University's non-discrimination and equal opportunity policies should be reported to the dean of students, and to the director of equal opportunity programs. The procedure is as follows:

The initial phase of the student grievance procedure requires an oral discussion between the student and the immediate supervisor of the person(s) alleged to have caused the grievance. If the student wishes to file an official grievance, a grievance form may be completed and filed with the immediate supervisor of the person alleged to have caused the grievance.

The form should be filed with the person's immediate supervisor within five (5) working days of the initial discussion referred to above. The supervisor shall immediately investigate the incident and render a decision. If the student feels the grievance is resolved, the process is complete. If the grievance is unresolved, the student may bring the matter before the dean of students by presenting a written statement within ten (10) working days of the supervisor's decision. The Dean of Students will investigate and render a decision within 10 working days.

### C. Policy for Disability-Related Grievances

Any student who believes s/he has been subjected to discrimination on the basis of disability, or has been denied access or accommodation required by law may invoke a grievance procedure and may expect an expedient and equitable resolution. The grievance should be addressed to the ADA Coordinator.

- The grievance should be filed within 30 calendar days of the date of the alleged discrimination.

- The grievance must include student contact information and a thorough description of the complaint. The student may submit supporting evidence, such as documentation from medical professionals, documents exchanged between the student and the university, witness testimony, etc.
- The ADA Coordinator will review the submitted grievance and may conduct informational interviews with the student and/or other campus personnel.
- The ADA Coordinator will submit a written determination to include a review of the grievance, a statement of the validity of disability discrimination, and a proposed resolution, if appropriate, within 30 calendar days of receipt of the grievance.
- The ADA Coordinator will file the determination with the university and provide a copy to the student, and will maintain files and records related to the grievance for a minimum of three years.
- If the grievance is against the ADA Coordinator, the grievance should be submitted to the Coordinator's supervisor (the Dean of Students), or the Director of the Equal Opportunity office.

Although students are encouraged to attempt resolution of grievances pertaining to disabilities by using the above campus process, they have the right to file a grievance directly with the US Department of Education, Office for Civil Rights (OCR). Region IV office: 404-974-9450.

#### **D. English Fluency Grievance Policy**

Students who feel that they are unable to understand the spoken and/or written English of an instructor at USC Upstate shall schedule a meeting with the dean of the respective school or college and make their concerns known. The dean will conduct an investigation and report to the complaining student his/her findings within 10 working days of the complaint. In the event student charges are substantiated, the dean and the senior vice chancellor for academic affairs will take immediate action to rectify the problem. Such action may take the form of replacement of the instructor immediately, intensive remediation of the problem or any other solution that protects the due process rights of faculty and students.

#### **E. Parking Appeals**

An appeal should be filed only if the person feels he or she was given a citation (1) through error, or (2) without just cause.

Appeal forms can be accessed at the following: [www.uscupstate.edu/parkingappeal](http://www.uscupstate.edu/parkingappeal) or can be picked up in the University Police Department within 72 hours or three weekdays following the issuance of a citation.

The appeal is automatically forfeited if it is filed after 72 hours of the date when the citation was issued.

The University Parking Appeals Committee, appointed by the Dean of Students, consists of (1) one faculty member; (2) one staff member, (3) president of the student government or his/her appointee. The committee will review each appeal and render a decision within 30 days of the appeal.

## **VII. Code of Student Behavior**

### **A. Philosophy**

The University of South Carolina Upstate is an academic community preserved through mutual respect and trust of the individuals who learn, teach and work within it. Students as well as all parties at the University must be protected through fair and orderly processes. These are best safeguarded when each person within the University community acts in an orderly and responsible manner. All students and guests are equally entitled to the protection embodied in this document and are expected to meet the standards set forth herein. Specifically, the University of South Carolina Upstate has adopted the Carolinian Creed.

Thus, the community of scholars at USC Upstate is dedicated to personal and academic excellence. Choosing to join the community obligates each member to a code of civilized behavior. As an Upstate Spartan...I will practice personal and academic integrity. A commitment to this ideal is inconsistent with cheating in classes, in games, or in sports, it should eliminate the practice of plagiarism or borrowing another student's homework, lying, deceit, excuse making, and infidelity or disloyalty in personal relationships. I will respect the dignity of all persons. A commitment to this ideal is inconsistent with all forms of theft, vandalism, arson, misappropriation, malicious damage to, and desecration or destruction of property. Respect for another's personal rights is inconsistent with any behavior which violates a person's right to move about freely, express themselves appropriately and to enjoy privacy. I will discourage bigotry, striving to learn from differences in people, ideas and opinions. A commitment to this ideal pledges affirmative support for equal rights and opportunities for all students regardless of their age, sex, race, religion, disability, international/ethnic heritage, socioeconomic status, political, social or other affiliation or disaffiliation, or affectional preference. I will demonstrate



concern for others, their feelings and their need for conditions which support their work and development. A commitment to this ideal is a pledge to be compassionate and considerate, to avoid behaviors which are insensitive, inhospitable or insightful, or which unjustly or arbitrarily inhibit another's ability to feel safe or welcomed in their pursuit of appropriate academic goals. Allegiance to these ideals obligates each student to refrain from and discourage behaviors which threaten the freedom and respect all USC Upstate community members deserve. This last clause reminds community members that they are not only obliged to avoid these behaviors, but that they also have an affirmative obligation to confront and challenge and respond to or report the behaviors whenever or wherever they are encountered.

## **B. Application**

This document governs the conduct of all students and student organizations. This document may apply to student behavior both on and off the University's campus. Violators are subject to local, state and federal laws, as well as the provisions listed herein. Campus hearings may proceed prior to off campus criminal hearings. The decision regarding when a campus hearing is scheduled is determined by the dean of students with the best interest of the University community in mind.

## **C. Mental Health Disturbances**

Instances of student behavior that may be the result of a mental health disturbance require specific consideration and action. The dean of students, in consultation with the CARE Team (Campus Assessment, Referral and Evaluation), chief of University Police, the chancellor and others deemed appropriate will assess and treat as unique each student's behavior and determine if administrative action is warranted. The University may take the following actions in response to instances of student behavior where there is a reason to believe the conduct is the result of a mental disturbance or the behavior poses a threat of physical harm to the individual or others: counseling, referral for evaluation, remediation, therapeutic treatment, disciplinary action, voluntary or involuntary withdrawal, or other action deemed appropriate. Please reference the web site for more information about the CARE team.

## **D. Rights and Prohibited Conduct**

Nothing herein is intended or shall be construed to limit or restrict the student's freedom of speech or peaceful assembly. Free inquiry and free expression are indispensable to the objectives of an institution of higher education; and to this end, peaceful, reason-

able, orderly demonstrations in approved areas shall not be subject to interference by members of the University community. However, those involved in demonstrations may not engage in conduct that violates the rights of other members of the University community. These rules should not be construed as to restrain controversy or dissent, or to prevent, discourage, or limit communication among faculty, students, staff and administrators. The purpose of these rules is to prevent the abuse of rights of others and to maintain public order conducive to a learning environment. In this regard, it shall be the responsibility of every student to obey the Code of Student Conduct, which includes the Code of Academic Integrity and the Code of Campus Behavior. USC Upstate students who are appointed or elected to positions in University recognized student organizations or who are awarded financial assistantships or scholarships are required to be in good academic and disciplinary standing. Good academic standing is defined as having a 2.0 or greater cumulative grade point average. Good disciplinary standing is defined as not being on university or conduct probation at the time of service. This is reviewed by the executive vice chancellor for academic affairs, the vice chancellor for student and diversity affairs, the faculty senate and is approved by the chancellor of the University.

## **E. Student Arrest Policy**

Students who are apprehended and charged by law enforcement agencies with felony criminal conduct on or off campus are required to inform the dean of students of such matters within five working days.

## **I. Student Conduct for the Classroom**

USC Upstate supports the principle of freedom of expression for both instructors and students. University policies on appropriate behavior in the classroom cannot be used to punish reasonable classroom dissent. The lawful expression of a disagreement with the instructor or other students is not in itself inappropriate/disruptive behavior. Maintenance of these rights requires classroom conditions which do not impede their exercise. Classroom behavior that seriously interferes with either 1) the instructor's ability to conduct the class or 2) the ability of other students to profit from the instructional program will not be tolerated. The community of scholars at the University of South Carolina Upstate is dedicated to personal and academic excellence. Freedom to teach and freedom to learn depend upon appropriate opportunities and conditions in the classroom, on campus, and in the larger community. Faculty members and students at USC Upstate are expected to exercise their freedoms with a sense of respon-

sibility and sensitivity to the educational interest of others. Faculty and students conduct themselves in a civil, cooperative, orderly, and purposeful manner in all educational settings. Faculty members have authority to set reasonable standards of conduct for classrooms, laboratories, the Library, internships, field placements, and campus wide activities. Please review the following general guidelines and act accordingly.

### **A Member of the USC Upstate Community of Scholars:**

*Displays personal and academic integrity.*

You are honest, truthful, and trustworthy. You do not lie, cheat, or steal. You do not present others' work as your own or collaborate with others without acknowledgement or permission from the faculty member.

*Accepts responsibility for actions.*

You do not blame others for academic consequences resulting from your own decisions and behavior. You follow established policies and procedures in the USC Upstate Catalog, the USC Upstate Student Handbook, and course syllabi.

*Respects the rights and dignity of all persons.*

You are courteous and respect the rights and property of others. You do not harass, demean, ridicule, abuse, threaten, or discriminate against others.

*Maintains a learning-focused attitude.*

You are engaged in the classroom and other learning environments, both on and off campus. You are on time, prepared, and alert. You participate until the faculty member in charge dismisses the class.

*Refrains from conduct that adversely affects others.*

Your conduct is appropriate for learning. You do not enter class late or leave early without permission of the faculty member. You follow the instructions of the faculty member regarding talking or using electronic devices in class. You do not use threatening, demeaning, or inflammatory language.

*Follows specific requirements of faculty members.*

You meet the behavioral and academic expectations of your instructors, recognizing that these standards will often vary.

*Defining Disruptive Behavior.*

The phrase "classroom disruption" means the behavior a reasonable person views as substantially or repeatedly interfering with the conduct of a class. Since faculty members are ultimately responsible for management of the classroom environment, they possess clear authority to establish reasonable classroom behavioral standards. Exactly which

behaviors are "disruptive" may depend upon the size, nature, and format of the class, as well as upon the particular sensitivities of faculty and/or students.

If a student's behavior is disruptive to the faculty member, to another student, or to the class as a whole, the faculty member may direct the student to leave the classroom for the remainder of that class period. The faculty member is the sole judge of when a student's behavior warrants such a dismissal. If the disruptive behavior continues when the student returns to class, the faculty member reports the behavior to the dean of students, who holds a hearing. If the hearing does not result in a resolution, the Honor Council is convened to decide whether the student remains enrolled in the class. Complete description of the Honor Council is found in section V of this code.

## **II. The Code of Academic Integrity**

Under the Code of Academic Integrity, students are on their honor not to cheat, lie or steal, and if they witness another student doing so, it is their responsibility to report the individual and the circumstances to the instructor or the dean of students.

### **A. Bribery**

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

### **B. Cheating**

Examples include:

- Any conduct during a program, course, quiz or examination that involves the unauthorized use of written or oral information, or information obtained by any other means of communication.
- The buying, selling, sharing of questions or theft of any examination or quiz prior to its administration.
- The unauthorized use of any electronic or mechanical device during any program, course, quiz or examination or in connection with laboratory reports or other materials related to academic performance.
- The unauthorized use of notes, laboratory reports, term reports, theses and written materials in whole or part.
- The unauthorized collaboration on any test, assignment or project.

### **C. Lying**

Lying is the deliberate misrepresentation by words, actions or deeds of any situation or fact, in part or whole, for the purpose of avoiding or postponing

the completion of any assignment, duties, test or examination in a course, internship or program.

## D. Plagiarism

Plagiarism, or literary theft, in any writing assignment: using others' words or ideas without consistent, correctly formatted acknowledgement. This includes sources the student knows personally (friends, other students, relatives, etc.) as well as all text, Internet, and other sources. Students are required to properly acknowledge sources as follows: students may not present as their own ideas, opinions, images, figures, languages or concepts of another, including those of other students. Students must acknowledge all sources such as magazines, journals, Internet sites, records, tapes, films and interviews. Papers and other materials bought from "term paper writing services," if submitted as the work of anyone except the writing service, constitute a violation of the principles of this document. Further, violation of any of the following standards may be cause for disciplinary action. The common specific uses of source material are:

**Direct Quotation:** Word-for-word copying of a source. Direct quotation must be accurate, must not misrepresent the source in any way and must be properly acknowledged.

### Paraphrase:

A recasting into one's own words material from a source, generally condensing the source. A direct quotation with only a word or two changed, added or omitted should not be passed off as a paraphrase. A paraphrase restates the source but does not misrepresent it and must be properly acknowledged.

### Self-Plagiarism:

The act of re-using your own work without letting your professor know that it comes from a previous paper or assignment. This can include parts of a previous assignment or an entire paper.

### Use of ideas:

The use of an idea from a source must be properly acknowledged, even when one's application of that idea varies from the source.

**Use of figures, tables, charts, statistics, images, photographs and other similar sources:** These items must be fully acknowledged, and any changes must be clearly indicated. If a student has received any kind of help (except that permitted by an instructor) in the preparation of a project, that help must be fully acknowledged.

**Sanctions of Academic Integrity violations include, but are not limited to:**

- **expulsion;**

- **indefinite or definite suspension;**
- **reprimand;**
- **"X" assigned for the final grade;**
- **"F" assigned for the course;**
- **"0" assigned for the assignment, test or paper;**
- **reduction in final course grade;**
- **additional assignments from the professor;**
- **completion of plagiarism workshop and**
- **community service.**

The sanctions in this section are intended to be disciplinary, and nothing in these procedures, including the imposition of any sanction, shall be interpreted to limit the academic authority of an instructor to determine an appropriate grade for a student who has violated the Rule. If an instructor determines that, because of academic dishonesty, a student's performance in an academic program merits a grade reduction or a failing grade, the instructor's authority to award such an appropriate grade is not limited by the imposition of any sanction under this Section.

Infractions of the Code of Academic Integrity may result in removal from academic programs by the authority of the specific academic dean.

Students removed by the academic dean for academic integrity violations have the same rights outlined in the USC Upstate Code of Student Behavior regarding notice of the alleged offense and an opportunity to be heard before the honor council.

## III. The USC Upstate Code of Student Behavior

It shall be the responsibility of all students and student organizations to abide by the Code of Student Behavior. All nonacademic conduct that infringes on the rights or welfare of others is thus embodied in the Code of Student Behavior.

Violations of this Code are handled in the same manner as violations of the Academic Code. This does not preclude from criminal and civil charges being filed as well. Sanctions listed are guidelines; other sanctions may be applied as deemed appropriate by the Hearing Officer. Violations include but are not limited to:

### 1. Abuse of the University judicial system, including, but not limited to:

- Failure to obey summons of a judicial body or University official.
- Falsification, distortion or misrepresentation of information before a judicial proceeding.

- Harassment (verbal or physical) and/or intimidation of a member of judicial body prior to or during the course of the judicial proceeding.
- Failure to comply with sanctions imposed under the Code of Student Conduct.
- Influencing or attempting to influence another person to commit an abuse of the judicial system or Code of Student Conduct.

**Listing of Possible Sanctions:**

- 1st Offense:** suspension, probation  
**2nd Offense:** suspension  
**3rd Offense:** expulsion

**2. Alcohol Policy:** (found on Page 141)

Unauthorized possession, distribution or consumption of alcohol. Violating any other provision of the Student Code of Conduct while under the influence of alcohol is a violation of this Alcohol Policy. Such conduct includes, but is not limited to, public intoxication, providing alcohol to underage persons, etc. .

**3. Compliance with General Laws:**

Students or student organizations involved in violations of any federal, state, or local laws may be subject to disciplinary action. Action imposed by the University may precede and/or be in addition to any penalty imposed by an off-campus authority.

**Listing of Possible Sanctions:**

- 1st Offense:** warning, reprimand, probationary status, community service  
**2nd Offense:** suspension  
**3rd Offense:** expulsion

**4. Disruptive Activity:**

Individual or group behavior that interferes with the freedom of expression, movement or activity of others, or with the educational mission of the University is prohibited. Forms of expression that disrupt or materially interfere with such activities and operations or invades the rights of persons is also prohibited.

**Listing of Possible Sanctions:**

- 1st Offense:** reprimand, probation, suspension  
**2nd Offense:** suspension  
**3rd Offense:** expulsion

**5. Drug Policies:**

The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance is prohibited. This includes prescription medications. Violating any other provision of the Student Code of Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy (Refer to the Alcohol and Drug Policy on page 141). The possession of drug paraphernalia is also prohibited (i.e., pipes, bongs, etc.)

**6. Failure to Comply with Official Requests:**

Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of University officials in the performance of their duties. Students are expected to appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may also be considered failure to comply with an official request. (Note to resident students: The definition of University officials in this regulation includes Housing staff).

**Listing of Possible Sanctions:**

- 1st Offense:** reprimand, restriction of privileges, probation  
**2nd Offense:** community service, probation  
**3rd Offense:** suspension, expulsion

**7. Forgery, falsification, alteration, or knowingly furnishing false information to the University or its officials.**

**Listing of Possible Sanctions:**

- 1st Offense:** grade change, cancel any benefit resulting from illicit activity, probation  
**2nd Offense:** suspension  
**3rd offense:** expulsion

**8. Harassment/Bullying:**

Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person.

Such conduct includes, but is not limited to action(s) or statement(s) that threaten harm or intimidate a person, or any other form of unwanted contact.

**Listing of Possible Sanctions:**

- 1st Offense:** probation, community service, corrective action and in severe cases suspension  
**2nd Offense:** suspension  
**3rd Offense:** expulsion

**9. Harm to Persons:**

Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Conduct which threatens to cause harm to persons, or creates hazardous conditions for persons.

**Listing of Possible Sanctions:**

- 1st Offense:** suspension, probation  
**2nd Offense:** expulsion

**10. Hazing:**

Defined as any act that endangers the mental or physical health or safety of a student, faculty member or other University official. This includes the removal of public or private property for the purpose of initiation, admission into, affiliation with or as a continued membership in a group or organization.

**Listing of Possible Sanctions:**

**1st Offense:** probation, community service

**2nd Offense:** suspension

**3rd Offense:** expulsion

## 11. Misuse of Keys:

No person may use or possess any University key without proper authorization. No student is allowed under any condition to have a University key duplicated. (Note to resident students: Loaning a room/apartment key to a person not assigned to that residence may be considered a violation of this regulation.)

**Listing of Possible Sanctions:**

**1st Offense:** reprimand, restriction of privileges

**2nd Offense:** community service, probation

**3rd Offense:** suspension for not less than one semester

## 12. Parking/Traffic Violations:

Refer to Parking Brochure or Web site for fines and sanctions. [www.uscupstate.edu/police](http://www.uscupstate.edu/police)

## 13. Sexual Assault:

Refer to Policy on Sexual Assault for Definitions Non-Consensual Sexual Assault

**Listing of Possible Sanctions:**

**1st Offense:** probation, suspension, or expulsion; participation in sexual assault training program

**2nd Offense:** expulsion

## 14. Forced Sexual Assault:

**Listing of Possible Sanctions:**

**1st Offense:** suspension of not less than one semester

**2nd Offense:** expulsion

## 15. Sexual Misconduct or

### Non-Consensual Sexual Contact:

Refer to Policy on Sexual Assault for Definition

**Listing of Possible Sanctions:**

**1st Offense:** probation, suspension, or expulsion; participation in sexual assault training program

**2nd Offense:** expulsion

## 16. Tobacco Use:

USC Upstate is a tobacco-free campus. Tobacco use is prohibited in all USC Upstate owned or leased buildings (including in all offices, classrooms, laboratories, meeting rooms, residence halls, restrooms,

lobbies, lounges, cafeterias, hallways, stairwells, elevators etc.), building entrances, balconies, decks, patios and outside stairways to buildings and outdoor passageways to entrances; buildings on land for use by the University; all University vehicles; side walks; parking lots; athletic venues; common areas; and any and all land for use by the University, including campus "green spaces." This includes the areas of USC Upstate in Greenville, and any other current or future USC Upstate owned or leased properties. (Refer to the USC Upstate Tobacco-Free Campus Policy)

## 17. Stalking:

Defined as a pattern of conduct that is intended to cause or does cause a person to fear. See Sexual Assault policy for full definition.

**Listing of Possible Sanctions:**

**1st Offense:** warning, reprimand, probation, corrective action and in severe cases, suspension

**2nd Offense:** suspension for up to one calendar year

**3rd Offense:** expulsion

## 18. Theft of any kind:

Including seizing, receiving, or concealing property with knowledge that it has been stolen, is forbidden. Sale, possession, or misappropriation of any property, including USC property, without the owner's permission is also prohibited.

**Listing of Possible Sanctions:**

**1st Offense:** probation, community service, restriction of privileges or in severe cases, suspension

**2nd Offense:** suspension for not less than one semester

**3rd Offense:** expulsion

## 19. Theft or abuse of computer time:

including, but not limited to:

- Unauthorized entry into a file to use, read or change the contents or for any other purpose
- Unauthorized transfer of a file
- Unauthorized use of another individual's identification and passwords
- Use of computing facilities to interfere with the work of another student, faculty member or University official
- Use of computing facilities to send an obscene or abusive message
- Use of computing facilities to interfere with normal operation of the University computing system

**Listing of Possible Sanctions:**

**1st Offense:** probation, community service, restriction of privileges or in severe cases, suspension

**2nd Offense:** suspension for not less than one semester



**3rd Offense:** expulsion

## **20. Unauthorized Entry, Presence/ Use or abuse of University facilities:**

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

### **Listing of Possible Sanctions:**

**1st Offense:** reprimand, restriction of privileges, probation, suspension

**2nd Offense:** community service, probation, suspension

## **21. Use of personal portable sound amplification equipment (i.e. radio, TV, etc.) in a manner that disturbs the privacy of other individuals and/or the instructional program of the University.**

### **Listing of Possible Sanctions:**

**1st Offense:** probation, community service

**2nd Offense:** suspension

**3rd Offense:** expulsion

## **22. Violations of local, state or federal law:**

Violators may face prosecution off campus as well as disciplinary action on campus.

### **Listing of Possible Sanctions:**

**1st Offense:** probation, community service, suspension

**2nd Offense:** community service, suspension

**3rd Offense:** expulsion

## **23. Weapons:**

The unauthorized possession or use of firearms, or weapons of any other kind (including but not limited to dangerous chemicals, dirks, slingshots, metal knuckles, razors, BB guns, and air pistols) is prohibited. The use or display of any object or instrument in a dangerous, provocative or threatening manner is prohibited.

### **Listing of Possible Sanctions:**

**1st Offense:** suspension, confiscation of weapon(s) and/or materials

**2nd Offense:** expulsion

# **IV. Resolution of Alleged Infractions**

## **A. Informal Administrative Hearing**

Upon receiving an alleged violation of the Code of Student Conduct, the dean of students or designee will investigate the report. The dean of students or designee will conduct an initial interview with the accused. The rights and prerogatives of the accused will be explained at that time. It is at this time the

student can resolve the matter through admission of responsibility, or request a hearing in the appropriate council. The Honor Council (see below for composition and procedures) is given the charge to handle academic honor code or student behavior code violations. The Student Honor Council (see below for composition and procedures) is given the charge to handle campus discipline code violations. Students with alleged campus discipline code violations may choose between which council will hear their case. The Honor Council does not have the role to examine severity of sanction appeals from the decisions of the dean of students or faculty member; those concerns will be forwarded to the Appeals Council. Should further action be necessary, the charged student will receive written notification of a hearing before the Council within a reasonable period of time. The charge letter will include a statement of the charges and the time and place of the hearing. If the accused accepts responsibility in writing prior to appearing before a Council hearing, a sanction determined by the dean of students, or faculty member if an academic violation, will be imposed. If a student fails to respond to a charge letter within the time specified in a certified letter, he or she forfeits his or her rights and may have a sanction imposed by the dean of students. A hearing may be conducted in the absence of an accused student if the student fails to appear for a scheduled hearing.

## **B. Mediation**

An agreement to participate in a mediation process. Resolution through mediation requires a voluntary agreement from both parties to participate in a mediation process. This option is reserved for situations where all of the immediate parties in the incident agree to have a conflict resolved in this fashion, and the option is considered appropriate by the dean of students or designee. Code of Academic Integrity charges will not be handled through mediation. Failure to fulfill the terms of a mediation agreement could lead to reactivation of the charges as well as additional disciplinary action.

## **C. The Honor Council Procedures**

During an Honor Council hearing, the faculty chairperson will bring the council to order and present the alleged violation brought against the student. The student has the right to attend the hearing, at a designated time, to respond to any evidence, and to present witnesses and evidence. Council members and the student shall be free to ask questions during the hearing. Following the presentation and hearing of all information pertaining to a particular violation, the Honor Council shall deliberate without the accused

student being present. The Honor Council shall also determine the sanction that will be imposed if the student is found responsible for Code of Campus Behavior violations. Faculty members will determine the sanction assigned for any Academic Code of Integrity violations that occur in their classes. The dean of students will maintain all records of violations of the Code of Student Conduct confidentially for a period of six calendar years from the date of the hearing. Cases that result in suspension or expulsion will be retained indefinitely. Appropriate University officials may be notified of actions taken by the Honor Council on the basis of their need to know. Records will be made available to the Honor Council for specific cases where a student is found responsible, and has a record of any prior violations of the Code of Student Conduct. Any prior violations of the Student Conduct Code will be taken into account in determining the sanction or sanctions for a subsequent violation(s) of the Code. The hearing authority shall exercise active control over the hearing in order to elicit relevant information, avoid needless consumption of time, and to prevent harassment or intimidation of witnesses. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the charged student, student organization or University is shown to have resulted. Ad hoc honor councils may be created when extenuating circumstances (e.g. summer break, University holidays, final exams, etc.) preclude an honor council or an appeal council from obtaining the usual quorum (two students, three faculty) for hearing a case. The dean of students or designee will serve as the administrator of this council.

### **Composition and Jurisdiction of the Honor Council**

The Honor Council normally consists of two students and three faculty voting members. Participants for each council are selected by the dean of students from a pool of students and faculty. The dean of students is authorized to assign non academic integrity cases to a Student Honor Council that operates under the same guidelines as a council in which faculty participates. The faculty pool consists of two faculty appointed by each academic division or department from each of the following disciplines: business, education, nursing, library and the College of Arts and Sciences. The student pool consists of two students appointed by each academic division or department from each of the following colleges: business, education, nursing and the College of Arts and Sciences. Students serving on the Honor Council must have completed 30 hours at USC Upstate and

maintain a 2.25 GPA and must be in good behavioral standing at the University. Members of the Honor Council are selected each fall to serve during the fall, spring and summer of the following year.

With the voluntary, informed and written consent of the University's representative and charged parties, the above provisions related to council composition, chairmanship and quorum may be waived in order to expedite the scheduling and completion of hearing procedures. The dean of students or designee acts as a nonvoting administrator of the council, and will appoint a faculty chairperson for each council hearing, and selects members from the pool to serve at a particular council hearing. All matters involving an alleged violation of the Code shall subject the student or student organization to the jurisdiction of the campus judicial system. In special cases where the safety of the individual or the University community is threatened, a student may be subject to immediate suspension by the chancellor or his designee pending a hearing.

### **D. The Student Honor Council**

During a Student Honor Council hearing, the hearing chair will bring the hearing to order and present the charges brought against the student. The student has the right to attend the hearing, at a designated time, to respond to any evidence, and to present witnesses and evidence. Student Honor Council members and the student shall be free to ask questions during the hearing. Following the presentation and hearing of all information pertaining to a particular violation, the Student Honor Council shall deliberate without the accused student being present. The Student Honor Council shall also determine the sanction that will be imposed as outlined in the Code of Conduct if the student is found responsible. The dean of students will maintain all records of violations of the Code of Student Conduct confidentially for a period of six calendar years from the date of the hearing. Cases that result in suspension or expulsion will be retained indefinitely. Appropriate University officials may be notified of actions taken by the Student Honor Council on the basis of their need to know. Records will be made available to the Student Honor Council for specific cases where a student is found responsible, and has a record of any prior violations of the Code of Student Conduct. Any prior violations of the Code of Student Conduct will be taken into account in determining the sanction or sanctions for a subsequent violation(s) of the Code. The focus of inquiry in disciplinary proceedings shall be the responsibility of the accused party. The hearing authority shall exercise active control over the hearing in order to elicit relevant information, avoid needless consumption of time, and to prevent

harassment or intimidation of witnesses. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the charged student, student organization or University is shown to have resulted. Ad hoc student honor councils may be created when extenuating circumstances (e.g. summer break, University holidays, final exams, etc.) preclude an honor council or an appeal council from obtaining the usual quorum (five students) for hearing a case. The dean of students will serve as the non-voting chair of this ad hoc board.

### **Composition and Jurisdiction of the Student Honor Council**

The Student Honor Council normally consists of five students, one of whom is the student chair. Participants for each court are selected by the dean of students from a pool of students. The pool consists of students appointed annually through academic deans, department and division chairs. Students serving on the Student Honor Council must have completed 30 hours at USC Upstate and maintain a 2.25 GPA and must be in good behavioral standing at the University. Members of the Student Honor Council are selected each fall to serve during the fall, spring and summer of the following year. With the voluntary, informed and written consent of the University's representative and charged parties, the above provisions related to board composition, chairmanship and quorum may be waived in order to expedite the scheduling and completion of hearing procedures.

The dean of students acts as non-voting administrator of the council, and appoints a student chair to serve as chairperson for each council hearing, and selects members from the pool to serve at a particular council hearing. All matters involving an alleged violation of the Code of Student Conduct shall subject the student or student organization to the jurisdiction of the campus judicial system. In special cases where the safety of the individual or the University community is threatened, a student may be subject to immediate suspension by the chancellor or his designee pending a hearing.

### **V. The Rights of the Charged Student**

The following rights are guaranteed to persons involved in the University judicial system.

- The right of the Charged Student to a clear, simple written notice of actions alleged as violations of the Code of Student Conduct. This notice should

also include a brief statement of the nature of the evidence and possible sanctions.

- The right to be presumed innocent until guilt has been determined.
- The right of the charged student and the accuser to present information and respond to any information presented. This does not include cross-examination of either witnesses or the Honor Court members and does not grant the charged student the right to be present during testimony.
- The right to a fair hearing.
- The right, if the student desires, to have an advisor present to advise and serve in a consultative role to the student, although they may not actively participate in the hearing. The charged student must give prior notice to the dean of students when the student wishes to have an advisor present at the scheduled hearing. The notice must be given to the dean of students at least 48 hours before the hearing date.
- The right of the charged student and accuser to present witnesses and other substantive evidence.
- The right of the charged student to appeal an Honor Council decision.
- A charged student forfeits these rights if the student refuses to appear for a hearing or fails to respond in a timely manner to a hearing notice. A hearing may be held in a student's absence.

### **VI. Resolutions of the Council**

When an accused student is found not responsible, all records of the hearing proceedings, except one, shall be destroyed immediately. The one shall be kept on file as a reference to the hearing procedure, and will be kept confidential by the dean of students. In matters pertaining to academic coursework, a student should receive the earned grade when it is determined that the student is not responsible for the alleged violation.

#### **A. Official Reprimand/Warning**

an of students will serve as an official notice of censure cautioning a student against specific behavior. An official reprimand shall carry no further restrictions.

#### **B. Practical Penalty**

The student may be assigned a penalty, fine or task commensurate with the offense. Penalties may include, but are not limited to the following:

- Damage to or littering of University-owned property shall subject the violator to the responsibility for full restitution or restoration of any damaged property or item.

- A recommendation may be made to the instructor that a failing grade be assigned for a specific project or requirement. Other sanctions may include revision of an assignment or additional work.
- A student or student organization may also be prohibited from participation in some or all extracurricular activities and may not use certain University facilities or property as determined by the court.

### C. Definite Probation

Definite probation shall be for one, two or three semesters. A student or student organization placed on probation may be prohibited from participation in some or all extracurricular activities and may not use certain University facilities or property as determined by the court. The individual will not be eligible to hold an elective office of any campus organization while on probation. He or she will also lose eligibility to assume any position supported by a University stipend.

### D. Indefinite Probation

Indefinite probation shall require that the student organization serve a probationary period of at least one academic year and submit a written petition to the dean of students requesting reinstatement in good standing. This petition should contain evidence during the probationary period of good citizenship such as recommendations from faculty, staff and other credible references. During the probationary period the student or student organization may be prohibited from participating in some or all extracurricular activities and may not use certain University facilities or property as determined by the court.

### E. Definite and Indefinite Suspension

Under definite, there shall be a specific time limit of either one or two semesters in which the student may not enroll at the University, participate in activities designated for University students, or use certain University facilities or property. A student organization under suspension may not function as a USC Upstate organization. A student or student organization placed under the indefinite suspension must formally petition the chancellor to gain reinstatement to the University. A student who has been suspended indefinitely may not petition to be reenrolled in the University until at least one calendar year has expired from the effective date of the suspension.

### F. Expulsion

Dismissal from the University without the ability to be considered for readmittance.

## VII. Appeals

Any student or student organization found guilty by a faculty member or either Council may submit a written request for a review hearing with the Appeals Council on the grounds of (1) insufficient evidence, (2) severity of penalty, (3) denial of basic rights guaranteed by the Code of Student Conduct, or (4) new information not available at the time of the original hearing. An appeal request must be filed with the dean of students within five working days from the receipt of a written notification of a hearing decision. The Appeals Council may request from the dean of students any written statements, testimony information or evidence pertaining to the original hearing, the charges, or the penalty imposed against the accused. When an appeal is filed the original sanction imposed by the Council is delayed until the appeal is resolved. Following receipt of the appeal request, the student or student organization will be notified if an appeal hearing is required. If so, the date, time and location will be included in the letter for notification. If a new hearing is not required, a decision regarding the appeal will be made based on a review of statements, testimony information and evidence presented at the original hearing.

**The chair of the Appeals Council will render a decision that may:**

- affirm the original decision, which shall be effective as of the date specified
- affirm the original decision and reduce the penalty, which shall be effective as of the date specified
- dismiss the original decision
- specify other appropriate action as deemed necessary. In extraordinary circumstances, the Appeals Council may direct a new hearing. All deadlines expressed in any section are subject to change if exigent circumstances exist. The dean of students shall send written notification of the decision regarding the appeal to the appealing party within 15 University business days of receiving the appeal barring special circumstances requiring an extension of this time limit. A copy of the decision will be sent to the original Hearing Board. The decision of the Appeals Council in all appellate matters is the final decision for the University.

### Composition of the Appeals Council

The Appeals Council normally consists of one academic dean, and two faculty members as voting members. The dean of students serves as administrator of the appeals council as a non-voting member. The faculty and academic dean are given a one-year appointment by the senior vice chancellor for academic affairs. Members of the Appeals Council are selected each fall to serve during the fall, spring and summer of the following year.

## IX. Alcohol and Drug Policy

### I. Introduction

This policy governs the distribution, serving, possession, and consumption of substances, which includes alcoholic beverages and illegal drugs, at the University of South Carolina Upstate.

**This policy is established to:**

- Respect the academic environment without unnecessarily restricting the exercise of legal privileges;
- Protect the welfare of individuals accessing the USC Upstate campus;
- Respect the low risk use of alcohol;
- Respect zero tolerance of illegal drug use.
- Students, faculty, staff and guests are required to comply with and abide by the contents of this policy.

### II. South Carolina Law

All state laws related to alcohol and illegal drugs are in effect on the USC Upstate campus. All students, faculty, staff and guests are required to comply. All students, faculty, staff and guests are viewed by USC Upstate as individually responsible and legally accountable for their actions regarding alcohol and illegal drugs. The specific laws cited in the list below are pertinent to this policy. All South Carolina laws, whether or not they are cited in this policy, are applicable. It is against South Carolina law to:

- Purchase, possess or consume any alcoholic beverage if you are under the age of 21;
- Provide any alcoholic beverage to a person under the age of 21 by transfer, gift or sale;
- Misrepresent your age for the purpose of procuring alcoholic beverages;
- Drive under the influence;
- Have a blood level of 0.02 or higher while driving a vehicle if you are under the age of 21 (zero tolerance);
- Have an open container of alcoholic beverage in a moving vehicle;
- Be intoxicated in public;
- Manufacture, distribute, possess or use illegal drugs;
- Possess or use drug paraphernalia.

### III. Definitions

**Alcoholic Beverage** - any spirituous malt (for example: Smirnoff Ice, Schlitz Malt Liquor, wine coolers), vinous, fermented, brewed (whether lager or rice beer) or other liquors or any compound or

mixture thereof by whatever name called or known which contains alcohol and is used as a beverage.

**Common Source Container** - any keg, pony keg, trashcan, bathtub, large container of beverage (i.e. box of wine), or other similar devices used for storing or mixing a quantity of beverage from which a quantity of beverage is distributed to, or consumed by, more than one individual.

**Drug Paraphernalia** - items such as roach clips, bongs, water pipes, cocaine spoons, etc.

**Distilled/Spirituous Liquor** - for example: whiskey, rum, brandy, gin and all other distilled liquor and mixtures of cordials, liqueur and premixed cocktails, in closed containers for beverage use regardless of their dilution.

**Illegal Drugs** - for the purposes of this policy includes illegal drugs including (but not limited to) marijuana, cocaine, heroin, MDMA (ecstasy), and LSD. Any prescription drug for which the user does not have a valid prescription is also included.

**Mixed Beverage** - a drink composed in whole or in part of distilled liquor and served in a quantity less than the quantity contained in a closed package

### IV. Statement of Policy

This policy is subject to change at any time to comply with new local, state or federal laws, or to changes in the USC Upstate policy or Code of Conduct. It is established for all USC Upstate students and includes behavior not only on University property, but also at any University sponsored event or travel opportunity. This policy will be reviewed annually.

#### A. General Provisions Regarding the Distribution, Consumption and Possession of Alcohol in Accordance with Local, State, and Federal Laws:

- The use of alcoholic beverages on campus or at college-sponsored functions is permitted only by those of legal age as specified with South Carolina law.
- There shall be no alcoholic beverages or empty alcohol containers in the Magnolia/Palmetto House or other residence areas designated as "dry" even if residents or guests are at least 21 years of age. Alcohol is permitted in the Palmetto Villas, however it must be limited to one six pack of beer or one bottle of wine (not to exceed 750 ml) for only persons who are at least 21 years of age. No distilled/spirituous liquor is allowed.
- Aiding and abetting in the sale or transfer of alcoholic beverages to any person under the age of 21 is prohibited.



- The use of alcoholic beverages, drugs, or drug paraphernalia as a prize in a contest, drawing, lottery, etc. is prohibited.
- Consumption of alcoholic beverages must be secondary to the intended purpose of any event on the USC Upstate campus (i.e., awards dinner, wedding reception, dance, etc.).
- Requests to serve and consume alcoholic beverages on the USC Upstate campus must be submitted at least two weeks in advance to the appropriate approval authorities:
  - The Risk Manager and the Chief of Police act on behalf of the University in the consideration of faculty, staff and off-campus
  - organizations/ groups who request to serve and consume alcoholic beverages;
  - The Chancellor grants final approval on all requests to serve distilled liquor;
  - All requests will be considered on an individual basis;
  - USC Upstate reserves the right to deny any request.
- An approved third party vendor must be contracted with to serve alcoholic beverages at any event on-campus where alcoholic beverages are to be served. (Exceptions may be approved by the Chief of Police.)
- A University Police officer(s) is required at all events that are open to the general public where alcoholic beverages are to be served. (Exceptions may be approved by the Chief of Police.)
- State-appropriated funds cannot be used for the purchase of alcoholic beverages.
- USC Upstate does not sanction a student organization or club providing off-campus events where alcoholic beverages are to be served, authorize the use of the USC Upstate name for advertising or promoting an off-campus event where alcoholic beverages are to be served or authorize the use of the USC Upstate name to enter into agreements, contracts or as leverage to gain goods or services.
- At no time are kegs or any other common source containers of alcohol allowed on the campus unless approved by the authorities listed in section 6 above for a formalized function.
- At any event where alcohol is being served, all attendees shall be required to have a valid picture identification card with their birth date listed in order to obtain an alcoholic beverage. Attendees at least 21 years of age who present a valid picture identification card will be given a wristband. Only those with a wristband will be served alcohol. Serving of alcohol is limited to two drinks per person.
- Advertisements, posters, or invitations intended for campus/public viewing may not mention or depict alcohol or other drugs or use terms referring to alcohol or other drugs unless being used for educational and/or prevention programs or services and approved by the Dean of Students.
- Organizational officers or individuals sponsoring the event are encouraged to assist in making arrangements for the safety of everyone in attendance.
- If the event is being sponsored by a student organization, the organization's advisor (or his/her designee) must be present at the event.
- Drinking contests or games are prohibited on the USC Upstate campus.
- Anyone who appears on campus and is obviously impaired as a result of being under the influence of any substance may be asked to leave and is subject to appropriate sanctions. A University Police Officer will be called to assist the individual(s) with safety and/or transportation.
- Property damage as a result of alcohol or other drug use will not be tolerated and the individual(s) responsible for the damage will be subject to any and all sanctions designated by this policy as well as any other applicable policies and in accordance with the Student Code of Conduct.

## **B. General Provisions Regarding the Possession and Distribution of Illegal Drugs**

- Possession, sale, or use of narcotic, mind-altering, and/or other illicit drugs, except for one's own valid prescription by a licensed physician or provider, is prohibited and will be handled in accordance with local, state, and federal laws.
- Possession or use of prescription drugs prescribed to another individual is prohibited.
- The re-sale of one's own valid prescription is prohibited.
- Possession of illegal drugs with the intent to sell or distribute will be handled in accordance with local, state, and federal laws.
- Anyone who appears on campus and is obviously impaired as a result of being under the influence of any substance will be asked to leave and is subject to appropriate sanctions. A University Police Officer will be called to assist the individual(s) with safety and/or transportation.
- USC Upstate will cooperate with all law enforcement agencies in the enforcement of any and all local, state, and federal laws on campus.

## **V. Sanctions**

Failure to comply with applicable laws as well as this policy may subject an individual or group to civil or criminal proceedings and/or appropriate sanctions as listed below. Individuals will be held responsible for their behavior while under the influence of alcohol and/or illegal drugs. Violations of this policy will be referred to the appropriate departments and agencies. Students and student organizations may be subject to sanctions by more than one department or agency, including the Student Code of Conduct, and any local, state or federal law enforcement agencies. The student or organization is responsible for any and all fees associated with any sanctions imposed upon them by the university and/or the local, state, and federal laws.

### **A. Sanctions for Violations of the General Provisions of the Alcohol Policy**

Students who fail to complete their sanctions will be documented as not in good standing resulting in loss of privileges and/or status with the university and may be prevented from registering for classes and/or be placed on probation. Students who fail to complete their sanctions and who are transferring or graduating from the university may have grades withheld or other appropriate documentation on their transcripts. Conviction of an alcohol violation may result in the loss of financial aid and/or the ability to register for classes or on-campus housing, as well as any appropriate sanctions from local, state, and federal law enforcement agencies.

#### **First Offense**

- A letter will be issued to the student with a description of the violation and of all sanctions and deadlines for completion. This letter will become part of the student's disciplinary record.
- A copy of the letter will be mailed to the student's parent(s) or legal guardian(s).
- The student must complete the online alcohol educational workshop addressing the issues around alcohol use and abuse. Any fees associated with this workshop are the student's responsibility.
- The student may be required to have an assessment with appropriate counseling center staff. If the counselor determines that further counseling is needed, the student must comply in order to remain in good standing. The student is responsible for scheduling an appointment for the initial assessment within 72 hours after receiving the violation and sanctions.
- If the counselor determines that the student needs more intensive counseling around alcohol

and drug issues, the student may be referred to the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency. The student will be expected to comply with the agency and any costs or fees for the services in order to remain in good standing with the university.

- The student must complete at least 15 approved community service hours. Community service hours may be approved by the Dean of Students and/or Director of Housing and Residential Life.

#### **Second Offense**

- A letter will be issued to the student with a description of the violation and of all sanctions and deadlines for completion. This letter will become part of the student's disciplinary record.
- A copy of the letter will be mailed to the student's parent(s) or legal guardian(s).
- The student may be removed from university housing (to be determined by the Dean of Students and the Director of Housing and Residential Life).
- The student must complete the online alcohol educational workshop addressing the issues around alcohol use and abuse. Any fees associated with this workshop are the student's responsibility.
- The student will be required to have an assessment with appropriate counseling center staff. If the counselor determines that further counseling is needed, the student must comply in order to remain in good standing. The student is responsible for scheduling an appointment for the initial assessment within 72 hours after receiving the violation and sanctions.
- If the counselor determines that the student needs more intensive counseling around alcohol and drug issues, the student may be referred to the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency. The student will be expected to comply with the agency and any costs or fees.
- The student must complete at least 30 approved community services hours. Community service hours may be approved by the Dean of Students and/or Director of Housing and Residential Life.

#### **Third Offense**

- A letter will be issued to the student with a description of the violation and of all sanctions and deadlines for completion. This letter will become part of the student's permanent disciplinary record.
- A copy of the letter will be mailed to the student's parent(s) or legal guardian(s).
- The student will be removed from housing if he/she is an on campus resident.

- The student may be suspended from the university with return dependent on approval from the Dean of Students.
- The student must complete the online alcohol educational workshop addressing the issues around alcohol use and abuse. Any fees associated with this workshop are the student's responsibility.
- The student will be required to have an assessment with appropriate counseling center staff. If the counselor determines that further counseling is needed, the student must comply in order to remain in good standing. The student is responsible for scheduling an appointment for the initial assessment within 72 hours after receiving the violation and sanctions.
- The student must have an assessment at the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency and must comply with any treatment or classes that are indicated as well as any associated costs or fees for these services.
- The student must complete at least 50 approved community services hours. Community service hours may be approved by the Dean of Students and/or Director of Housing and Residential Life.

## **B. Sanctions for Organizations or Groups in Violation of the Provisions of the Alcohol and Drug Policy**

Organizations or groups who are found to be in violation of the provisions of this policy will incur sanctions including but not limited to the following, in addition to any sanctions imposed upon individual students in participation:

- Community Service Hours
- Educational workshop(s)
- Loss of use of university facilities
- Suspension of university recognition or charters
- Online Educational program completion

USC Upstate reserves the right to suspend the activities of any organization or to deny the ability of individuals to sponsor events when said organization or sponsoring individual has been charged with a violation. In addition to the sanctions listed above, student organizations in violation of the alcohol policy may also be responsible for educational outreach assessments as described in Section IV.

## **C. Sanctions for Violations of the General Provisions of the Illegal Drug Policy**

Students who fail to complete their sanctions will be documented as not in good standing resulting in loss of privileges and/or status with the university and may

be prevented from registering for classes and/or be placed on probation. Students who fail to complete their sanctions and who are transferring or graduating from the university may have grades withheld or other appropriate documentation on their transcripts. Conviction of a drug charge or violation may result in the loss of financial aid and/or the ability to register for classes or on campus housing as well as any appropriate sanctions from local, state, and federal law enforcement agencies.

## **First Offense**

- A letter will be issued to the student with a description of the violation and of all sanctions and deadlines for completion. This letter will become part of the student's disciplinary record.
- A copy of the letter will be mailed to the student's parent(s) or legal guardian(s).
- The student will be removed from housing if he/she is an on campus resident.
- The student must complete the online alcohol / drug educational workshop addressing the issues around alcohol/drug use and abuse. Any workshop fees are the student's responsibility.
- The student may be required to have an assessment with appropriate counseling center staff. If the counselor determines that further counseling is needed, the student must comply in order to remain in good standing. The student is responsible for scheduling an appointment for the initial assessment within 72 hours after receiving the violation and sanctions.
- If the counselor determines that the student needs more intensive counseling around alcohol and drug issues, the student may be referred to the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency. The student will be expected to comply with the agency and any costs or fees
- The student may be required to undergo random drug testing and will be responsible for any costs or fees associated with the testing in order to remain enrolled at the university.
- If the violation is for more than simple possession of an illegal drug, the student may be suspended or expelled.

## **Second Offense**

- A letter will be issued to the student with a description of the violation and of all sanctions and deadlines for completion. This letter will become part of the student's disciplinary record.
- A copy of the letter will be mailed to the student's parent(s) or legal guardian(s).

- The student will be removed from housing if he/she is an on campus resident.
- The student must complete the online alcohol / drug educational workshop addressing the issues around alcohol/drug use and abuse. Any workshop fees are the student's responsibility.
- The student may be required to have an assessment with appropriate counseling center staff. If the counselor determines that further counseling is needed, the student must comply in order to remain in good standing. The student is responsible for scheduling an appointment for the initial assessment within 72 hours after receiving the violation and sanctions.
- If the counselor determines that the student needs more intensive counseling around alcohol and drug issues, the student may be referred to the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency. The student will be expected to comply with the agency and any costs or fees
- The student will be suspended from the University.
- If the violation is for more than simple possession of an illegal drug, the student may be expelled.

## VI. Educational Outreach Assessments

- In addition to the sanctions listed in the above specific sections, students may be responsible for educational outreach assessments according to the guidelines described below.
- Educational outreach assessments will be used to help fund alcohol and other drug educational programs and substance-free campus events.
- If the educational outreach assessment is not paid to the appropriate office within ten (10) business days of receiving the violation and sanctions, the student will be deemed noncompliant and will be subject to further sanctions, similar to those of a subsequent offense.
- Students who violate the general provisions of the alcohol policy aside from those that threaten the health and safety of others or cause damage to personal or university property may incur educational outreach assessments according to the following guidelines:
  - 1st Offense:** \$50
  - 2nd Offense:** \$100
  - 3rd Offense:** \$200
- Students who violate the general provisions of the alcohol and drug policy that include behaviors that threaten the health or safety of others and/or cause damage to personal or university property

may incur educational outreach assessments according to the following guidelines:

**1st Offense:** \$100  
**2nd Offense:** \$200  
**3rd Offense:** \$300

- Student organizations or groups that violate the general provisions of the alcohol and drug policy may incur educational outreach assessments according to the following guidelines:

**1st Offense:** \$50  
**2nd Offense:** \$100  
**3rd Offense:** \$200

- Students who violate the general provisions of the illegal drug policy by possessing drug paraphernalia but have no other evidence related to drug use or distribution may incur educational outreach assessments according to the following guidelines:

**1st Offense:** \$50  
**2nd Offense:** \$100

- Students who violate the general provisions of the illegal drug policy by possessing (without intent to distribute) a Schedule III-IV controlled substance (including but not limited to marijuana, steroids, prescription drugs for which the person in possession does not have a valid prescription) may incur educational outreach assessments according to the following guidelines:

**1st Offense:** \$100  
**2nd Offense:** \$250

- Students who violate the general provisions of the illegal drug policy by possessing (without intent to distribute) a Schedule I-II controlled substance
- (including but not limited to heroin, LSD, opium, cocaine, amphetamine, methamphetamine, ecstasy) may incur educational outreach assessments according to the following guidelines:

**1st Offense:** \$200  
**2nd Offense:** \$300

- Students who violate the general provisions of the illegal drug policy by possessing any controlled substance with the intent to distribute and/or trafficking may incur educational outreach assessments according to the following guidelines:

**No** educational outreach assessments are necessary as a first offense of this nature warrants immediate suspension or expulsion.

### Resources

USC Upstate recognizes alcohol and/or drug dependence as treatable illnesses. Students, faculty and staff are encouraged to seek assistance for alcohol and/or drug problems before there is an incident that would cause the University to impose

sanctions. The following resource information is provided for students, faculty and staff:

**Local County Alcohol and Drug Abuse Programs** (out-patient drug and alcohol counseling and prevention services):

- The Forrester Center: 582-7588
- Phoenix Center Greenville: 467-3790

**Local Support Groups:**

- Al-Anon and ACOA: 585-1930 or 235-4638
- Alcoholics Anonymous: 585-1930

**Toll-free Resources:**

- 24-hour Helpline: 1-800-234-0420
- Cocaine Hotline: 1-800-COCAINE
- Narcotics Anonymous: 1-800-407-7195
- Drugstore Clearinghouse: 1-800-942-3425

**Treatment Facilities** (in-patient treatment):

- Addlife Addiction Services (Greenville): 852-8520
- Center for Behavioral Health (Greer): 235-2335

**USC Upstate Resources:**

- Counseling Services: 503-5195
- Dean of Students: 503-5107
- Health Services: 503-5191
- Online Alcohol Screening

**Policy Specifications**

- Student/Student Employee sanctions
- Student Code of Conduct
- University Housing
- Student Organizations
- Special Events

For more information please visit the USC Upstate website at: [www.uscupstate.edu/studentaffairs](http://www.uscupstate.edu/studentaffairs).

## Emergency Notification Information

USC Upstate students can register for the Campus Emergency Notification System 'SpartAlert' through [my.sc.edu](http://my.sc.edu). The Emergency Notification System will provide students with critical information when unexpected circumstances arise that pose a threat of imminent danger to the campus community. USC Upstate may also use other communication tools during emergency situations including broadcasting e-mail messages, a coordinated use of public media outlets, and a 24-hour recorded Emergency Hotline, (864) 503-5599. Through [my.sc.edu](http://my.sc.edu) students are asked to provide a cell phone number, email address and work/alternate phone number in order to receive alerts in the event of an emergency.

## Inclement Weather Policy

Inclement weather occasionally affects the Upstate area, which makes attending class difficult. Visit [www.uscupstate.edu/weather](http://www.uscupstate.edu/weather) for important information.

**Procedures:**

In case of inclement weather, decisions about canceling or delaying classes at the University of South Carolina Upstate will be made as early as possible and no later than 6:00 a.m. When possible, decisions will be made the night before. If Spartanburg County (not local school districts) closes or delays the opening of county offices, the University will follow Spartanburg County's decision and close or delay opening the campus.

If classes are canceled on the Spartanburg campus, USC Upstate will NOT hold classes at the George Dean Johnson, Jr. College of Business and Economics or the Greenville Campus at UCG or the River Street location. There may be times USC Upstate is open and the University Center Greenville is closed. Faculty, staff, and students working or attending classes at the University Center of Greenville should listen to the radio, watch local television, or go to the UCG website at [www.ucgreenville.org](http://www.ucgreenville.org) for information on the status of the University Center of Greenville.

**Definitions/Closing Messages are as follows:**

**Classes Canceled:** Students do not report for class with an indication for day and/or evening classes. Faculty, staff and students working or attending classes at the George Dean Johnson, Jr. College of Business and Economics and the Greenville Campus at UCG or the River Street location will follow the same schedule as the USC Upstate campus (unless the University Center Greenville is closed). All classes with the exception of online classes are cancelled. Employees are expected to report to work but may take annual leave, elect to take the day without pay, or make-up the time missed within a specified time frame to be established by Human Resources in conjunction with Payroll.

**Classes Delayed:**

- After the University opens, students should report to their next scheduled class.
- Nursing students: Clinical and laboratory experiences will be joined in progress after the opening of the University.
- Education students: School clinicals will follow the appropriate K-12 school schedules.
- Students enrolled in natural science laboratory classes should join their lab in progress if instructed by their professor after the opening of the University.



**USC Upstate Closed:** Classes are canceled for students and employees do not report to work. Employees may elect to take annual leave, take the day without pay, or make-up the time missed within a specified time frame to be established by Human Resources in conjunction with Payroll.

**Communication Methods:**

Unless changes are posted by the following means, assume that classes will meet as scheduled.

**The USC Upstate Website**

The Winter Weather Information box will be displayed on the USC Upstate homepage during times of inclement weather with information regarding closings or delays.

**Social Media:** Information will be posted to USC Upstate's Facebook and Twitter accounts.

**Text Alert:** The University community will receive text alerts to announce closings or delay due to weather. You must sign up for the service in order to receive alerts. Students should register through <https://my.sc.edu/>. While faculty and staff should register through <https://vip.sc.edu/>.

**Area Media Outlets:** WSPA-TV7, WYFF-TV4, FOX 21. Occasionally, media outlets will confuse the message provided by the University. For clarification, please consult the USC Upstate Website.

**Other Info:**

**Library Schedule:**

The hours of operation for the Library will be posted on the USC Upstate homepage and Library Webpage.

**Dining Services Schedule:**

The hours of operation for Dining Services will be posted on the USC Upstate homepage and Dining Services Facebook Page.

**Spartan Rec Center:**

When the University is closed for inclement weather, the Spartan Rec Center will be open from 12:00 p.m. to 6:00 p.m. if possible.

**Building Access:**

The doors closest to Highway 176 (the front of campus) and accessible entrances on each building are usually the first cleared of snow and ice. Watch for signs directing you toward the safest entrance.

In times of inclement weather, students and employees are urged to use their best judgment to determine if traveling to campus will present a safety hazard.

Employment, including on-campus student employment, is governed by the University of South Carolina policies, South Carolina state laws and United States of America federal laws. On-campus employment processes and procedures have been developed with compliance to the aforementioned policies and laws.

**Dispute Resolution Policy for Student Employees**

Student employees are expected to discuss concerns about their work conditions and/or work expectations first with their immediate supervisor. The supervisor should respond within seven business days. If no response or if conversation does not produce a mutually agreed resolution to the concerns, student employees may then discuss those concerns with the next-level supervisor whose decision on the matter is final, and will be delivered within seven business days.

## Tobacco-Free and Smoke-Free Campus Policy

The University of South Carolina Upstate is dedicated to providing a safe, healthful, comfortable, and productive learning, living, and working environment for students, faculty, staff, and visitors. According to the World Health Organization (WHO), direct smoking is currently responsible for approximately 3.5 million deaths worldwide each year. The Environmental Protection Agency (EPA) reports that Environmental Tobacco Smoke (ETS) is responsible for an estimated 53,000 deaths per year in nonsmokers. In addition, the 1986 US Surgeon General's Report entitled, *The Health Consequences of Involuntary Smoking*, concluded the following: Involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same airspace may reduce, but does not eliminate, the exposure of the nonsmoker to ETS. In addition to causing direct health and environmental hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance.

In light of this information, and as part of a global wellness initiative for the University, USC Upstate shall become a completely tobacco-free and smoke-free campus. The policy expands the 2011 smoke-free/tobacco-free policy to include the use of electronic cigarettes (e-cigarettes) of any kind (either prescribed or non-prescribed electronic nicotine delivery devices). The intent of this policy is to create an environment that is conducive to quitting to-

## Student Employment

bacco use, promoting the prevention of tobacco use and preventing the risks associated with exposure to secondhand smoke and vapors. This 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 USC Upstate community. Faculty, staff and students are expected to enforce the policy for their facilities and/or sponsored activities.

#### A. 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 unless otherwise noted.

#### B. Definitions

1. "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 spitless, 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 quite tobacco. Acceptable forms of nicotine replacement therapy include prescription nasal spray and/or oral inhaler medications, nicotine gum, transdermal nicotine skin patches, and nicotine lozenges.

2. USC Upstate property includes all owned or leased buildings (including all offices, classrooms, laboratories, meeting rooms, residence halls, restrooms, lobbies, lounges, cafeterias, hallways, stairwells, elevators, etc.), building entrances, balconies, decks, patios, outside stairways to buildings and outdoor passageways to entrances; buildings on land for use by the University; in all University vehicles; sidewalks; parking lots; athletic venues; common areas; and any and all land for use by the University, including campus "green spaces."

This also includes the areas of USC Upstate in Greenville, the George Dean Johnson, Jr. College of Business and Economics in downtown Spartanburg, and any other current or future USC Upstate owned or leased properties.

#### C. Use of Tobacco Products

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

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

3. The use of tobacco products is prohibited in

personal vehicles parked on university property.

4. The university discourages the use of tobacco products by all covered individuals on properties adjacent to the campus.

#### D. Support of Tobacco Products

1. All tobacco advertising, including flyers, posters, electronic media, University newspapers and other publications etc., is prohibited on the USC Upstate campus and other current or future USC Upstate owned or leased properties, as supported by the University posting policy.

2. The sale of tobacco products and tobacco-related merchandise (including logo items) is prohibited on all USC Upstate property, as well as other current or future USC Upstate owned or leased properties, and at university-sponsored events, regardless of the operating vendor.

3. The free distribution of any tobacco product is prohibited on the USC Upstate campus and other current or future USC Upstate owned or leased properties, including to or by any clubs or organizations.

4. Tobacco industry and related company sponsorship of athletic events is prohibited.

5. USC Upstate campus organizations are prohibited from accepting money or gifts from tobacco companies, or from distributing free, reduced-price, or fully priced tobacco products (including all items containing tobacco as well as promotional products such as t-shirts, hats, etc.)

#### E. Communication of Policy

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

1. News and information will be posted on the Tobacco-Free Upstate website at [www.uscupstate.edu/smokefree](http://www.uscupstate.edu/smokefree).

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

3. Copies of this policy will be distributed regularly to all students, faculty, and staff.

4. "Tobacco-free" and "No-Smoking" signs will be posted throughout campus and in any and other current or future USC Upstate owned or leased properties and all ash trays and "butt containers" will be removed.

5. The Visitor Center and appropriate staff will assist in informing all visitors of the policy and asking that they comply while on any university property. All community members are encouraged to assist with the education of visitors and volunteers regarding our policy.

6. A provision will be inserted in all contracts, e.g.

dining, construction and/org maintenance, to prohibit the employees of contractor/vendors from using tobacco products on USC Upstate property.

7. All advertisements for recruitment of students and employment of faculty and staff will denote that "USC Upstate is a tobacco-free campus". Communication tips for Upstate community members to use in helping to enforce the policy will be available at the Tobacco-Free Upstate website, [www.uscupstate.edu/smokefree](http://www.uscupstate.edu/smokefree).

#### F. 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 to no cost. Referrals may be made to Health Services at (864) 503-5191. Additional resources are outlined on the Tobacco-Free Upstate website, [www.uscupstate.edu/smokefree](http://www.uscupstate.edu/smokefree).

#### G. Enforcement and Compliance

1. The Chancellor, Vice Chancellors, Deans, Departments Heads, and other Supervisors will communicate this policy to all faculty and staff members of their respective areas of responsibility. Violations of this policy by faculty or staff will be the responsibility of that individual's supervisor.

2. Enforcement for the policy is the responsibility of each member of the Upstate 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 person 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 are not in compliance of the policy provisions.

3. In the event a community member does not respond to a reminder, USC Upstate 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.

4. Corrective actions will include an educational component and, for those who wish to quit using tobacco, referral to a tobacco cessation program. Referrals may be made to Health Services at (864) 503-5191. For more information refer to Section F of this policy.

a. Students – Complaints regarding students will be directed to and handled by the Dean of Students in accordance with the Student Code of Conduct (STAF 6.26). Further information on the conduct process and potential consequences is available at <https://>

[www.uscupstate.edu/studentaffairs/dean/](http://www.uscupstate.edu/studentaffairs/dean/).

b. The Office of Housing and Residential Life will inform all residential students of the policy in writing and otherwise and will implement appropriate sanctions via the campus judicial process for violations of this policy inside and immediately around the residence hall areas.

c. Faculty and Staff – Complaints or disputes regarding violations of this policy should be brought to the attention of the University employee who has immediate responsibility for the workplace, event, or residence, or to his/her supervisor. If satisfactory resolution is not reached, the University Chancellor should be consulted.

d. Volunteers, Visitors and Affiliates – Complaints about volunteers and visitors may be addressed by any university official. Repeated violations may be

handled by University Public Safety. Complaints about affiliates will be directed to and addressed by their sponsoring departments, in accordance with appropriate policies and practices.

e. Contractors and Vendors – Complaints regarding contractors and vendors will be addressed by the Office of Special Events. Failure by contractors/vendors or their employees to comply with the provisions of this policy could result in the termination of the contract.

g. University Police may issue citations for violations of the smoke-free/tobacco-free policy. Fines for violations of this policy are as follows:

First Offense	\$ 25.00
Second Offense	\$ 50.00
Third & Subsequent Offenses	\$ 75.00

#### H. Exceptions

1. Tobacco, tobacco products or simulated tobacco products may be used for research purposes. Smoking of tobacco products for research purposes will be allowed only if smoke is controlled in a manner approved by the Office of Environmental Health and Safety, as is necessary for all research that involves laboratory air contaminants.

2. Tobacco, tobacco products or simulated tobacco products may be used for classroom instruction, education and artistic purposes. However, smoking of tobacco products is not allowed for these purposes. A special exception may be made for cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 USC sections 1996 and 1996a, which allow for the use of ceremonial tobacco. All ceremonial use exceptions must be approved in advance by the Provost or designee and, in the case of smoking, by the University Fire Marshall.

3. Tobacco company participation in recruitment activities (i.e. job fairs, on-campus interviews, information sessions, etc.) must be approved by the Career Center or appropriate university official from that area to ensure compliance with university policy to ensure signage, postings and use of company logo is appropriate.

## Regulations for Campus Organizations

### I. General

Since USC Upstate recognizes that co-curricular activities form an important part of the overall educational experience of students, the University promotes and regulates the activities of student organizations. The University provides the use of its name and physical facilities, contributes faculty time for advice and counsel and encourages development of student government and organizations. The registration of student organizations is coordinated through the Office of Student Life, located in the Campus Life Center, suite 210.

### II. Definition

A student organization is defined as any group or organization that admits USC Upstate students to its membership and, whose programs or activities affect student welfare. The activities of registered student organizations will be confined to activities covered by the statement of purpose in the organization's constitution. USC Upstate student organizations should serve to enhance the educational mission of the University. They must show promise of promoting the academic, personal and social development of their members while making a positive contribution to the University and local community.

### III. Hazing Policy

Hazing by individuals or organizations is prohibited at USC Upstate. Any action or situation created to produce mental or physical discomfort, embarrassment, ridicule, or humiliation is considered hazing. For the University's Hazing policy, please visit the Dean of Students' website. For the Tucker Hipps report go to the Fraternity and Sorority Life website.

### IV. Membership

Active membership in registered student organizations shall be limited to persons officially connected with the University as faculty, staff or students. To be an officer of a student organization, a student must have earned at least a 2.0 cumulative grade point ratio on a minimum of 12 hours at USC Upstate. A 2.0

GPA is also required for editorial positions on USC Upstate publications. Officers of all organizations must be in good academic and behavioral standing with the University. Students must be in good behavioral standing with the University and have a 2.0 GPA to travel or represent the University or a registered University organization. Discrimination on the basis of race, color, religion, sex, national origin, age, disability, veteran status, and sexual orientation is a violation of federal and state law and University of South Carolina System policies and is not permitted in policy or practice.

### V. Advisors and Staff

Faculty and staff members are available to advise student organizations. Every student organization is required to have an advisor who is registered with the Office of Student Life. The advisor's purpose is to aid the organization, to provide an educational experience for its members, and to assist organizations in complying with USC Upstate regulations and policies. The advisor is selected by the organization and then approved by the Office of Student Life. For those groups with an off-campus advisor, there is the additional requirement of a Background Screening (no cost to the individual or organization) in order to be compliant with the USC System-wide HR 1.90 policy.

### VI. Registration

To function as a part of the University rather than as an outside organization of citizens, a student organization must be registered with the Office of Student Life. Only registered student organizations are permitted to use the name and facilities of USC Upstate. When an organization does this, it accepts regulation by the University. Registration as a student organization may be withdrawn for violation of University regulations.

#### A. Required Documentation

Each chartered organization wishing to maintain its registration status must register annually each spring semester with the Office of Student Life. This documentation includes the Annual Registration Form and the Advisor Statement of Support Form. Both documents are available via The Agora involvement portal, which can be accessed from the Office of Student Life's webpage. Registration updates should be submitted if officers, advisors, organizational or contact information changes during the year. An up-to-date copy of the constitution and bylaws of each registered organization will be kept on file with the Office of Student Life. It is the responsibility of each organization to ensure that changes are submitted to the Office of Student Life in a timely manner.

#### B. Fraternities & Sororities

Chapters of national fraternities and sororities are also required to register as student organizations with the Office of Student Life.

## VII. Process for Forming a New Student Organization

Students wishing to form a new campus organization should observe the following procedures. Forms and other information are available via The Agora involvement portal that can be accessed from the Office of Student Life web site. The deadline for chartering a new student organization will be announced at the beginning of the Fall semester. This policy process also includes organizations that have been inactive with the Office for 2 years or longer.

- A. Find at least five other current students interested in starting the organization.
- B. Complete and submit the Organization Registration Form.
- C. Submit a proposed constitution. This document should state the purpose, organization, functions and rules of the proposed organization. The new organization may be permitted to meet on campus, pending approval, only to organize and set up the organization. This does not mean the organization may hold open meetings, bring in speakers, have public events or participate in fundraising efforts.
- D. Identify a faculty/staff advisor, and have them complete the Advisor Statement of Support.
- E. Schedule an orientation/activation meeting with the Office of Student Life.

## VIII. Fundraising

Any campus organization wishing to conduct a fundraising event, or in any other way solicit funds for any purpose from nonmembers, must request permission from the Office of Student Life using the Fundraiser Registration form on the Agora. This request shall be submitted a minimum of two weeks in advance of the proposed fundraising event. This includes fundraising efforts that are held off-campus. Organizations with University accounts through the Office of Student Life are required to deposit all funds raised by an event with the Office of Student Life no later than the next business day following their event, and it will be credited to the organization's account. Student organizations that are eligible for Student Activities monies are not allowed to have outside bank accounts.

## IX. Requests for Funding

### A. Requests for Annual Funding

1. All registered student organizations that have been registered for at least 1 year and whose

membership is open to USC Upstate students may apply for Annual Funding. Greek-letter fraternities and sororities, faith, spirituality, or belief-based organizations and partisan political organizations are ineligible to apply for Annual Funding, but are eligible to request Special Projects Funding from the Student Government Association (see next section for details).

2. Allocations are dispersed to organizations at the start of the fall semester. Organizations wishing to request funds for the ensuing academic year should submit a Student Organization Annual Funding Request form to the Office of Student Life by the established deadline (typically during the previous spring semester). A student organization must have been registered and active for at least one academic year before applying for funds.

### B. Special Projects Funding

If a registered student organization needs funding for travel or special events, they may also request Special Projects Funds from the Student Government Association. These applications are reviewed throughout the academic year until funds run out. Greek-letter fraternities and sororities, faith, spirituality, or belief-based organizations and partisan political organizations are eligible to request funding for on-campus events that are of benefit to the student body as a whole, and are not limited to their membership.

The following criteria are used by the SGA in evaluating budget requests:

- a. Activities: Sponsorship of campus-wide activities, attendance at SGA meetings, fundraising, and organization meetings and functions
- b. Past Use of Funds: the responsible use of funds allocated to the organization.
- c. Publicity: efforts made by the group to publicize the organization and its activities.

### C. Use of University Funds (Annual or Special Projects)

1. **Travel:** Money may be allocated for travel where members of the organization will:

- a. Represent the University and thereby enhance the prestige of the University and the organization.
- b. Gain knowledge or expertise of benefit to the student body and the individual organization.
- c. Greek-letter fraternities and sororities, faith, spirituality, or belief-based organizations and partisan political organizations are ineligible to apply for travel funding.

2. **Charitable Gifts/Donations:** University funds cannot be used as direct contributions to charitable organizations. Contributions may be made as a result of fundraising events where net profits may be donated to said charity.



**3. Partisan Political Activities:** No funds may be used for any political purposes or the support of political candidates, whether federal, state, local, or University level.

**4. Equipment:** All equipment purchased with University funds is the property of the University and must display a University inventory sticker. Equipment shall be audited as part of the audit process. Each organization will maintain a current inventory list coordinated with the University's inventory.

**5. Dues:**

a. The funding of organization dues (regional/national) shall be evaluated on the basis of the purpose and benefits given by the national organization to the local organization. This data must be attached to the funding request.

b. All dues and other monies collected by a funded organization shall be reported as income and deposited in the organization's University Account.

c. Appeals: An appeal of an allocation decision shall be handled in the following manner: The organization may appeal to the Student Affairs Committee and the Dean of Students.

## Student Organization Events

### I. Event Registration

Registered student organizations are required to register their events with the Office of Student Life. This includes any event that is open to the public or invited guests (i.e. socials, parties, speakers, etc.). This does not include meetings. The Event Registration Form is available via The Agora involvement portal, which can be accessed from the Office of Student Life's website, and should be completed at least two weeks in advance of the scheduled event. Student Organizations should always track attendance by scanning IDs at all registered events.

### II. Reservation of University Facilities

Subject to prior reservation, student organizations are eligible to use University facilities for meetings and other functions. Reservation forms are available online as the Office of Special Events & Facilities. Organizations are responsible for adherence to all University policies and procedures regarding the use of University facilities.

### III. Alcohol at Events

An organization wishing to sponsor an event where beer and/or wine are permitted must apply for permission and meet certain requirements as stated in the USC Upstate Alcohol Policy. For additional information regarding this procedure, please refer to the Facility Use Policies and

Guidelines available on the Special Events website.

### IV. End of School Events:

There is a "two-week rule" regarding events at the end of the semester. Clubs and organizations cannot have major events (parties, socials, fundraisers, etc.) after the two-week mark of the start of final exams. Awards banquets, national meetings with uncontrollable dates, officer recognition, and meetings are preapproved. Requests for exceptions to this policy must be presented in written form to the Director of Student Life. Deadline dates will be provided to registered student organizations at the beginning of each academic year.

## IV. Late Night Event Policy

The late night event approval process is administered by the Office of Student Life. Event Registration must be completed on Agora and attendance must be tracked by scanning IDs. Any questions regarding this Policy should be directed to the Office of Student Life, located in Campus Life Center Suite 210, 503-5122.

### A. Introduction

In an effort to ensure the safety of the University community and its guests, the Office of Student Life has established the following guidelines in reference to late night events sponsored by student organizations in campus facilities. These guidelines are intended to complement the University's existing facility usage policies and reservations process. This policy applies to all student organization sponsored events that are held in USC Upstate facilities that will conclude after 11:00 p. m.

### B. Late Night Event Overview

1. All organizations wishing to sponsor late night events must complete the approval procedures outlined in these guidelines. The sponsoring organization must tentatively reserve the space through the standard reservation procedures for the specific venue. This reservation will remain tentative until all of the required approvals are obtained.

2. Event Registration forms for Late Night Events must be submitted four (4) weeks in advance, and must occur in accordance with the University's Programming Deadline ("two week rule").

3. Registered student organizations may sponsor up to three (3) late night events per semester. Co-sponsorships involving two or more registered student organizations will count towards each organization's limit. All organizations involved in the sponsorship of the event should be included on the Event Registration form.

4. Only one late night event may be held per evening and all late night events must be held in an area approved by the Office of Student Life.
5. All late night events must end by 2:00 a.m. and the facility must be cleared of attendees, equipment, and the facility cleaned up by 2:30 a.m. Special arrangements must be made with the Office of Student Life in advance for longer breakdowns necessitated by some events.
6. Late night events are only permitted on Friday or Saturday nights. If an organization wants to sponsor an event on another night, the event must conclude by 11:00 p.m.

### **C. Student Organization Responsibilities**

1. Sponsoring organizations are expected to adhere to the Admissions Policy listed below.
2. Sponsoring organizations (with the assistance of their advisor) are responsible for the collection of funds at their events. It is also the responsibility of the organization to secure those funds until they can be properly deposited.
3. Student organizations with University accounts through the Office of Student Life are expected to deposit all funds by the first business day following a late night event where money was collected.
4. Sponsoring organizations are responsible for all costs incurred when planning their event (rentals, University Police, etc.)
5. Events cancelled less than three days from the date scheduled for reasons other than an act of God or University emergency may be liable for all charges associated with the event, including staffing, security, etc.

### **D. Admission**

1. Entry to late night events is restricted to USC Upstate students with ID, other college students with their college ID card, and non-student guests of USC Upstate students over the age of 18 with valid government-issued ID, unless otherwise approved by the Office of Student Life. USC Upstate students are limited to two non-student guests, and must sign in their guest.
2. Guests (non-USC Upstate students) must pay at least \$2.00 more per ticket than USC Upstate students when tickets are sold for a late night event.
3. Admittance to late night events will end 30 minutes before the conclusion of the event.
4. The student organization(s) sponsoring the event will be responsible for assisting with the dispersion of attendees, during, and immediately following the event. At the end of the event, a general statement must be made by the sponsoring student organization informing all participants that the event has

- ended and that they should immediately vacate the premises. University Police will assist the group to deal with individuals who refuse to leave promptly.
5. Event capacity will be determined based on the venue. Once capacity is reached, no one will be admitted or readmitted to the event, even if other patrons have left the event.
6. Loitering in the areas surrounding the late night event is prohibited. It is the responsibility of the sponsoring organization to assist University Police with keeping these areas clear.
7. University Police reserves the right not to admit attendees that are deemed to be under the influence of drugs or alcohol or who display disruptive behavior.
8. Objects which in the reasonable discretion of the police officer could be used as weapons are not allowed.

### **E. Staffing Requirements**

1. Security for the event must be hired Starting 30 minutes before and ending 30 minutes after the conclusion (3 hour min.), security for the event must be hired at the organization's expense and coordinated through the USC Upstate University Police Department. at the organization's expense and coordinated through the USC Upstate University Police Department. A ratio of one officer for each 100 attendees is required, with the minimum of two officers at any event. More officers may be required for activities deemed high risk.
2. Regardless of estimated risk level, organizations must have an Advisor (or approved designee) present for the duration of the event. Advisors are expected to assist in the enforcement of the procedures identified in this document, in addition to University policies.
3. Some events may also require a Student Life staff member to assist with the event. This will be determined by the Director of Student Life on a case by case basis.

### **F. Penalties**

1. Disruptive individuals will be subject to immediate arrest and/or referral to the Student Honor Council. Individuals are also subject to removal from the event and to a permanent trespass citation restricting the individual from attending other events at USC Upstate.
2. Student organizations that do not follow these procedures or who misrepresent themselves on registration and/or event reservation forms are subject to immediate loss of all sponsoring privileges and/or referral to the Office of Student Life for sanctioning.

3. If a serious problem develops, University Police and/or a University faculty/staff member have the authority to terminate the event immediately.

## Advertising Policy

### A. Guidelines

1. Announcements of general interest to the campus community by registered student organizations, University departments, and academic units are the only type of material(s) that are permitted for advertisement on campus. Paid advertisements through the student newspaper (The Carolinian), academic announcements, and announcements posted by University officials in the conduct of their duties are exempt from these regulations (e.g. graduate school opportunities, registration dates, financial aid notices, graduation deadlines, etc.) The Office of Student Life is responsible for the interpretation and enforcement of this policy.

2. The distribution of any promotional material(s) shall be consistent with the orderly conduct of the University's affairs, maintenance of University property, and the flow of traffic and persons. Distribution by means of accosting individuals, hawking, or shouting is strictly prohibited, including the hand-to-hand distribution of materials (e.g. handbills, flyers, etc.) and the placement of unsolicited materials on vehicles, or under doors. Additionally, efforts should be made by organizations to avoid litter.

3. All publicity materials not covered by the specific guidelines set forth in this policy must be approved by the Office of Student Life at least two weeks prior to advertising for the event, unless an exception is made by the Director of Student Life.

### B. Content

1. All announcements should indicate the name of the sponsoring student organization, University department, or academic unit, contact information, along with the date and location of the event or activity. Materials that fail to meet these specifications will not be approved.

2. If the name of a non-University organization is to appear on any promotional materials, the content of the advertisement must clearly promote the event and its central message and the University organization (registered student organization, department, or academic unit) must appear on the advertisement. The name, logo, slogan, or similar identifier of the non-University organization must not appear as the dominant message on the promotional item (e.g. flyer, banner, poster, table tents, T-shirts, etc.)

3. No poster, advertisement, or announcement may publicize alcohol or controlled substances (including

the advertisement of "drink specials"), use profanity, defame or slander an individual/group, or promote any illegal activities.

### C. Approval Process

1. Printed items (e.g. flyers, posters, etc.) must be submitted to the Office of Student Life for approval. Posted materials that have not been approved by the Office of Student Life will be removed. Promotional materials for campus events cannot be distributed or posted until the related event is registered with the Office of Student Life.

2. Off-campus events sponsored by registered student organization may only be advertised on-campus if an approved Event Registration form is on file with the Office of Student Life.

3. The use of University logos, including, but not limited to the Athletic "U" (in its various forms) and the "Upstate" bar icon (in its various forms) must be approved by the Athletic Department or Office of University Communications before any signs can be produced.

### D. Designated Locations

1. Advertisements and announcements should only be placed on bulletin boards, and not on walls (interior or exterior), windows, light posts, or existing campus signs. Materials that will deface or damage University facilities are prohibited. Materials may be posted no earlier than two weeks prior to the scheduled event and should be removed by the sponsoring group immediately following the event.

2. Sponsoring organizations are responsible for the posting and removal of their advertisements, announcements, and other promotional materials. Student organizations shall retain copies of all promotional materials for a period of no less than one semester. These materials shall be made available to the Director of Student Life upon request.

3. Posting within residential facilities (Palmetto House, Magnolia House, and the Villas) is governed by Residential Life, and permission should be obtained by that department before posting items in the residence halls.

4. The Office of University Communications maintains a policy regarding the hanging of permanent and intermediate/temporary signage (i.e. exterior banners, signs, etc.) Marquee sign located along North Campus Blvd. For information regarding this policy, please visit the Office of University Communications website.

5. The Office of Student Life has acquired a "Spirit Rock" that is located on the Lower Quad. Registered student organizations will be able to reserve and decorate this rock to promote events. This rock can be reserved for periods of one week (Sunday-

Saturday), with a limit of two corresponding weeks. Organizations can reserve the rock by completing the “Stu the Rock Reservation” form on the AGORA involvement portal.

## **E. Campus Life Center Banner Spaces & Chalking**

### **1. Chalking**

a. Chalking may be used by registered student organizations to create messages on sidewalks to advertise student events. Organizations are expected to adhere to the following guidelines, in addition to the advertising guidelines listed when chalking.

b. Messages must be written in chalk that is water soluble (does not include spray chalk or artist pastels)

c. Messages must be written only on horizontal sidewalks, and not on any vertical surface including stair risers, building porches, building entry ways, building foundations, walls, pillars, posts, benches, doors, trash receptacles, or kiosks

d. Organizations should be considerate when chalking, and not put more than one message in the same area to allow for other organizations to advertise their events

e. Please consult with Housing for permission when desiring to chalk outside of residential facilities

### **2. Banners**

a. The Office of Student Life provides paper and banner markers for use by University offices and student organizations to advertise their events in the Campus Life Center (CLC). There are approximately seven banner spaces managed by the Office of Student Life located on the second floor of the CLC. Organizations are expected to adhere to the following guidelines, in addition to the general advertising guidelines listed when designing and hanging banners

b. All banners must be approved by the Office of Student Life prior to hanging. Banners that have not been approved will be removed

c. Banners can hang no longer than two weeks, and organizations are limited to hanging one banner at a time, unless otherwise permitted by the Office of Student Life. Banners will be removed after the advertised event has occurred

d. Approval is needed before banners can be hung from the third floor of the CLC.

e. Banners should be vertically oriented, and must include organization name, date, time, location, and contact information

f. Banners are not allowed to be hung in other campus buildings, unless permission is obtained from that facility.

## **Copyright Infringement**

USC Upstate students are prohibited from using the University network or resources to illegally download or share music, video and all other copyrighted

intellectual property. Upstate supports the Higher Education Opportunity Act including efforts to eliminate copyright infringement. Under the law, college administrators may be obligated to provide copyright holders with information about users of the Upstate network who have violated the law.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq)

## **Unauthorized Distribution**

Disciplinary Procedures:

Be aware that illegal forms of downloading and file-sharing as well as the unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject you not only to civil and criminal liabilities but also to sanctions from the university as well. The university has developed policies and consequences to ensure that students respect music and other forms of intellectual property as well as make responsible use of the Internet.

If an investigation results in a finding that copyright infringement has taken place, the mandatory minimum discipline is a written reprimand.

The discipline for the most serious violations may be permanent expulsion. They may also be subject to civil damages or criminal penalties. Violations of this policy are governed by the USC Upstate Code of Student Behavior 19.

## Parking and Traffic Regulations

University Police Officers enforce South Carolina traffic laws and issue state approved Uniform Traffic Citations (blue tickets). Copies of citations are forwarded to the South Carolina Department of Highways and Public Transportation for inclusion in the state-wide driver point system.

### Some helpful hints to avoid parking tickets:

- All vehicles must be registered if they are to be driven, parked, or otherwise maintained on the University of South Carolina Upstate campus
- Parking and Traffic Regulations are enforced 24 hours a day unless otherwise stated
- Faculty/Staff parking spaces are indicated
- Report vehicle breakdowns immediately to the University Police Department if the vehicle is parked in violation of rules and regulations
- Parking permits are to be displayed on the driver's side rear windshield.
- Red and yellow curbs indicate no parking
- Absence of a "no parking" sign or a yellow line does not indicate an area where parking is permitted
- Definition of "park:" The standing of a vehicle, whether occupied or not
- Vehicle must be pulled into space front end first with decal visible. Backing in or pulling through a parking space is prohibited
- Students and Faculty/Staff are not guaranteed a place to park unless so specified by their permit
- If you must drive an unregistered vehicle you must obtain a temporary permit at University Police prior to parking on University property

### Who Needs A Parking Permit?

Anyone who parks on campus must register his/her vehicle with University Police in order to receive a parking permit. This permit must be displayed on the vehicle to park on university property. Exceptions are made for special events as designated by the Chief of Police.

### Where Can I Park?

Parking lots are color-coded with signs designating the type of permit required to park in each area. Only park in areas designated for your permit. Parking permit colors are utilized as follows:

Green - Faculty and Staff  
Yellow - Commuter Students  
Red - Residential Students

### Major Parking And Traffic Regulations

- Unless otherwise posted, the campus speed limit is 25 MPH ( parking lots speed is 10 MPH)
- Parking is prohibited at fire hydrants, fire lane trash bins and in the traffic circle of the Admin-

istration, Campus Life Center and HPAC buildings

- Vehicles must be parked parallel in designated lined spaces
- Vehicles must be parked in appropriate color coded parking areas. Pull vehicle into space front end first.
- Vehicles backing into spaces or pulling through spaces will be cited
- Parking permits must be displayed on the outside of the left driver's side rear window.

### Parking Fines

The driver and/or registered owner of a vehicle is responsible for all violations incurred. If citations are not paid within thirty days, fines will increase (holds will be placed on student accounts.) Appeals must be made within three business days from the date of issue. Habitual offenders may have their vehicles immobilized with a wheel boot (Habitual offenders are defined as having five or more unpaid parking fines or three or more failure to register citations). Parking fines are approved by the University Board of Trustees.

Infraction	Fine
Backing in or Pulling Through	\$ 25
Vehicle Immobilization (booting)	\$ 75
Parking Permit Not Displayed	\$ 25
Parking Improperly	\$ 25
Parking in No Parking Area/Grass	\$ 25
Parking in Loading or Service Zone	\$ 25
Blocking (sidewalk or driveway)	\$ 25
No Parking Permit for Zone	\$ 25
Parking at Fire Hydrant or Fire Lane	\$ 50
Parking along Yellow Curbs	\$ 25
Parking in Reserved Spaces	\$ 25
Failure to Register Vehicle	\$ 25
Parking in Handicapped Space	\$100
Blocking Handicapped Space/Curb	\$100
DUI, First Offense	\$737
Reckless driving (6 points)	\$475
Underage possession of alcohol	\$475
Speeding (over 10 MPH is 4 points)	\$ 100-\$225
Speeding (25 MPH and over) up to	up to \$400

All traffic offenses are tried at the Spartanburg County Court House. Fines are set by the Spartanburg County Court System and subject to change without notice.

### Schedule of Parking Fines:

Delinquent violations not paid after thirty days from the date of issue will result in the fine being increased as prescribed below:

\$ 25 fine increased to:	\$ 35
\$ 50 fine increased to:	\$ 60
\$ 100 fine increased to:	\$ 110

Parking violations more than 45 days past due will be forwarded to a collection agency for action.



## Housing and Residential Life (HRL)

### Mission Statement

The Office of Housing and Residential Life (HRL) creates a memorable college experience by promoting inclusive learning experiences beyond the classroom while providing a community of care to residential students.

### Goals of HRL

- Provide opportunities for student engagement through community based activities, leadership opportunities and student employment
- In cooperation with Facilities Management, provide facilities that are safe and well-maintained.
- Provide an environment that is supportive of the academic mission of the university
- Practice good stewardship of fiscal resources

### Rights of Residents

In order to maintain an environment that supports the well-being of every resident, each is responsible for adhering to certain standards of good citizenship. Living on campus will provide an opportunity to learn about yourself and others, as well as learning to respect the rights and privileges of others. To enjoy living on campus, you must respect other residents' rights and uphold your own responsibilities as a resident. We trust that you will find this information useful as you prepare for a positive campus community living experience.

### Primary Rights

- To read and study without interference, unreasonable noise, or other distractions
- To sleep
- To expect respect for personal belongings and property
- To live in a clean environment
- To have uninterrupted access to your room and apartment facilities
- To have grievances/complaints addressed fairly and expeditiously

### Subordinate Rights

- To have personal privacy within your apartment
- To host guests provided that you escort your guest at all times and understand that you are responsible for their actions. Guests must abide by all USC Upstate and HRL rules and regulations host(s) must follow the Visitation Policy outlined in this handbook.

### Housing and Residential Life Staff

**Director of Housing and Residential Life** is responsible for the overall planning, organization, implementation, and supervision of all campus housing services and personnel, including orientation housing and summer conferences.

**Associate Director for Housing and Residential Life** is responsible for department-wide student employee recruitment, selection, and training. This individual also supervises the Graduate Assistant for HRL.

**Assistant Director of Housing and Residential Life** are full-time live-on personnel who focus on building a positive community within the residence halls by overseeing the day to day operations of a residential area and assuming leadership responsibility for staff development, residential programming, operations, and student success. This includes supervising Resident Advisors, advising the Residential Hall Association and Residence Hall Honor Council.

**Business Manager** is responsible for monitoring the budget for the office, Visa accounts, debits and credits to students' accounts, payment of housing fees, and other financial reports.

**Office Manager** is responsible for managing the daily administrative tasks for the office.

**Housing Operations Coordinator** is responsible for the housing applications, assigning rooms, and coordinating the re-application process for returning students.

**Facilities Supervisor, Housing and Residential Life** is responsible for facilities management, including the coordination and supervision of the maintenance staff.

**Graduate Assistant** is responsible for the operation of Treehouse front desks, Sparty's Game Room. The GA also coordinates and plans larger scale events for residential students working with Resident Adviser and Professional Staff on the execution of the events.

**Resident Adviser (RA)** work to establish a safe and accepting environment for his or her residential community by offering support, information, and opportunities for education and entertainment throughout the year.

**Student Office Assistants** are part-time student workers that help monitor the daily activities and operations of the desk services in the Tree Houses and Sparty's game room.

**Student Assistants** are part-time student workers who work with maintenance, custodial, and HRL

## Contract Period and Housing Agreements

All freshman under the age of 20 are required to live in campus housing for their first year. Questions regarding the policy should be directed to the Housing and Residential Life Office.

All applications and contracts must be accompanied by a \$100 Advanced Room Payment (ARP) and a non-refundable \$45 application fee. The University's acceptance of the ARP does not constitute a guarantee of admission to the University, nor does it constitute an approval of an applicant's application. A student must be admitted to the University before he or she receives a housing assignment. If the University approves the application, then the University will apply the ARP to the applicant's bill.

Upon move-in you will be required to sign for a Campus Living Guide. Any student who enters into a housing contract with the University must accept the responsibilities binding them to the terms of the contract for a full academic year. Residents will fully understand the rules/regulations, rights/responsibilities and other housing policies/procedures and have agreed to them by their signatures.

The 2018-2019 Housing Contract is valid for the entire academic year (both fall and spring semesters).

**Breaking your housing contract will result in a cancellation fee equal to 40% of the remaining value of your room rate.**

## Cancellations and Forfeitures

If a student wishes to cancel housing **prior** to the contract start date, the student must put the request in writing and submit the request to Housing & Residential Life. E-mail notification can be sent to [hrl@uscupstate.edu](mailto:hrl@uscupstate.edu). A written notification can also be sent to Housing and Residential Life, USC Upstate, 800 University Way, Spartanburg, SC 29303. The date of

receipt will determine the student's financial obligation. Cancellations are only accepted in writing. Cancellations will not be accepted via telephone. Other campus offices will not cancel your contract on your behalf.

Once the contract begins, if a student loses the right to live in University housing because of disciplinary action, failure to comply or breach of contract, no refund of housing, charges will be made for the current semester.

Housing contracts are for the full academic year. As such, students are expected to reside in campus housing the full year.

Housing contracts may be broken or semester charges pro-rated/cancelled with the following conditions.

- Documented medical emergency (with no prior condition) that requires university withdrawal
- December graduation (Documentation required)
- Documented mandatory withdrawal from an academic program

**Issues with a roommate is not considered an acceptable reason to break the housing contract.**

**Note: Moving off campus before the 2019-2020 contract expires for any reasons other than the three previously mentioned will result in a cancellation fee equal to 40% of your room rate. Please note, any request to be let out of your contract requires approval of the Contract Release Committee.**

Students who wish to break their contract for any reason other than those documented above must make a request through the Contract Release Committee. The Contract Release Committee is comprised of the Director of HRL, Housing Operations Coordinator, one Residential Life staff member, and at least one non-Housing and Residential Life staff person.

Any student who is transferring to another institution, even within the USC system or is not returning to Upstate for the spring semester, must follow the process for contract release. Failure to follow this process does not prevent cancellation charges being applied to your account as stated in the terms and conditions of your housing application. Your academic advisor, coach or other university staff cannot make this request for you. Always check with

the Housing and Residential Life office to make sure you are following the correct housing procedures.

The committee reviews all requests regarding the cancelling of the housing contract as well as requests to have cancellation fees reduced. Any student who is currently living in campus housing that will continue to remain enrolled at Upstate, but wishes to move off campus must apply to be released from their contract through this committee.

Until the committee makes a decision regarding a student's contract, the student should not make any off-campus housing arrangements. Students who are approved to cancel their contract may be charged up to 40% of the remaining room balance.

Once a decision is made by the Contract Release Committee, a student has 30 days to appeal the decision.

Residents who have been granted a cancellation of their contract must have all of their personal belongings removed and be properly checked out of his/her fall assignment 24 hours after the last day of fall semester exams. Residents who fail to remove their personal belongings from their room/apartment will be billed a minimum \$25 per bag. Personal property will then be treated as abandoned property and therefore disposed of at that time.

**Note: Contract Release requests will be determined on a case-by-case basis in regards to the policies and procedures in this contract. It is HRL policy to withhold any monies to be refunded if there is an outstanding balance on an account.**

#### **Abandoned Properties - 30 Day for Appeal**

Residents who fail to remove their personal belongings from their room will be charged \$25/bag and \$25 for individual large item that will not fit in a standard sized trash bag. Items will be held for 30 days after which they will be donated to local charity or disposed of.

#### **Student Withdrawal - Refunds**

If a student withdraws from USC Upstate during either the fall or spring semester a refund of eligible housing charges will follow the refund schedule as outlined by the Bursars Office. This schedule is found at <http://registrar.sc.edu/html/bannerApps/POTdates.aspx>

In order to remain in good standing with housing, a student must be enrolled in a minimum of 12 credit hours per semester. Those who fall below these requirements must submit a letter to the Director of

HRL to explain their reasons for needing to fall below full-time status and schedule a follow-up meeting.

If a student falls below six hours within a semester and does not notify HRL our office will be notified and her/she must move out of housing and their remaining housing charges will be prorated.

## **General Information**

### **Housing Assignments**

Room assignments are made without regard to race, color, creed, religion, sexual orientation or disability. HRL uses the housing application information to pair students up with similar interests and hobbies.

Special considerations will be given to those who have special health needs. Student seeking accommodations related to a disability must contact the office of Disability Services. The Housing and Residential Life office makes assignments based off the recommendations of the Office of Disability Services assuming space permits the recommendation. Housing and Residential Life does not accept medical documentation or other verification of a disability. All documentation must go through the office of Disability Services.

### **Apartment/Room Changes**

Residents shall not switch or move apartments/rooms without the written permission from HRL.

Switching or moving to another suite/apartment/room without written permission will result in a \$50 fine.

When changing an original assignment each individual must:

1. Contact the Assistant Director in your residential area about reasons for wanting to change.
2. Complete the Room Change Form from HRL.
3. After the change has been approved you will sign out the new key to your new assignment and then begin moving your belongings from the old assignment to the new assignment.
4. You will need to contact your old RA once all items are removed and your area is cleaned to complete and sign your Apartment Condition Report/ Room Condition Report (ACR/RCR).
5. Then you will have to turn in your room key from your old assignment directly to the HRL Office. At that time you will be issued a new key for your new assignment or your card will be re-programmed in HRL. You will need to schedule a time for your new RA to inventory you into your new apartment and sign the ACR/RCR.
6. You have 48 hours to have the entire move completed or the approved change will be forfeited.
7. Moves will not be considered until after the first two weeks of the semester. This allows the vacant spots to be located. HRL will notify residents when the freeze is lifted.

Residents are required to complete a roommate contract with everyone living in their suite. Roommate contracts are complete during the first two weeks of each semester during a roommate contract workshop. If no contract is on file, your Assistant Director may require you to complete a roommate contract prior to considering a room change.

### Unauthorized Occupancy

Vacant space will be utilized by new residents and residents who change apartments/rooms. In most cases, unless emergency, you will receive notification from HRL regarding any newly assigned person(s) to your apartment/room. It is under the authority of HRL to make room assignments.

Vacant space must remain unoccupied at all times. If by chance your roommate moves out, the bedroom does not become exclusively yours. This includes, but is not limited to keeping clothing and other personal belongings in the room, beds being placed together, and using the extra closet space.

Individuals who fail to keep the unoccupied space in the room open, clean, and ready for a new resident will be billed \$50. If the problem is not rectified, the responsible resident may face room change and/or single room rate charges as well as disciplinary action.

### Consolidation

In order to maximize housing space, HRL reserves the right to move residents from one unit to another at any time deemed necessary by the Director. Although HRL will make every possible effort to contact all affected by a move, the office reserves the right to fill any vacancy as deemed necessary without prior knowledge of the residents.

### Single Rooms

A limited number of single rooms will be available in the Villas, Palmetto House and Magnolia House. Single rooms are assigned to residents based on the payment date of their Advance Room Payment (ARP). You may contact HRL for further details regarding this list. Single rooms are assigned based on the number of semesters in housing, date of submission of housing application, and full payment of the Advanced Room Payment (\$145).

### Academically Ineligible Students

At the end of the fall semester, students who are academically ineligible to return for the spring semester must vacate their space. Any student reinstated will continue under their current housing contract. If their space has already been reassigned, a new assignment will be made if available.

At the end of the spring semester, academically ineligible students who have already been assigned a space for the upcoming fall semester will be withdrawn from housing.

After meeting requirements or being reinstated into USC Upstate, the student must reapply for housing and be placed at the end of any existing waiting list. Anyone found living on campus who is not currently enrolled at USC Upstate will be in breach of the housing contract and will be given 24 hours to vacate. They will be charged for the days the unit was occupied and fined \$50.

### Holiday Breaks and Closing

Residents are permitted to remain in campus housing during fall break, Thanksgiving break, Winter break, and spring break. Residents are **required to register** with the Housing and Residential Life office.

At the conclusion of each semester (fall, spring and summer), residents who are not remaining in campus housing must vacate 24 hours after their last final. Graduating seniors must vacate by 5:00 p.m. the day after graduation. The residence halls and apartments officially close during the fall and spring semesters at 5:00 p.m. the day of graduation. Any students remaining in housing must be approved as a "late leaver" and will be charged a late leaver fee of \$75 in addition to a per day rate equivalent to their day room charge.

Students who are registered for winter break housing, summer housing or must leave late because of a school sponsored activity will not be charged a fee.

### Keys/Cards

Keys are given to you at the time of check-in. You are responsible for keeping these keys with you at all times. All keys are property of USC Upstate, and are not to be duplicated outside of the university system. This is a violation of USC Upstate policy and a breach of security.

Duplicate keys will not be accepted at check-out. In addition, your student ID must contain a resident sticker at all times. You will be given a new sticker at the beginning of each semester.

Students who are locked out of their rooms/apartments should go to the HRL office during business hours. After business hours, students should contact the RA on duty. Students must verify their identity with a photo ID or by other means before

they will be given access to their room. Students are allowed three lockouts before being charged \$25/lockout for every lockout after the 3 free lockouts. Lost keys will result in a \$75 lock change (the lock is changed for security purposes).

A lost key card results in a \$25 replacement charge from HRL.

Keys/cards are not to be loaned to other students, especially to those individuals who are not residents.

Palmetto/Magnolia House residents are reminded that this includes, but is not limited to, letting someone use their I.D. card to gain access to a building, floor, and suite. Those who loan their keys or cards will face disciplinary action.

All residents are reminded not to bend, make holes in or mutilate their ID cards in any way. If their card ceases to work due to such damage the student will be expected to pay a \$25 replacement card fee at the Public Safety and Parking Department.

HRL will work with Disability Services to provide reasonable accommodations to students who require specific housing accommodations. HRL meets requests through recommendations provided by Disability Services.

## Visitation Hours and Overnight Guests

### I. Policy

Visitation is defined as those times during which residents may have guests in their rooms, suites, or apartments, or in the public areas of residential floors. Specific visitation plans outline the maximum hours during which guests may visit. Within these plans, the shared concerns and wishes of roommates are of paramount importance and determine what visitation privileges are acceptable or unacceptable within a specific room. Visitation is a privilege that is subordinate to a resident's right of privacy within her or his room. Residents may not exercise their visitation privileges if doing so interferes with the rights of the roommate or of other residents. Visitation is a privilege.

*USC Upstate's residence halls and apartments differentiate in their visitation hour plans. Each of the plans outlined below show when visitation is allowed in the residence halls and apartments under that plan.*

#### A. Treehouses (Magnolia House and Palmetto House)

Visitation will be from 9 am – 12 midnight each day on Monday-Thursdays; and overnight visitation on the weekends is from 9 am on Fridays until 12 midnight on Sundays. Guests who are not registered to stay overnight must leave by 2 a.m. on Friday and Saturday nights.

#### B. Palmetto Villas

The Villas visitation in the apartments is 24 hours/7 days a week providing that all roommates have expressed permission.

## II. Procedures for Visitors and Overnight Guests

### A. Signing In Guests

A guest is defined as any person who is visiting another person that does not live in their place of assignment or residence (includes off campus students as well as on campus residents visiting another building). All guests must be signed in by the resident s/he is visiting at the front desk of the building s/he is visiting.

1. Staff members are available to assist residents in signing in their guests.

2. Tree Houses: Within the approved visitation hours, guests must be signed in at the entrance of each residence hall desk.

- Each guest and host must present a picture ID to the staff member working at the main entrance.

- All guest Must have a photo ID.

- The staff member at the desk will enter the name of the guest in the sign-in log and will retain the ID.

- The guest ID will be returned when the host and guest sign out at the desk.

- A resident may register no more than two guests at a time.

- Hosts must escort guests at all times

- Each suite will be allowed to have a maximum of four guests at one time.

3. The Villas: All guests must have expressed permission (by all roommates) to be present in a residents apartment. No official paperwork is expected to be completed for day guests; overnight guests should complete overnight guest forms in Housing office (see B).

### B. Overnight Visitation

Prior to the guest's arrival. The host must notify and get signed approval from his or her roommates to have a guest stay in the suite/apartment overnight prior to the guest's arrival.

- Failure to gain ALL roommates' signed approval prior to registering a guest will result in the guest being asked to leave and referral of the host for disciplinary action. In addition, a resident's visitation privileges may be suspended.



- Guest may not exceed 48 hours consecutively staying overnight on campus. Also, guest may not stay more than two nights by changing hosts.
- Non-Resident Guests are prohibited from overnight visitation during the first and last two weeks of each semester in the Tree Houses. Guest may stay no longer than 2 consecutive nights.

Also, guests may not stay more than 2 nights by changing hosts.

### C. Restrictions

1. The hosting resident will be responsible for the conduct of his/her guest(s) at all times and must be present with the guest(s) at all times. Guests and hosts alike are responsible for knowing and abiding by all regulations and either or both may be subject to disciplinary action for violations.
  2. Each suite/apartment should determine acceptable or unacceptable visitation privileges in their roommate agreement at the beginning of each semester.
  3. Cohabitation is strictly prohibited within all three residential areas. This includes, but is not limited to a guest keeping clothing and other personal belongings in the room. Residents found in violation of cohabitation may be subject to removal from on campus housing.
  4. Guests under the age of 16 are not permitted in the residential community without written permission of the Assistant Director for that particular area or without a parent/guardian present. No one under the age of 16 is allowed to stay overnight in the residence hall. Request must be received in writing 72 hours prior to the desired visitation dates,
    - a. Guests who are of the ages of 16-18 must have a parent or guardian to accompany them in the residence hall environment. This individual will provide their identification to represent themselves and this individual.
  5. No babysitting is allowed in the residence halls.
  6. Residents who are parents and have their children visiting the residence hall will need prior approval from their roommate and an Assistant Director of their community.
- The guest limit of 2 guests per person with a total of guests per suite is still in effect:
1. Complete the "Underage Guest Form" which can be picked up at the Housing and Residential Life office
  2. Additional regulations may be implemented and residents will be advised of additions or changes.
  3. Visitation privileges in no way alter other residence hall regulations, including quiet hours.
  4. This policy is not intended for the safety and security of any residents, but is designed to address the privacy of roommates.

5. If the guest is above the age of 16 and does NOT have a valid form of ID, they are not allowed in the residential area.

### Parking

All residents must register their vehicle with University Police and obtain a parking decal to be placed on their vehicle. Students are prohibited from having two kinds of parking decals at one time (i.e. commuter and residential decals). Vehicles not properly registered will be subject to booting at the expense of owner. Under no circumstances may a resident park or drive on the grass, park at building entrances or block traffic. Improper parking will result in a fine and possible towing of the vehicle. Automobiles, motorcycles, boats, trailers, etc. may not be stored on university property. Motorcycles must be registered with University Police and are subject to the same parking restrictions as any other vehicle.

### Parking Gates

Parking gates are for the protection of all residents. Anyone tampering with or allowing a non-resident to bypass this security measures is putting everyone at risk. Anyone found doing so could face removal from housing and further disciplinary sanctions.

### Temporary Parking Permits:

Temporary parking passes can be obtained through University Police. Enforcement of parking policies and permits are the responsibility of Public Safety. Students who are driving a vehicle that is different than the one they registered must have a temporary parking pass in order to avoid tickets.

Guest passes, good for overnight, can be arranged through the Housing & Residential Life office. Guests must park in designated guest parking.

### Rules/Regulations

As a USC Upstate residential student you are expected to familiarize yourself with the HRL Rules/Regulations that are found in the Student Handbook and published online. These policies are subject to change and students will be notified via student email accounts and posted to the HRL website.

Violations of these rules and regulations are handled in the same manner as violations of the Student Code. This does not preclude from criminal and civil charges being filed as well. Sanctions listed are guidelines; other sanctions may be applied as deemed appropriate by the Director of HRL.

Rules and regulations include but are not limited to:

**Assault and Battery:** The assault of others be it verbally or physically, will not be tolerated. This

includes the communicating of threats verbally, in written form including electronically or gesture.

**Listing of Possible Sanctions:**

**1st Offense:** probation, housing removal

**2nd Offense:** housing removal

**Grills (Permitted in Villas Only):** A charcoal grill is the only acceptable grill to use in our residential community. Grilling is not permitted in the units or on patios or balconies. Grilling is only permitted 15 feet from your apartment building or at the covered pavilion located at The Landing.

All grills must be registered through the HRL Office, and must be stored at The Landing, under the covered pavilion. All grills must be under lock and chain provided by the owner of the grill. Do not discard charcoal on the grounds. Charcoal should only be disposed of in the red metal trash can located near the covered pavilion at The Landing.

**Listing of Possible Sanctions:**

**1st Offense:** written reprimand, fire safety class

**2nd Offense:** loss of privilege, probation

**3rd Offense:** housing removal

**Grounds and Shrubbery and Litter:** Anyone found to be responsible for damaging the grounds or shrubbery or littering will be charged the replacement of the damaged item(s) and will have to perform community service. Note: littering the grounds with cans, bottles, bags, cigarettes butts, clothes etc. will not be tolerated. Entire buildings will be subject to a fine if littering and damages become an issue.

**Listing of Possible Sanctions:**

**1st Offense:** Restitution, written reprimand

**2nd Offense:** Restitution, community service,

**3rd Offense:** Restitution, probation, housing removal

**Harassment/Bullying:** Racial, sexual or any other form of harassment of any person and / or group is prohibited and will subject the offender to appropriate disciplinary action. Such conduct includes, but is not limited to action(s) or statement(s), including electronic that threaten or harm, intimidate a person or any other forms of unwanted contact.

**Listing of Possible Sanctions:**

**1st Offense:** probation, housing removal

**2nd Offense:** housing removal

**Holiday Decorations:** Live Christmas trees are strictly prohibited. Indoor/outdoor holiday decorations requiring electricity are to be UL approved and be removed prior to leaving for the winter break.

**Listing of Possible Sanctions:**

**1st Offense:** Warning,

**2nd Offense:** written reprimand, Community Service

**3rd Offense:** probation, restriction of privileges

**Loitering Policy:** Loitering is not permitted on University property. Loud and noisy crowds will be asked to quiet down and go inside their building or to leave University property. Non-residents will be asked to leave the property immediately.

**Listing of Possible Sanctions:**

**1st Offense:** Warning,

**2nd Offense:** loss of guest privileges (if applicable)

**3rd Offense:** probation, housing removal

**Noise Policy:** Residents are expected to maintain reasonable volume levels. Students are expected to comply when a request is made by fellow residents or staff members regarding noise. If the volume is at disruptive level to other residents that individual will be asked to decrease or cease the volume. Upon the second offense, the resident will receive disciplinary action. Excessively loud music from vehicles will also not be tolerated. Disciplinary action will be taken if residents are found playing their car stereo excessively loud.

**Listing of Possible Sanctions:**

**1st Offense:** Warning

**2nd Offense:** written reprimand, community service

**3rd Offense:** restriction of privileges, probation

**Quiet Hours Policies**

Residents and their guests will observe quiet hours from 9p.m. to 9a.m., Sunday through Thursday, and 11p.m. to 9a.m. Friday and Saturday inside and outside the living area. At all other times, residents will be considerate and respectful of the primary rights to study and sleep without undue interference. During quiet hours, the noise level is to be one that is conducive to study and sleep. During exam week, 24 hour quiet hours will be in effect.

**Listing of Possible Sanctions:**

**1st Offense:** Warning

**2nd Offense:** written reprimand, community service

**3rd Offense:** probation, restriction of privileges

**Pets:** Fish are the only pets permitted in the residence halls. Fish tanks may not exceed 20 gallons. Other pets found in units will result in an immediate \$100 fine or \$25 per person unless the guilty party comes forward. The residents must get rid of the pet immediately. If the pet is found on campus again, the fine increases to \$200 and a more severe disciplinary action will be taken including the possible removal from housing. Stray animals are not to be fed.

**Listing of Possible sanctions:**

**1st Offense:** Fine, probation

**2nd Offense:** Fine, probation, housing removal

### **Possession or Use of Firearms or Dangerous Weapons, Fireworks, and Other Combustible Materials:**

The possession of any weapon such as a firearm (including paint and BB guns) knife, explosives and fireworks, or dangerous chemicals in residential areas is strictly prohibited. Any student found in violation of this policy will be subject to immediate disciplinary action/criminal prosecution and have his/ her housing contract cancelled. Any student carrying a firearm is in violation of the University policy, and has committed a felony in the State of South Carolina.

BB guns, paint-ball guns, bows and arrows and other weapons are prohibited.

#### **Listing of Possible Sanctions:**

**1st Offense:** housing removal

**Posting Policy:** Any organization that wishes to have flyers posted in the residence halls should drop them off in the HRL Office between 8:30 a.m. and 5 p.m. after approval by Student Life. The flyers will be distributed for posting by the HRL staff. A max of 35 pieces will be allowed per event. Postings will be limited to 11x17 in size. Any unapproved posting will be removed and could result in loss of posting privilege in the residence halls and apartments. Only HRL can post flyers in the residential area.

#### **Listing of Possible Sanctions:**

**1st Offense:** Warning

**2nd Offense:** loss of posting privilege

**Pranks:** We encourage the residents to have fun and enjoy the community; however, we discourage pranks that can harm, damage, or cause injury to property or people. Again, damage caused by such pranks will be the sole responsibility of those involved.

#### **Listing of Possible Sanctions:**

**1st Offense:** Restitution, written reprimand, probation

**2nd Offense:** Restitution, community service,

**3rd Offense:** Restitution, probation, housing removal

### **Prohibited Items:**

The following items are not allowed in any on-campus housing due to the danger they can pose to resident safety:

- Multi-plug adapters/outlets
- Extension Cords
- Candles
- Incense
- Open flame devices
- Lava Lamps
- Halogen Lamps
- Oil Lamps
- Plastic lamp shades
- String lights including battery-powered ones

-Second-hand/used furniture

-3M Command strips

-Sticky tape/Double-sided tape or duct tape

In addition, students in the Treehouses are not permitted to have items that use hot coils (grills, coffee makers, hot plates, etc.)

#### **Listing of Possible Sanctions:**

**1st Offense:** written reprimand, fine

**2nd Offense:** probation, fine

**3rd Offense:** possible removal from housing

**Soliciting:** Solicitation for businesses, events, and/or individuals for commercial, promotional, or personal gain, is not permitted in University housing except when sponsored by HRL, another University department, or a registered student organization. If a person is found to be soliciting in the residence halls and apartments, please report the person's name and company to HRL staff immediately.

#### **Listing of Possible Sanctions:**

**1st Offense:** Warning

**2nd Offense:** written reprimand, community service

**3rd Offense:** probation, restriction of privileges

**Tapestries and flags:** Tapestries, flags or other fabrics are not to be draped over any lighting fixture.

#### **Listing of Possible Sanctions:**

**1st Offense:** Warning, probation

**2nd Offense:** housing removal

**Throwing and Kicking of Objects:** Objects cannot be thrown, kicked, and/or dropped from or towards windows, balconies, roofs or vehicles. Any type of sport that involves throwing, kicking or hitting objects is not allowed in the buildings, parking lots, and/ or surrounding areas. This includes, but is not limited to footballs, soccer balls, golf balls, baseballs, softballs, water balloons, ice, paint balls, eggs, and any object that may cause damage. Restricted areas include near cars, inside and near buildings, and areas that have the potential to cause damage.

#### **Listing of Possible Sanctions:**

**1st Offense:** written reprimand, probation

**2nd Offense:** community service, probation

**3rd Offense:** possible housing removal

**Threatening Phone Calls:** Threatening or prank phone calls are not permitted. On campus phone calls can be traced. HRL will not give out phone numbers.

#### **Listing of Possible Sanctions:**

**1st Offense:** community service, probation,

**2nd & 3rd Offense:** community service and/or housing removal.

**Trash:** All trash bags must be disposed of in the dumpster/trash rooms immediately after it is removed

from the suite/apartment. Residents will be charged \$10 per bag for trash bags found outside of the suite/apartment. Also, the bags will still have to be disposed of properly by the residents. Failure to dispose of the trash bags will result in disciplinary action. Residents of Palmetto/Magnolia House should use bags no larger than 10 gallons.

**Listing of Possible Sanctions:**

**1st Offense:** Fine, warning

**2nd Offense:** Fine, written reprimand,

**3rd Offense:** Fine, Probation

**Water fights:** Due to lack of clean up and abuse, damage of property, and overall complaints, water fights of any kind are not permitted. HRL will not assume any cost for damages to property relating to water or other pranks. Water guns of any size or description are not permitted.

**Listing of Possible Sanctions:**

**1st Offense:** Restitution, written reprimand

**2nd Offense:** Restitution, community service

**3rd Offense:** Restitution, probation, housing removal

**Windows and Balconies:**

Window screens (if equipped) may not be removed or altered in any way. Banners (except those approved by HRL), flags, clothes, etc. are not to be hung out of windows and/or balconies. Furthermore, residents may not use the railings of balconies or the windows as places to sit. To do so can result in serious injury, including death. No articles may be thrown or hung from windows. Students who place items in windows that the University determines to be offensive and/or obscene will be asked to remove the items immediately and may be subject to disciplinary action. Foil is not permitted in room windows.

**Listing of Possible Sanctions:**

**1st Offense:** written reprimand, probation

**2nd Offense:** probation, housing removal

**3rd Offense:** housing removal

**Use of Bicycles, Roller Blades, Skates, and Skateboards:**

Bicycles are not permitted in pedestrian areas, heavy traffic areas or construction areas of University property. Roller blades, skates and/or skateboards are not permitted on University property. Using these items will result in disciplinary action by University Police. Storage of bicycles in public areas of the Palmetto/Magnolia House such as hallways, lobbies, stairwells, etc. is not permitted.

**Listing of Possible Sanctions:**

**1st Offense:** Warning

**2nd Offense:** Written reprimand, community service

**3rd Offense:** Probation, restriction of privileges

## Resolution of Alleged Infractions

### A. Informal Administrative Hearing

Upon receiving an alleged violation of the Campus Living Rules of Conduct, the director of HRL or designee will investigate the report. The Director of HRL or Assistant Director of that residential area will conduct an initial interview with the accused. The rights and prerogatives of the accused will be explained at that time. It is at this time the student can resolve the matter through admission of responsibility, or request a hearing in the appropriate council. The Honor Council (see page 137 for details) is given the charge to handle alleged academic honor code or student behavior code violations. The Residential Hall Honor Council (see below for composition and procedures) is given the charge to handle alleged residential life code violations that are considered to be first-time violations and non-suspendable.

Students with alleged residential life code violations may choose between which council will hear their case. The Honor Councils do not have the role to examine severity of sanction appeals from the decisions of the HRL staff member; those concerns will be forwarded to the appropriate appeals process.

Should further action be necessary, the charged student will receive written notification of a hearing before the designated Council within a reasonable period of time.

The charge letter will include a statement of the charges and the time and place of the hearing.

If the accused accepts responsibility in writing prior to appearing before a council hearing, a sanction determined by the director or appropriate assistant director will be imposed. If a student fails to respond to a charge letter within the time specified in a email to their student account, he or she forfeits his or her rights and may have a sanction imposed by the director. A hearing may be conducted in the absence of an accused student if the student fails to appear for a scheduled hearing or if a student fails to respond to multiple meeting requests.

All disciplinary cases will be handled on a case-by-case basis within the confines of the policies and procedures set by USC Upstate and HRL. Additional policies and procedures may be introduced at any time deemed necessary.

### B. Residence Hall Honor Council Procedures

During a Residence Hall Honor Council (RHHC) hearing, the Resident Chair will bring the hearing to order and present the violations brought against the alleged resident. The resident has the right to attend

the hearing, at a designated time, to respond to any evidence, and to present witnesses and evidence. If the alleged resident fails to attend then the hearing will be conducted in his or her absence.

RHHC members and the resident shall be free to ask questions during the hearing. Following the presentation and hearing of all information pertaining to a particular violation, the RHHC shall deliberate without the alleged resident being present. The RHHC shall also determine the sanction that will be imposed as outlined in the Code of Student Conduct if the resident is found responsible.

The Dean of Students' office will maintain all records of violations of the Code of Student Conduct confidentially for a period of six calendar years from the date of the hearing. Appropriate University officials may be notified of actions taken by the RHHC on the basis of their need to know. The focus of inquiry in disciplinary proceedings shall be the responsibility of the accused party. The Resident Chair shall exercise active control over the hearing in order to elicit relevant information, avoid needless consumption of time, and to prevent harassment or intimidation of witnesses. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the alleged resident or University is shown to have resulted.

### **Residence Hall Honor Council Composition**

The RHHC consists of five students, one of whom is the Resident Chair. Participants for each court are selected by the Advisor of the RHHC from a pool of residents. The pool consists of residents from all areas of housing who were nominated or volunteered to be members of the RHHC. Members were chosen on the basis of an application and interview process. Residents serving on the RHHC must live on campus, be in good behavioral standing at the University, and have at least of 2.5 GPA. The exception to the GPA requirement is if the resident is a first semester first-year student. Members of the RHHC are selected each fall to serve during the current fall and following spring semester. The Advisor of the RHHC acts as a non-voting administrator of the council, and appoints a Resident Chair to serve as chairperson for each council hearing, and selects members from the pool to serve at a particular council hearing. All matters involving an alleged violation of the Code of Student Conduct or a policy violation in the residence halls shall subject the resident to the jurisdiction of the campus judicial system.

## **Student Safety and Fire Prevention**

### **After Hours and Emergency Procedures**

Monday through Friday between the hours of 5:00 p.m. and 8:30 a.m., and all day on the weekends, the following procedures should be followed for after-hours problems and emergencies:

- RA's on duty are posted in 1st floor lobby of the Palmetto/Magnolia House and outside the HRL office.
- The RA is called upon for noise, maintenance problems, roommate complaints, lockouts and any other housing related issues
- The University Police are called for any criminal activities, such as illegal, underage drinking, theft, assault and battery, vandalism of personal property, domestic violence, trespassing, etc. You may reach them at ext. 7777 (non-emergency) or 911.

### **Student Responsibilities**

It is important to become familiar with your surroundings. The North Spartanburg Fire Department and University Police would like you to review the following safety tips to assist you in preparing for a fire.

- Plan ahead
- Have a flashlight with you
- Read the fire evacuation plan carefully. If one is not posted in your room, request one from the HRL
- Count the number of doors between your room and the exits. This will assist you in case of an emergency evacuation
- Locate the fire alarms on your floor

If a student fails to vacate their area in a sufficient time as deemed by the fire department, he or she will be required to attend a fire safety course.

### **Life Safety Tips**

- If the fire is in your room, get out quickly. Close the door, sound the alarm and notify the
- Always use a stairwell, never an elevator. The elevator could stop at the floor of the fire
- If the fire is not in your room, leave if it is safe to do so. Be sure to take your room key with you in case fire blocks your escape and you need to re-enter your room
- To check the hallway for fire, touch the door with the back of your hand to test the temperature. If the door is cool, get low to the floor, brace your shoulder against the door and open it slowly. Be ready to close it quickly if there are flames on the other side. Crawl low in the smoke to the nearest exit; the freshest air is near the floor
- If your room door is hot, do not open it. Instead, seal the door with wet towels or sheets. Turn off fans



and air conditioners. Call the University Police to give your location

- Signal from your window

### **Missing Student Policy**

Students residing in campus housing, (Magnolia House, Palmetto House and the Palmetto Villas) may identify and register a contact person(s) with the HRL Office to notify if the resident student is determined to be missing. If a student is under 18 years of age, is not an emancipated individual and is determined to be missing, USC Upstate must notify the contact as well as a custodial parent or guardian within 24 hours. To register missing student notification information, contact the HRL Office at or prior to move-in.

Missing persons should be reported to the USC Upstate Department of Public Safety, Dean of Students or the Director of HRL.

### **Fire Training and Prevention**

It is incumbent upon the staff of Housing and Residential Life to provide as safe of an environment as possible for the students in their stay at USC Upstate. Thus, the following tasks will be performed each year and documented by Housing and Residential Life staff and/or University Police.

- Fire safety education is provided for all residential students by Housing and Residential Life
- Fire extinguisher training is presented to all RA's by University Police and North Spartanburg Department
- At least two fire drills are conducted each semester
- Smoke detectors are placed in each bedroom within campus student housing and common living space of each dorm room
- Smoke detectors and fire extinguishers are inspected by housing staff three times a semester
- Fire escape routes and information are posted on the back of each bedroom and exit door
- The Director of HRL and Chief of Police will reassess all procedures, updating as necessary and appropriate

### **Residence Hall Fire Procedures**

In the event of a fire, sound the fire alarm immediately. Call 911. Provide important details including possible breaks in gas or electrical lines or other special hazards. Notify University Police at 7777 or 911 from a campus phone.

Evacuate the building according to the following procedures and escape plan:

- Everyone should walk out of the designated exit in a quiet orderly manner. RA's will check their respective halls and be the last individual to leave
- Do not close windows
- No one should enter the building when the alarm sounds.

- Students, staff and visitors will evacuate to the Palmetto House parking lot

University Police will designate alternate sites if the need arises. Everyone must remain out of any driveway or other hard surfaced area close to the building. University Police will be designated to meet the first responder with a master key.

Access roads will be kept open for emergency vehicles. University Police will have a designated individual or group of individuals to ensure that all access roads are open. Students and staff members will be allowed to return to the building at the direction of the head housing officer at the scene, and only upon the recommendation of the Fire Department and University Police Department. The University Fire Marshal will designate evacuation routes for all buildings. Each building will have an alternate evacuation route. All media inquiries should be forwarded to the University Communications Director at 503-5210.

### **Fire Drills**

In order to insure fire equipment is working properly and that residents are aware of evacuation procedures, at least two fire drills will be held a semester. All residents are required to vacate their building upon hearing the fire alarm and proceed to the Hodge Drive parking lot. Those who refuse will be mandated to complete a fire safety class and receive disciplinary action. HRL staff will walk through the building to make sure all residents and guests have vacated. Escape routes are posted in your apartment.

### **Fire in Villas**

If the fire is in your room, get out quickly. Close the door, sound the alarm by yelling "FIRE," knock on other doors as you exit and notify the Police. If the fire is not in your room, leave if it is safe to do so. Be sure to take your room key with you in case fire blocks your escape and you need to re-enter your room.

To check for fire, touch the door with the back of your hand to test the temperature. If the door is cool, get low to the floor, brace your shoulder against the door and open it slowly. Be ready to close it quickly if there are flames on the other side. Crawl low in the smoke to the nearest exit; the freshest air is near the floor. If your room door is hot, do not open it. Instead, seal the door with wet towels or sheets. Turn off fans and air conditioners if possible. Call University Police 503-7777 or 911 to give your location. Signal from your window. Make note of the address for your apartment listed on the back of your front door. Your physical address is not the same as your mailing address.

### Misuse of Fire Prevention and Control Equipment

It is unlawful for any person to tamper with, misuse, or destroy any fire prevention and control equipment including but not limited to, smoke detectors on the ceilings and walls of each apartment unit, fire alarm stations, evacuation notices, fire drill procedures, or fire extinguishers. Note: there is a \$50 fine per device per incident.

If the battery dies in your smoke detector, contact your RA immediately. Residents are responsible for notifying HRL if smoke detectors are not operating properly. Any resident alleged to have committed an act of improper use or abuse of fire prevention and control equipment will be subject to disciplinary action up to and including loss of housing privileges and/or criminal prosecution.

### Severe Weather Information

The campus police department monitors weather for the campus community and takes responsibility for keeping the campus community informed of possible weather events.

The terms “watch” and “warning” are frequently used with weather conditions or events. A thunderstorm or tornado watch means that conditions are favorable for such an event. A warning, which is more serious than a watch, means that the weather event is imminent and you should take immediate action.

### Tornado Warning

In event of a tornado warning, students may need to find a shelter. Students will receive text messages and emails from the university to warn them of a tornado warning as well as for the “all clear” notice.

**In the Tree Houses:** Vacate your suite. Remain in the hallway, seated with back against the wall protecting head and neck as appropriate with pillows or other items, until your RA tells you that it’s okay to return to your room. If possible, go to the first floor hallway. Should it be deemed necessary to follow the above protocol, HRL staff will give the ok for the students to return to their suites under public safety’s direction.

**In The Villas:** Please go to the back bedroom’s bathroom and close door. Use pillows, blankets, or even your mattress to protect yourself from flying debris. Remain there until it is safe to venture out.

### Facilities Management

Entrance ways, stairwells and breezeways must be free from any obstacles that would hinder the normal traffic patterns. Bikes, motorcycles, and indoor furniture such as large chairs are not permitted on the porches or balconies. Care should be taken to keep

the furniture, carpet, and appliances in original and working condition.

***All suite/apartment furniture must remain in the designated suite/apartment.***

Furniture left outside unattended can be removed and resident(s) will have to pay replacement charges. Residents may not move, substitute, or exchange items within the units.

Please respect your suite/ roommates’ space. Each resident is responsible for the keeping his or her suite/apartment in a clean and sanitary condition at all times. Each resident is responsible for seeing that the lobbies, hallways, buildings, grounds, and surrounded areas are kept in a clean and sanitary condition by depositing all trash in proper receptacles and dumpsters provided by the University.

Decorating your suite/apartment can immensely add to the comfort of your apartment and make it more homelike. However, there are precautions that must be followed to prevent damage or potential safety hazards. USC Upstate encourages residents to express their individuality in decorating, but please follow these guidelines to ensure the preservation of units and safety of not only your suite/roommates but others who live around you:

- Residents shall not paint, wallpaper, or redecorate any of the furniture provided by the University
- Do not disassemble or remove any University furniture from the building, suite or apartment
- Light fixtures/wiring cannot be changed or modified
- Residents may not use sticky tape or command strips to hang or display items on walls, doors, or ceilings in the units. Ordinary stick pins work well on posters and framed photos alike
- String lights are not allowed

### Furnishings for each resident within the units:

In the Villas, these furnishings include a bed, two sets of dressers, a desk, book shelf, chair, and shelf unit within the closet; kitchen equipped with major appliances such as refrigerator, oven, and stove; window blinds in living and bed rooms; and two sofas. All apartments are equipped with smoke detectors and fire extinguishers.

In the Palmetto/Magnolia House furnishings include a bed, two sets of dressers, a desk, book shelf, chair and wardrobe; the living room will have a micro-fridge unit, an upholstered chair and sofa (or love seat). USC Upstate supplies each suite with a cable and TV outlet, and Internet connections.

### Maintenance Requests

Residents should submit a Residential Maintenance Request form online at the HRL webpage at <http://>

[webapp.uscupstate.edu/mainreq/request.aspx](http://webapp.uscupstate.edu/mainreq/request.aspx) to notify the HRL staff of any maintenance concerns. Residents cannot make repairs to any part of the units. The HRL staff reserves the right to enter any unit to make necessary repairs. Work orders must be completed by the resident in order to have proper documentation for maintenance staff.

For emergency maintenance requests call the office at ext. 5422 during business hours. After hours, contact the RA on duty in your designated area.

Emergency maintenance requests include:

- Water leaks
- Toilet stoppages and/or toilet overflows
- Air conditioners if the temp is 80 degrees or above
- Heaters if temperature is below 60 degrees
- No hot water

Any damage or misuse by residents or guests to the building/suite/apartments or to the common areas (lobbies, hallways, laundry room, game room, and volleyball and basketball court, etc.) necessitating repairs will be charged to the resident and will be required to be paid within the HRL Office within one week of the damage assessment. If no one assumes the responsibility for the damage, a prorated charge will be assessed. All students within the area of damage or destruction will share in the cost of repair. The charge will be posted on the resident's student account. Once damage fees are assessed, residents have 30 days to appeal the charge. This includes changes that come at the conclusion of the academic year or when a resident vacates their space (in the event of an early departure or room change).

The HRL retains a key to each apartment. Suites/apartments may be entered for scheduled or requested maintenance checks, inspections, filter changes and extermination. HRL reserves the right to make inspections at any time.

The units are sprayed on a regular basis to control pests. Residents can help this effort by keeping their rooms and suites/apartments clean and keeping all food stored properly. Submit a Residential Maintenance Request form online at the HRL webpage if you have a problem with pests.

### Health and Safety Inspections

The HRL will conduct health and safety inspections of suite/ apartment units four times a semester and as deemed necessary to ensure health and safety guidelines are being maintained.

If during routine maintenance checks, a unit is found significantly below health and safety standards,

the residents will be given 24 hours to correct and clean up the apartment. The RA will specifically cite problems that need to be corrected to avoid fines.

Charges will be made for damages to, unauthorized use of or alterations to any assigned space, furniture, equipment, and/or for special cleaning necessitated by student negligence. Suitemates/Roommates are jointly responsible for the care of common areas, furniture and/ or equipment. Space must be able to pass fire code at all times.

You are reminded of the primary right to live in a clean environment. Residents who have hygiene issues will receive a written warning regarding the issue. Continued problems may result in pest control charges, charges related to damage of unit, and/or loss of housing.

### Room Entry Policy

All efforts are made to reduce the frequency that staff of Housing and Residential Life must enter into a student's living space. For routine maintenance (such as pest control, air filter changes, monthly health safety inspections, etc.) the office of Housing & Residential Life will provide at least 48 hours notice. Notices will be e-mailed to your Upstate email account and posted on your RA's door.

There are some circumstances that can occur where notice will not be given to you:

- Emergency repairs to protect the facility and/or health and safety of residents
- Behavioral concerns of a student may constitute a violation of college policies and/or pose a risk to the health and safety of a student
- Work order was submitted to Housing and Residential Life requesting that specific work be completed in a suite or apartment

### These guidelines are used by all staff in Housing & Residential Life in regards to room entry:

- Authorizing college personnel will not enter a student room without first knocking and identifying one's self
- If assigned occupants are not present, a pass key may be used to gain entry. If assigned occupants refuse entry, the staff member may ask for additional staff support and/or depending on circumstances may contact campus police for additional help
- Whether the occupants are home or not, staff will announce they have entered the space
- Whenever possible, the purpose of the entry will be stated to the occupants of the room
- Staff are not authorized to enter a student's room upon the request of another student

- Rooms are routinely entered during the vacation periods for safety and security reasons (i.e. check thermostat, perform routine or preventative maintenance, etc.)

### Insurance and Liability

USC Upstate does not assume any responsibility for the loss, damage or theft of any personal property or damages resulting from negligence of any residents, accidents, acts of nature and/or equipment failure.

Residents wishing to protect themselves from the possibility of such losses should cover their belongings with insurance. Contact your local or hometown insurance agent to obtain renters insurance. In some cases dependents may find coverage under their parents existing homeowner's policy.

All residents are encouraged to check their homeowner's policy to make sure their belongings are properly insured while living on campus.

This includes water leaks in the suite/apartment. USC Upstate assumes no liability for damage or loss of personal property. The easiest way to avoid loss of your belongings is to keep your suite/apartment locked whenever you are not there and valuables securely put away. Again, USC Upstate does not assume responsibility for damages caused by leaks or appliance failure.

### Power Bills

HRL will pay the power bill for the Villas up to \$90 a month. Any amount over the allotted \$90 dollars will be the responsibility of the residents.

## Blackboard

This is an online course delivery system where your instructors may post announcements, course syllabi, assignments or other information. Essentially, it is a mobile classroom that is accessible anywhere you have an internet connection, so you can take full advantage of your education even if you are not on campus. Blackboard can be accessed via Web browser at <http://blackboard.sc.edu> or from the Current Students location on the USC Upstate website. Specific browser compatibility information is provided on the Blackboard log-in page. After logging in successfully, you will see links to your classes listed under My Courses. This landing page can be customized by clicking the Add Module button on the screen and selecting from the available options. Blackboard requires a username and password provided by USC Columbia. You can change your Blackboard password by visiting <https://my.sc.edu/apps/id/index>. Password changes on Blackboard do not affect other

USC Upstate systems. Students with questions or problems accessing Blackboard should contact the Help Desk at 503-5257 or [helpdesk@uscupstate.edu](mailto:helpdesk@uscupstate.edu) to request assistance. More Blackboard information is available by visiting the USC Upstate web page at [www.uscupstate.edu/its](http://www.uscupstate.edu/its) and following the Blackboard for Students link in the tutorial section at the bottom of the page.

## Bookstore

The Bookstore is located in the Health Education Complex, on the main floor. The store carries a full line of textbooks, supplementary materials and supplies, clothing, and novelty items. Hours of operation are **Monday through Thursday 8:00 a.m. to 6:00 p.m.** and **Friday 8:00 a.m. to 5:00 p.m.** Phone: 503-5167 Fax: 503-5439 or [www.upstatebookstore.com](http://www.upstatebookstore.com)

### Rent Your Books:

The bookstore now offers a rental option for select titles. Please see store for details.

### Book Return Policy

If you drop or change a course, the texts may be returned under certain conditions and time frames stated below:

- Register receipt **MUST** accompany returns.
- New books must be in absolutely new condition free of all markings, i.e., pencil, pen, highlighter, etc.
- We are the sole judges in determining whether books returned are in new or used condition. See Bookstore website for complete refund/exchange policy: [www.upstatebookstore.com](http://www.upstatebookstore.com)

### How Textbooks Are Selected

The faculty submit book requirements to the Bookstore, indicating author, title, edition, etc. The Bookstore then proceeds to order the books, after taking into account the sales history of each title, estimated number of students, etc.

### Sell Your Books For Cash Anytime

The Bookstore will buy back used books provided they are your own books; they will be used again; they are needed because of a depleted inventory; and they are in good condition for resale. Any textbook in edition, whether being used on this campus or not, will probably have some wholesale value. The Bookstore represents a wholesaler and will buy your books for them at their offering price.

## Campus Recreation and Spartan Rec Center

Spartan Rec Center

Welcome to the Spartan Rec Center at the University

of South Carolina Upstate, which opened in February, 2009. The Spartan Rec Center is located within the new 150,000 square foot Health Education Complex, a facility developed to impact the health, wellness, and economic development of the Upstate. The mission of the Campus Recreation is to provide a safe and accommodating environment for students, faculty and staff in the pursuit of a healthy lifestyle through physical activity and employment.

This 60,000 square foot facility, a vision of former students, is the home to the Department of Campus Recreation, which offers activities such as Intramural Sports, Outdoor Recreation, Group Fitness, Aquatics, and Sport Clubs. Our knowledgeable staff can help you with any questions you have concerning the facility, programs, etc., please contact us for more information.

The Spartan Rec Center at the University of South Carolina Upstate offers an eight-lane, 25 yard recreational swimming pool for lap swimming. The pool can also be used for innertube water polo or basketball, dive-in movies, and water aerobics. We also provide the latest in cardio and strength equipment as well as various Group Fitness classes such as pilates, yoga and kickboxing.

### Student Employment

We encourage students who are interested in working in Campus Recreation at USC Upstate to browse MySpartanJob.com for various employment opportunities we have available each semester. We have positions available throughout the facility including lifeguards, fitness staff, facility supervisors and facility attendants. We also hire student sports officials to officiate our Intramural games.

### Student Memberships

Most students taking one or more semester hours automatically become Spartan Rec Center Members when they register and pay their fees. For information on all of our programs please visit our website at [www.uscupstate.edu/campusrecreation](http://www.uscupstate.edu/campusrecreation). You may also contact us at our Front Desk at 864-503-5080 or e-mail at [campusrecreation@uscupstate.edu](mailto:campusrecreation@uscupstate.edu).

## Carolina Card

### I.D. Cards used to make purchases on campus

You can now put money on your I.D. card to pay for goods and services on campus. Simply login to V.I.P. and look under the financial tab. Click on CarolinaCard options and add money to your account using a credit card.

Visit <http://carolinacard.sc.edu/> for more infor-

mation. CarolinaCard is currently accepted in the Bookstore, Dining Service locations, Information Technology, Library, and select vending machines on campus.



## Computer Labs

USC Upstate maintains more than 20 computer labs with nearly 600 computers across campus. These labs are maintained with up-to-date, industry standard hardware and software. The labs range from instruction-only labs in academic departments to open labs for general student access. To view a full listing of all on-campus labs including location, hours of operation, software availability, and level of assistance provided, please visit [www.uscupstate.edu/its](http://www.uscupstate.edu/its). For information on anywhere, anytime access from your own device to our computer lab software Please see the information on SpartanGreenSky.

## Counseling Services

Counseling Services offers individual, couples and group counseling, psychiatric support, crisis intervention, testing services (\$150 fee), educational programs and outreach services, consultation for faculty, staff and families, and administers the MAT. Counseling services are unlimited and free of charge to currently enrolled USC Upstate students. Counseling Services are offered at both the Spartanburg and Greenville campuses.

Counseling Services are located in the Sansbury Campus Life Center, Suite 224 and open from 8:30 a.m. to 5:00 p.m., Monday through Friday. (864) 503-5195 for Greenville hours. Distance Counseling is also available.

### After Hour Emergencies

If an emergency occurs when the center is closed, please contact one of the following resources:

USC Upstate, University Police, (864) 503-7777.

Carolina Center for Behavioral Health  
(864) 235-2335



Spartanburg Regional Emergency  
Department, 560-6000 (select option 1)  
SAFE Harbor, Greenville, SC 1-800-291-2139  
SAFE Homes, Spartanburg, SC 864-583-9803



## Dean of Students

The Dean of Students office is responsible for oversight of the conduct system and the Code of Student Behavior. This office also assists students in crisis who may need to notify faculty regarding extended illness or family crisis. Contact this office at 503-5107.

## Digital Media Lab

The Digital Media Lab (DML), located in Room 117 on the first floor of the John C. Stockwell Administration Building, provides a full range of professional quality digital design and production capabilities. The DML has PC workstations dedicated to video-editing, audio recording and editing, and digital photo manipulation. An audio recording suite, located inside the Digital Media Lab, is available for voice over recording. Scanners are also available in the DML for document and photo scanning.

The Digital Media Lab is open from 8:30am to 5:00pm, Monday through Friday. The lab is open-access in nature and is primarily intended for self-directed, hands-on use. Workstations are available on a first-come-first-serve basis, but may be reserved for two-hour sessions by calling 864-503-5153.

## Upstate Dining

We're pleased to have the privilege of serving the students, faculty and staff of the Upstate Community throughout their collegiate careers. While unfamiliar kitchens may not compare with the warm feeling you get from mom's home cooking, we go to great lengths to ensure that your dining experience is incredible. College dining should be fun, fresh and affordable, and we've got that covered. Upstate patrons have

access to multiple dining facilities campus-wide, that help fuel bodies and brains for premier academic performance. We encourage everyone to dine using a meal plan for a better connection to the community, not to mention, cost savings!

### Residents Meal Plans

In order to meet your campus dining needs, we have designed the following meal plans for the 2019-2020 academic year. If you have any questions regarding these plans, please contact the Campus Dining office at (864) 503-5900. Prices are subject to change. Residential meal plans may also be purchased by commuter students.

- The Ultimate

Offers unlimited meals; participants can enter the CLC Café as many times a day as they want, even just to get a snack or coffee. This plan includes \$200 in Spartan Bonus Bucks for food purchases at other on-campus locations.

- The Freedom

Participants may choose from breakfast, lunch or dinner and enjoy up to three meals per day for a total of nine meals per week in the CLC Café. The Freedom plan includes \$250 in Spartan Bonus Bucks. This plan accommodates those students who want the flexibility of an on-campus meal plan and greater, convenient access to on-campus restaurants. (available only to students in the Palmetto Villas apartments). \*This plan is automatically added to the tuition for residents of the Palmetto Villa Apartments.

- The Palmetto Villa Alternate

This plan is an alternative option for residents in the Palmetto Villa Apartments giving them more flexibility in their on-campus dining experience. It includes 5 meals a week in the CLC Café and \$350 in Spartan Bonus Bucks to use at any on-campus restaurant. (This option is available to Palmetto Villa Apartment residents only) Changes to meal plans must be made by September 6, 2019.

### Commuters Meal Plans

The Benefits for a Commuter Meal Plan include tax exempt purchases. Meal plan participants receive an automatic 9% sales tax discount on all food purchases. Parents benefit from peace of mind that your student has their mind on studies and not an empty stomach. Commuter meal plans make it easy to budget, track and add funds and there is only one card to carry ... your Carolina Card!

- The Spartan 25 Block

Participants may choose from breakfast, lunch or dinner and enjoy 25 meals per purchase of this plan. This plan includes 25 meals for use in the CLC Dining Hall. Any unused meals at the end of the Fall semester shall carry over to the Spring semester. Any balance remaining at the end of the Spring semester shall be forfeited.

- The Spartan 400

It offers the greatest flexibility for meal choices and selections. When purchasing this plan Campus Dining will deposit an additional \$50.00 into their Spartan Points account - giving the student a total purchasing value of \$450.00. Students may purchase food from any on-campus eatery in any amount and will receive the discounted commuter door rate inside the CLC Café.

- The Spartan 200

The Spartan 200 is great for those who want to take advantage of meal plan discounts with minimal investment. This meal plan can also be used at any on-campus dining location including the CLC Café. With the purchase of this plan, Campus Dining will deposit an additional \$20.00 into their Spartan Points account for a total purchasing value of \$220.00!

- Spartan 65

This is a \$65.00 Spartan Points account that is automatically assigned to all non-residential (commuter) students for food purchases at any on-campus dining location. Any unused commuter Spartan Points at the end of the Fall semester shall carry over to the Spring semester. Any Spartan Points or Bonus Bucks balances remaining at the end of the Spring semester shall be forfeited.

#### How to Purchase:

- Purchase your meal plan at the Cashier's Office located in the Health Education Complex or online through the CarolinaCard Self Service Site at my.sc.edu. Also, students with an existing meal plan, residential or commuter, may add additional dining dollars at any campus dining register.

#### Campus Restaurants

##### CLC Café – Campus Life Center

Newly renovated in the Spring of 2019, this newly enhanced dining hall accentuates a welcoming community space with several stations that feature rotating menus including an entrée line, vegan & vegetarian options, a grill & pizza station, salad bar, deli, action station and bakery.

##### Boar's Head Deli – Health Education Complex

The delicatessen brand committed to providing the highest quality products you can trust for over 110 years. Enjoy hot or cold deli subs, wraps, all beef hotdogs, soups, coffee and more!

##### PerkUP! – USC Upstate Library

Located in the Library, it is the best place to get your caffeine fix on campus. Brewing We Proudly Serve Starbucks coffee makes this newly renovated space a great place to meet up with study groups & colleagues. Enjoy freshly made sandwiches, salads or pastries.

##### Wow Café – Smith Science Building

Brand new in 2019! WOW features fresh, never-frozen chicken menu items in addition to hand-pattied burgers, appetizers, salads and more. Our signature sauces are prepared only using the highest quality ingredients. Try Upstate's newest retail location today!

##### Hissho Sushi – Smith Science Building

Sushi made fresh daily, that's how we roll! Our talented chefs prepare sushi on site with fresh Ingredients, and bold, innovative flavors. We only use the best fish available and source fresh, local produce when possible. The Smith location is made-to-order. Grab-and-go options are available in retail coolers located in the HEC and Library.

#### Dining Guidelines

- All students living in the Palmetto or Magnolia House will automatically be assigned to The Ultimate Meal Plan. Students who will be living in the Villas Apartments will be automatically assigned to the Freedom Plan but may upgrade to The Ultimate Plan (extra charges apply) or change to The Villa Alternate Plan. If you choose to change your meal plan selection, students must do so online at my.sc.edu by September 6, 2019.

- All USC Upstate students are eligible to purchase a meal plan. There are many options available; please visit the [www.uscupstatedining.sodexomyway.com/my-meal-plan](http://www.uscupstatedining.sodexomyway.com/my-meal-plan) for the different commuter options. To purchase a Commuter Meal plan, please visit the Carolina Card Self Service Site or the Cashiers Office on-campus located in the HEC.

- All meals in the CLC Café are served buffet style. Therefore, this dining hall does not allow take out. Students are not permitted remove food, dishes or utensils from the dining area.

-

Meal plans are based on a seven-day week that begins on Friday and ends on Thursday. Unused meals do not carry over from week to week.

- Most meal plans include Spartan Bonus Bucks (resident meal plans) or Spartan Flex Dollars (commuter or voluntary meal plans). Both are for food purchases only and can be used at any Upstate Dining location.

- Meal Plans are exclusively for the student owner. Students may not trade meals from one student to another student. The use of another student's meal plan for food purchases is strictly prohibited. Failure to comply may result in revocation of meal plan without reimbursement.

**Inclement Weather:** If the University is closed due to weather or facilities issues, dining services will make all attempts possible to open for limited lunch and dinner on those days. We will open from 11:30 a.m. to 1:00 p.m. for lunch and 4:30 p.m. to 5:30 p.m. for dinner. Please understand we will be working in very difficult conditions to serve you.

## Disability Services

Disability Services at USC Upstate works to ensure that campus facilities, curricula services and resources are accessible to all students on campus. In accordance with the Americans with Disabilities Act,

Section 504 guidelines and the university's commitment to diversity and equality, the office provides access based on individual and community-wide needs. Individuals who are supported through the Office of Disability Services include those with documented disabilities that significantly impact one or more life functions. These include learning disabilities, auditory processing disorders, autism spectrum disorders (ASD), physical disabilities, psychological impairments, and many other types of disabilities.

Examples of accommodations include:

- Extended Testing Time
- Reduced Distraction Testing Environment
- Books and documents in alternative format
- Priority Registration
- Assistive Technology
- Interpreting Services
- Remote Captioning

## Academic Coaching

Academic coaching is a free resource designed to help improve the academic and self-management skills of students with disabilities. Students registered with the Office of Disability Services are encouraged to schedule regular meetings. to work to strengthen

skills in the following areas: time management, study skills, test-taking strategies, learning strategies, organization and problem solving. Students requiring academic assistance in specific subject areas will be referred to the Academic Support office.

## Assistance Animals on Campus

Students who use trained service dogs due to a disability may have the working animals with them in all campus spaces. Students requesting emotional support animals in their residence to improve the symptoms of a disability should contact Disability Services at 864-503-5199 to discuss their situation.

The student must provide documentation in support of the emotional support animal from their treating professional. The care of the service animal or emotional support animal is the sole responsibility of the student handler. The handler is also responsible for any damage done by their animal.

Disability Services is located CLC 107. Office hours are 8:30 a.m. to 5 p.m., Mon. - Fri. Extended hours are available for scheduled tests by advance appointment. Contact Disability Services for more information or assistance at 503-5199 (V/TTY).

## Email and Network File Space

Students have access to email, calendaring, and network server environment available in Microsoft Office 365. Access to e-mail is accomplished via the web using a standard web browser. Student email can be easily accessed from the Current Students location on the USC Upstate website by clicking on the email icon. Instructions to setup email on your devices (Apple, Android, Blackberry) can be found at <http://www.uscupstate.edu/its>

Students have a 25 GB mailbox and 1 TB of online storage space that can be used to store files, collaborate with team members on projects, and submit class assignments. Students are required to use virus protection software on their own computers for additional security. This software is provided by the University to faculty, staff, and students. Detailed information on student user accounts and email access is available at [www.uscupstate.edu/O365](http://www.uscupstate.edu/O365). For additional support, contact the Help Desk at 503-5257 or [Helpdesk@uscupstate.edu](mailto:Helpdesk@uscupstate.edu).

## Emergencies and Accidents

If you have a life-threatening emergency requiring Police, Fire or Emergency Medical Response, (EMS) dial 911; or, to reach University Police for business and information dial extension 7777 from any campus telephone or (864) 503-7777 from cell

phones or off-campus telephones. For non-emergency inquiries please call the University Police business line at extension 7777. When requesting emergency service, be prepared to provide the following information: Your name, Location of the emergency, extent of the incident, injury or illness

### **Emergency (blue light) Telephones Located on Building Exteriors**

Campus emergency phones connect directly to the Police Department. These are located at the entrance to most campus buildings.

Push the red button to talk; release the button to listen as dialing occurs automatically. Wait for 911 operator to answer. State your emergency, give your location and explain your need.

Emergency (blue light) stand-alone stanchion telephones also connect directly to the University Police Department. These are found in strategic locations around campus. To activate:

- Push the button to talk
- Release the button to listen (Dialing occurs automatically)
- Wait for 911 operator to answer. State the emergency and give your location. Describe the incident, injury or illness.

## **Financial Aid**

USC Upstate seeks to provide financial aid to every student in need of such assistance. About 80% of Upstate students receive some form of financial aid. Assistance is available in the form of scholarships, grants, loans and workstudy programs. Scholarships are awarded through the USC Upstate Scholars Program and the Foundation Scholars Program.

The Upstate Scholars Program provides prestigious awards to academically talented students enrolling at Upstate for the first time. Contact Admissions for more information. The Foundation Scholars Program provides awards to both new and continuing students based on factors such as academic merit, financial need, special talents and major. Applications are on the website in early November for Foundation Scholarships. The application for federal financial aid is the Free Application for Federal Student Aid (FAFSA). Students may complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov). This allows for quicker processing and maximizes your potential for financial aid. The school code to enter is "006951." South Carolina residents may be eligible for various sources of financial aid, such as the South Carolina Need Based Grant, Palmetto Fellows Scholarship, LIFE Scholarship, and the HOPE Scholarship. For information, access [www.che.sc.gov](http://www.che.sc.gov).

## **Requests for Additional Information**

Awards cannot be made until all requested information is received. Students are notified via e-mail or Self Service of Awards and if additional information is needed. Letters may also be mailed to students if additional information is needed to finalize financial aid awards.

## **Scholarship and Financial Aid Award Letters**

You can view the type and amount of financial aid for which you are eligible in Self Service Carolina (SSC). Any scholarship awards will also be listed on your account. Awards for the new academic year may be viewed in SSC in June.

## **Award Requirements**

State Affidavits are required for the Palmetto Fellow Scholarship, LIFE Scholarship, HOPE Scholarships and the South Carolina Need Based Grant. If awarded state scholarships, complete the requirement in SSC.

## **Student Loan Application Processing**

You may access the financial aid section of the Upstate website and follow instructions as it relates to Federal Direct loan processing. Promissory notes (legal document promising to repay loan) and entrance counseling must be completed by first-time borrowers and students must use the online signature process offered by the Department of Education. Scholarships and financial aid awarded are noted on the University bill. Scholarships and financial aid may be used to pay tuition, fees, room and board. Bills for the semester and fee payment instructions are available on the SSC website. Financial aid will appear on the bill as available or pending. Available funds can be used toward bill payment.

Pending funds should have information in the Financial Aid Requirements section in SSC explaining why the funds are pending.

Entrance Loan Counseling on the Web



1. Log on to [www.studentloans.gov](http://www.studentloans.gov) (use your FSA ID number)
2. Click on "Entrance Counseling"
3. Select "University of South Carolina Upstate" from the List of Participating Schools
4. Click on "start" to begin
5. Complete the Pre-Loan Counseling Test. Click on "Submit Answers."
6. Enter the requested data on the next screen. Be sure to select "University of South Carolina Upstate." Click on "Submit Your Information." If you have any questions on responsibilities as a borrower or repayment requirements, contact the Financial Aid Office at USC Upstate.

### Using Financial Aid to pay your bill:

- Financial aid less than bill (Financial Aid does not completely cover your charges): Use SSC to pay your balance with credit card, e-check, or mail balance due (to the Cashier's Office) by personal check for receipt by the due date. You can also setup the Tuition Payment Plan in SSC. Keep your confirmation number from these options for your records.

- Financial aid equal to or greater than bill: Funds will advance toward bill automatically.

Web Fee Payment If your aid completely covers your educational charges, please do the following:

1. Go to [my.sc.edu](http://my.sc.edu) and login to your account
2. Click on "FINANCIAL"
3. Click on "View student account information and pay bill"
4. The screen will display your itemized charges.
5. The system will automatically use your aid to pay your bill (no earlier than 10 days before classes begin).

## Fraternity & Sorority Life

The mission of Fraternity & Sorority Life at USC Upstate is to enhance student development through involvement in Greek-letter fraternities and sororities. We strive to foster positive campus, community, and inter-organizational relationships in order to encourage a unified Greek system.

Students are encouraged to place equal emphasis on the philanthropic, educational, personal development, and social aspects of membership in a fraternity or sorority. Fraternity & Sorority Life is advised by the Office of Student Life, and governed by three councils; Inter-Fraternity Council (IFC), National Pan-Hellenic Council (NPHC), and Panhellenic Council (PC). All Greek-letter fraternities and sororities at USC Upstate are required to register with the Office of Student Life

and affiliate with their respective governing council to be in good standing with the University.

For additional information regarding Greek Life at USC Upstate, please contact the Office of Student Life at 503-5122.

## Health Education

Health Education focuses on challenging the health attitudes, behaviors and perceptions of the USC Upstate community through education in order to promote the adoption of a healthy lifestyle. Health Education provides a diverse range of comprehensive health educational workshops as well as delivers health promotion campaigns and supplementary health education strategies in addition to assisting students in understanding health issues that will serve as a basis for personal and professional lifestyle changes. For more information regarding Health Education contact us at (864) 503-5536. The Health Education office is located in the Campus Life Center, Suite 220 and office hours are Monday-Friday from 8:30 a.m. – 5:00 p.m.

Services and Topics include: Not Anymore, Alcohol and Drug Education, Blood Donation, Body Image Awareness, Civility, Physical Activity, Healthy Relationships, Nutrition and much more

## Health Services

Health Services provides health care to all enrolled students on an outpatient basis. Our team of board certified nurse practitioners and nursing staff are able to manage most health issues that college students may experience. Examples include acute care for illnesses and injuries, physicals/wellness exams, STI testing and birth control, mental health concerns, immunizations and tuberculin skin testing, and more. All students are required to have a history of current immunizations on file prior to enrollment.

All medical information is confidential and not available to anyone outside of the staff of Health Services without your written consent in accordance with HIPAA regulations. The law mandates reporting the occurrence of certain communicable diseases to the South Carolina Department of Health, who is also HIPAA compliant. Our staff consults with and refers to specialist or physician level care as needed.

Please check our website to schedule your appointment via online scheduling at MyHealth, or you can



call (864) 503-5191 to speak with a staff member.



## Housing & Residential Life

The University of South Carolina Upstate has three housing options available for our students:

### Palmetto/Magnolia House

Palmetto and Magnolia Houses are suite-style residence halls. Magnolia houses primarily freshman while Palmetto has freshman and returning students. With a combined bed capacity of 700 beds the units are two of the best on-campus housing facilities found anywhere. Each suite has the capacity to house four residents in either a single or double bedroom option. These units include an adjustable bed, anti-bacterial mattresses, desk, chair, four drawer chest, wardrobe, upholstered furniture, micro-fridge (a small microwave, freezer, refrigerator unit), wireless Internet and expanded cable.

Two of what will eventually be four buildings that will be known as the Tree Houses, the Palmetto and Magnolia Houses offer their residents many amenities such as free laundry on every floor. Other amenities include a recreation room (Palmetto House) that has computers, foosball, air hockey, ping pong, billiards, three flat screen TV's and a combination movie theater / classroom. Both buildings have study rooms that are available to residents on a first-come, first-serve basis.

Three classrooms are located in the plaza level of the Magnolia House where sections of University 101 are taught. For security, gates have been installed so as to only allow vehicles of residents in the parking lot during evening hours, cameras monitor the entire area, and the doors are locked 24/7 with access only to those with a key card. Additionally, the Upstate Police Department regularly patrols the area.

### The Villas

The Villas are a traditional-style apartment facility for our upperclassmen. Each apartment has two bedrooms, expanded cable outlets in each bedroom and living room, a full kitchen (full-size refrigerator, stove and microwave), sofa, loveseat, wireless and rent includes all utilities.

These three facilities punctuate our efforts to provide affordable, quality housing to students attending USC Upstate. Our goals are to make your stay as comfortable as possible and to create a living/ learning environment conducive to student growth and development. Furthermore, we trust that you will have a great experience at USC Upstate and want you to know that the residential life staff is here to be of service to you and answer any questions that you may have regarding housing and the University. The Palmetto /Magnolia House and The Villas are located on Hodge Drive just before you reach North Campus Boulevard. Contact the Housing Office at 503-5422 for additional student housing information.

## I.D. Cards

Official USC Upstate identification cards are generated by the staff of the USC Upstate Department of Public Safety located at 219 North Campus Blvd. Each USC Upstate student is issued one I.D. card at no cost and automatically activated upon receipt of tuition payment.

If an I.D. card is lost or stolen, the Department of Public Safety should be notified in order to deactivate the card. A \$25 fee will be charged for a replacement card (lost or stolen). There is no charge for replacing a malfunctioning ID card. USC Upstate I.D. cards are required for admission to USC Upstate events, activities, and checking out books at the Library.

## Insurance

The University provides information regarding health and accident insurance plans. These plans typically do not cover persons participating in athletics or the military. Information is available at [www.studentinsurance.com](http://www.studentinsurance.com).

## ITS Help Desk

The ITS Help Desk exists to assist Students in making effective and efficient use of technology and ensure you have the support needed while at USC Upstate. The Help Desk is available over 70 hours a week, offering support over the phone, in person, via email, using screen sharing, and onsite at specific locations where needs arise. Please feel free to contact the Help Desk at (864) 503-5257,

[helpdesk@uscupstate.edu](mailto:helpdesk@uscupstate.edu), visit us in the Stockwell Administration building or on the web at [www.uscupstate.edu/its](http://www.uscupstate.edu/its)

## Laptop and Tablet Loaner Check-Out

This popular program for USC Upstate students offers more than 75 laptops and 30 tablets (iPad and Android) equipped with wireless Internet access, SpartanGreenSky, email, and Microsoft Office for availability basis. These devices are fully compatible with the USC Upstate wireless network and all online information resources accessible through desktop computers. Contact the ITS Help Desk at 503-5257 or [helpdesk@uscupstate.edu](mailto:helpdesk@uscupstate.edu)

## Leadership Programs

The Office of Student Life sponsors programs to support the development of student leadership. These programs help to provide resources and increase the skills necessary to be an effective student leader. All students are encouraged to get involved!

### Lead

Want to learn more about yourself and your leadership style? In the LEAD Workshop series, students will explore leadership according to the Social Change Model (SCM) of Leadership Development.

### Leadership Now

Don't wait for an official position, be a leader NOW! Leadership NOW (No Opportunity Wasted) is an intensive three day training and development opportunity for students designed to help you hone your everyday leadership skills. It is a chance for students, faculty and staff to interact and discuss issues and topics such as Finding Your Why, Inspiring Others and Overcoming Fear in Leadership. Throw in some fun, great food and competition; it all adds up to a great time! Applications for this program are available in the Spring Semester.

### Women in Leadership Development (WiLD)

The Women in Leadership Development (WiLD) program is a cohort-based, year-long program for upper class undergraduate women at USC Upstate. WiLD emphasizes the value of all types of leadership and encourages service, action and the development of personal skills, while creating a supportive community within the cohort of participants that empowers women to find their "leadership voice." It is the goal of this program for graduates to serve as mentors to future participants, in addition to pursue formal or informal leadership roles at USC Upstate or in their local community. Contact the Office of Student Life for additional information.

### FLEX (Freshman Leadership Experience)

FLEX allows freshman who aspire to be student leaders to be mentored by Upstate Upper Classman. The FLEX Mentors hold leadership positions in addition to demonstrating service and academic excellence. FLEX participants and their mentors meet on a monthly basis and both engage in various leadership activities that develop skills that can be applied to an academic, professional or community setting. These activities include leadership workshops, on and off-campus retreats, as well as facilitation of seminars that are held at USC Upstate, leadership roles across campus (student organizations, peer leaders, RAs, etc.). FLEX is sponsored by the Division of Student Affairs. For more information, please visit [www.uscupstate.edu/flex](http://www.uscupstate.edu/flex).



## Library

The USC Upstate Library serves all students, faculty, and staff with physical and virtual collections. The physical collections contain over 220,000 volumes in a variety of formats including print and electronic books and journals, microforms, media, and maps.

The Library subscribes to more than 100 print subscriptions with more than 30,000 electronic full-text journals. The library offers access to more than 300 databases, including the statewide collections of databases known as DISCUS and PASCAL.

During the school year, the Library is open with full services the following hours: Monday through Thursday: 7:30 a.m. to 10:00 p.m. Friday: 7:30 a.m. to 5:00 p.m. Saturday: 10:00 a.m. to 5:00 p.m. Sunday: 2:00 p.m. to 10:00 p.m. Study space is available until 2 a.m. Online reference and research assistance is available 24 hours a day through the Library's Ask a Librarian chat service. There are three computer labs, one of which is available 24/7 using student I.D. access. Circulating books may be borrowed for three weeks. Periodicals, reference materials and microfilms do not circulate. Reserve materials are available at the circulation desk with some electronic

reserves available. Hours of operation are adjusted for semester breaks, holidays and summer sessions. For more information about the library's operating hours, resources and staff, visit [www.uscupstate.edu/library](http://www.uscupstate.edu/library)

## Lost and Found

University Police provides a "lost and found" service for the campus community. Articles may be claimed or turned in at Department of Public Safety located at 219 North Campus Blvd. Call 503-7777 or email [lostandfound@uscupstate.edu](mailto:lostandfound@uscupstate.edu) for further information.

## Mathematics Tutoring

Mathematics tutoring is available during the Fall, Sand Spring semesters, and Summer sessions, A, B, and C to all students enrolled in math courses numbered 141 or lower. No appointment is required.

The days and times for tutoring vary each semester. A tutoring schedule is posted on the second floor of the Hodge Building outside the tutoring lab. Currently, the lab is held in Hodge 242. Students with a strong background in mathematics are hired to do the tutoring. Depending upon the number of students seeking help, a student will receive either individual or group help.

## MICROSOFT 365

In addition to email access students also have 1 TB of file storage space available through Microsoft OneDrive as well as access to the entire Microsoft Office 365 suite including Word, PowerPoint, Excel, and OneNote. These services are available by clicking the OneDrive link once logged into your student email or by downloading the OneDrive App on your device.

**\*\*Note:** It is important and recommended that you backup your files to One Drive to keep from experiencing data loss. Information on downloading the full version of Microsoft Office can be found at [www.uscupstate.edu/office365](http://www.uscupstate.edu/office365).

## Multicultural Programs

Located in the Office of Student Life, Multicultural Programs strives to educate, influence, and cultivate an inclusive campus community by offering relevant cultural, educational, and outreach programs and services that enrich the student experience while encouraging cross-cultural dialogue. Culturally relevant programs and services give all students, faculty and staff an opportunity to learn, develop, and grow both personally and interpersonally as they are challenged to interact across the campus

community. Multicultural Programs provides educational opportunities for the Upstate community in collaboration with other departments. These programs promote cultural competence and the development of an enlightened campus community. For additional information regarding Multicultural Programs please contact the Office of Student Life at 503-5122, Suite 210, CLC.

## Non-Traditional Student Services(NTS)

NTS provides advocacy to students who meet any of the following criteria:

- Students who are 25 years of age or older
- Students of any age who are married or parents
- Students who are veterans of the armed forces
- Students who work full-time and attend college
- Students who are college graduates and are returning to school

Services include:

- Access to nontraditional faculty and staff advocates
- Connection to on and off-campus resources
- Support of the Sigma Chi Upsilon Chapter of Alpha Sigma Lambda (national honor society for nontraditional students)
- Support for the Non-traditional Student Assembly (non-traditional student organization)

Non-traditional student Services is located in the Office of Student Life, Suite 210 of the Campus Life Center. Office hours are 8:30 a.m. to 5:00 p.m. with evening hours by appointment. For more information contact the office at 503-5122.

## Passwords

Student passwords for **email, wireless internet, logging onto the campus computers, and logging into the library databases** can **only** be reset at [password.uscupstate.edu](http://password.uscupstate.edu). Student passwords for **Blackboard** are set through the student's [my.sc.edu](http://my.sc.edu) self-service account under the personal section labeled View My IDs and manage my passwords.

## Personal Laptop Wireless Printing

Students are able to print wireless to printers in various buildings across campus. For more information and a listing of locations visit "Student Printing" at [www.uscupstate.edu/its](http://www.uscupstate.edu/its).

## Service Learning &

## Volunteer Services

This office supports the development and implementation of service-learning and community-based experiences in academic courses and co-curricular programs. We advocate for experienced-based learning to promote lifelong commitment to social responsibility and public service while enhancing the students' personal growth and enriching the lives of persons within the Upstate Region. For additional information, contact the Office of Service Learning and Community Engagement at 503-5433, or visit us in the Campus Life Center, Suite 202.

## Service Learning Classes

By combining academic theory with practical real-life experience, service-learning provides students with a broader and deeper understanding of the course content, fosters a sense of civic engagement, and sharpens insights into themselves and their place in the community. Students provide service in their community that is directly connected to their academic coursework, and the community provides an educational experience for the student. To find out what service-learning courses are offered at USC Upstate, please contact the Office of Service-Learning and Community Engagement.

## IMPACT

IMPACT, a volunteer student organization, helps unite the campus and community by promoting good relations among students, faculty members, and administrators, and serves as the student-led volunteer branch of the Office of Student Life. Community service opportunities may include, but are not limited to: monthly service projects in the Greater Spartanburg Area, Spartan Day of Service, annual Fall Break Day of Service, and Angel Tree.

## Alternative Break Programs

The Alternative Breaks (AB) program provides USC Upstate students with an opportunity to participate in volunteer and educational trips to culturally diverse and economically disadvantaged communities throughout the United States.

Alternative Breaks travel to locations all across the US, and provides volunteer opportunities working with important issues such as the environment, education, immigration, poverty, and other unmet human needs.

The AB program exposes students to communities and immersion experiences that cannot be replicated on the USC Upstate campus. We currently offer Alternative Fall Break (AFB) and Alternative Spring

Break (ASB) trips. Trips are open to Upstate students and are student-led! For more info about the program contact [altbreak@uscupstate.edu](mailto:altbreak@uscupstate.edu).

## Spartan GreenSky

SpartanGreenSky is an initiative of USC Upstate to provide anywhere, anytime access to USC Upstate email, files and course required software for all students, faculty and staff. Included in these services are email, cloud storage, and virtual computer access.

With SpartanGreenSky, users can access any of these services via any device (computer, tablet or smartphone) with Internet access, including access to nearly all computer labs and specialized software previously only available in specific computer labs. Visit [www.uscupstate.edu/its](http://www.uscupstate.edu/its) for more information.

## Student Employment

On-campus employment can help students gain valuable job experience while completing their education. Students working on-campus add value to campus life and enhance campus operations. An electronic application is submitted by the student in response to job listings posted online. The online application can be utilized to apply for multiple jobs on campus. Students should follow-up with the posting department contact after applying to a position. Human Resources assists students with new hire employment paperwork and other student work or payroll related needs.

Important note: When hired, Form I-9 must be completed by the student on or before the first day of work. Certain types of identification are required to complete the Form I-9. Please refer to the lists of acceptable documents on the Human Resources webpage.

## Student Life

The Office of Student Life is home to Campus Programs, Leadership Programs, Fraternity & Sorority





Life, Homecoming, Multicultural Programs, Registered Student Organizations, Spartan Speakers Lecture Series, Student Media, and Upstate Expeditions. Student Life is committed to planning, implementing, evaluating, and supporting programs designed to meet the needs of USC Upstate students. Staff members encourage students to broaden their horizons by creating opportunities for social, multicultural, and civic involvement. By participating in co-curricular programs, students are able to develop positive interpersonal skills, the ability to work in groups, explore different cultures and experiences, and develop a greater connection to the University community. Students who choose to become involved in the co-curricular activities provided by Student Life can transfer these skills to their professional and community involvement after graduation. For additional information regarding the Office of Student Life, please call 503-5122, or visit us in the CLC, Suite 210.

## Student Success Center

Library 222, 503-5392

The Student Success Center at the University of South Carolina Upstate provides students with the resources they need to succeed in their studies, graduate in a timely manner, and successfully begin a career or continue with graduate studies. Services provided by the center include Academic Support, Career Services, TRIO SSS, and Advising Services that are designed to retain students and help them achieve their academic and career goals.

## Academic Support

Library 222, 503-5392

Academic Support is a comprehensive student support office offering an array of services to assist students in their daily academic demands. They offer free tutorial services, Supplemental Instruction for selected traditionally difficult courses, study skills and time management assistance, facilitation of study groups, one-on-one consultations, referrals to other USC Upstate services, and much more.

They also coordinates the Early Intervention Program which allows faculty to report on students mid-semester who may not be performing satisfactorily in their courses. Follow-up support is available through the office

for students receiving Early Intervention Program notifications. Academic Support also works closely with first-year students to help ease the transition from high school to college. First-year students are encouraged to enroll in University 101, which provides students necessary skills and strategies to be a successful college student. Students have the option to attend various workshops and seminars offered by the office

to hone their skills in areas such as time management, study skills, note taking, and reading strategies.

## Advising Services

Library 222, 503-5392

Advising Services is a team of professional advisors who serve first students, student athletes, and undeclared students with an emphasis on mentorship and academic success. The advisors also provide services to students who are on academic probation as well as outreach and assistance to students who are questioning their choice of major.



## Career Services

Career Services offers a variety of services to prepare students and alumni for pursuing employment opportunities during their collegiate career and beyond USC Upstate. For a current listing of services visit the website at [www.uscupstate.edu/studentsuccess](http://www.uscupstate.edu/studentsuccess).

- **Register with Spartan Career Link** Students interested in gaining access to off-campus jobs and internships can activate their account via Spartan Career link by visiting the Career Services website. Recruitment events and workshops sponsored by Career Services are also posted via the Spartan Career link virtual bulletin board.

Resume and cover letter assistance can be found by visiting our website for a sample format of a resume or cover letter or via Spartan Career Link. For one-on-one career coaching, schedule an appointment by visiting the Career Services website.

Mock interviews and/or assistance to schedule a time to meet visit the Career Services website. For sample interview questions, go to the Career Services website.

Campus interviews by employers are typically held once each semester giving students an opportunity to showcase their talents. Check out Spartan Careerlink or the Career Services website



for the calendar of events or call 864-503-5392.

Seminars and workshops are scheduled for various times during the year in an effort to assist students with marketing their skills. Check out Spartan Careerlink for the calendar of events or call 864-503-5392.

Career exploration and testing. Not everyone comes to college knowing what they want to their field of study to be. Career Services offers career testing and exploration to help students focus on a career field. Career Testing teamed with one-on-one discussion challenges students to examine their experiences, values and abilities in the career decision-making process.

Career Closet: Not everyone has the means to purchase interview attire. Students and alumni can now visit the Career Closet to choose from a variety of outfits to wear during an interview. The best part is that everything is free and you don't have to return any items that you select. Items in the Career Closet are donated by members of the community and area businesses. For an appointment to make your selection(s), schedule an appointment by visiting the Career Services website.

Internships are valuable experiences focusing in on the student's field of study. At USC Upstate an internship is considered an academic contract for academic credit and is arranged through the dean of your academic department. Other types of part-time experiences can be arranged by contacting your Career Services Coordinator. The key to a good experience is starting the process early in your collegiate career. Internships are excellent experience-building opportunities that provide students a taste of their chosen career field as well as of the business community. Students who have experienced internships either discover that they are on track for career success or that their career path is not what was expected. The latter discovery is an important step for students towards revamping their career path.

Recruitment events are held each semester. Employers visit the campus, speak with students and alumni to fulfill their employment needs. Check out Spartan Career link for upcoming events or call 864-503-5392.

## TRIO SSS

TRIO-SSS is a federally funded TRIO Student Support Services program at USC Upstate. Like the pre-college TRIO programs Educational Talent Search, Educational Opportunity Center, Upward Bound, and Upward Bound Math Science, TRIO SSS works with low-income, first generation (meaning neither

biological parent has a bachelor degree) college students or students with disabilities to ensure they are successful, maintain good grades, and graduate in a timely manner.

To ensure a smooth transition to college, TRIO SSS works one-on-one with students to provide academic advising, academic tutoring, financial aid assistance, graduate school preparation, as well as financial and economic literacy training.

For more information, please contact 503-5966 or visit our office located at the Courtyard Level of the Magnolia House.



## Student Undergraduate Assistantships

The Division of Student Affairs sponsors a number of student assistantships at the institution through student groups and organizations. These groups afford students opportunities to refine artistic talent, hone leadership and organizational skills and gain a greater appreciation for various art forms. Students are encouraged to try out or apply for these groups.

These groups include:

- Upstate Vocal Ensemble
- Upstate Theatre
- Carolinian
- IMPACT
- Student Government Association
- Gospel Choir
- Jazz Combos
- Campus Activity Board
- Writers Inc.

A limited number of assistantships are available to a select number of students each year.

## Testing Center - Media 218, 503-7422

The USC Upstate Testing Center can be used to administer make-up tests. An instructor must first contact the testing center to arrange for a test to be available. Students should make an appointment to take a test by phone or via e-mail at

testingcenter@uscupstate.edu. The Testing Center does not replace or substitute for the services provided by Disability Services.

## University Public Safety

University Public Safety is directed by the Director of Public Safety/Chief of Police who is supported by an assistant chief, an investigative lieutenant, four sergeants, eight full-time and three part-time uniformed patrol personnel. All officers are graduates of the South Carolina Criminal Justice Academy, commissioned as state constables and vested with statewide police authority.

The department also employs the institutional risk manager, resident state fire marshal, three parking services officers, three shuttle bus drivers, two security officers, two front counter technicians and an administrative manager. Public Safety provides a highly visible presence on campus 24 hours a day, seven days a week via foot patrol, bicycles and clearly marked vehicles. Officers are responsible for services including the investigation of criminal conduct and violation of university policies, facilitating crime prevention programs and responding to alarms and medical emergencies. All officers are CPR and First-Aid trained.

## Women's and Gender Studies, Center for

As part of the USC Upstate commitment to recognizing and supporting diversity efforts on campus, the Center for Women's and Gender Studies serves students, faculty, staff, and community members through academic courses, co-curricular events and outreach programs.

### Resources

The Center for Women's and Gender Studies invites all student organizations with an interest in gender (clubs, sororities, or political groups) to use the Center for a meeting space. Located in Media 243, the Center provides a comfortable and professional environment for meetings, discussions or personal reading time, along with a growing library of books and current magazine subscriptions.

Call 503-5926 to schedule your meetings. Our website features student achievements, annual awards, affiliate faculty bios, student organizations, information about the Women's and Gender Studies minor, a calendar of upcoming events and an archive of past events. Get to know us better at [www.uscupstate.edu/cwgs](http://www.uscupstate.edu/cwgs) and look for USC Upstate Center for Women's and Gender

Studies on Facebook.

## World Language Lab

Experienced tutors are available for assistance throughout the semester. For tutoring hours, call 503-5688, or visit the lab in HPAC 234 from 3:30 pm to 5 pm, Monday through Thursday.

## Writing Center

The University Writing Center exists to help you become the best writer you can be. We offer free one-on-one tutoring in writing for any assignment. While we welcome students from all majors at any time in their university careers, we are especially happy when freshmen use our services. The transition from high school writing to college writing is often a challenge. Students who seek help at the beginning of their USC Upstate careers reinforce important writing skills integral to college and eventually to career success. When you come to the University Writing Center, you work with a peer tutor on a paper at any stage of its development. A tutor may assist you in understanding your assignment and in planning your writing strategies. If you have a draft of your paper, the tutor may ask questions or make comments to help you focus your thesis, develop your ideas, or improve organization. If your draft is in a more finished state, the tutor can help you with editing strategies. Tutors are also trained in commonly-used documentation styles and can facilitate your accurate citing of research sources.

The University Writing Center is also staffed by students who are familiar with common software applications, performing internet searches and basic library database searches. The University Writing Center is located in HPAC 136 and is open Monday through Friday. You are more likely to be assisted if you call 503-5883 for an appointment; however, we are able to take walk-ins occasionally. What we have learned from working with students over the years is that "Write is Might." Let the University Writing Center help you become the mighty writer you can be.



# Academic Regulations

(A complete listing of all academic regulations may be found in the USC Upstate Catalog.)

## Change of Name

A student wishing a name change must present to the Records Office proper legal documentation such as a marriage license, a court order approving a name change, or a divorce decree in which a name change is granted.

## Change of Address

Students are obligated to notify the Records Office of any change of address. Failure to do so can cause serious delay in the handling of student records and notification of emergencies at home. Returned mail due to an incorrect address will result in a “hold” being placed on a student’s record, preventing registration. Students can update their address in Self-Serve Carolina (SSC).

## Class Attendance

The resources of the University are provided for the intellectual growth and development of the students who attend. The schedule of courses is provided to facilitate an orderly arrangement of the program of instruction. The fact that classes are scheduled is evidence that attendance is important and students should, therefore, maintain regular attendance if they are to attain maximum success in the pursuit of their studies. All instructors will, at the beginning of each semester, make a clear written statement to all their classes regarding their policies concerning attendance. Instructors are also responsible for counseling with their students regarding the academic consequences of absences from their classes or laboratories. Students are obligated to adhere to the requirements of each course and of each instructor. All matters related to the student’s absence, including the possible make-up of work missed, is to be arranged between the student and the instructor. Students should understand that they are responsible for all course content covered during their absences and for the academic consequences of their absences.

## Academic Standing

All students enrolled at USC Upstate are subject to the same continuation standards. Administration of these regulations is the responsibility of the senior vice chancellor for Academic Affairs and is coordinated by the Registrar’s Office. Students seeking relief from these regulations must go through the appeal process (see Academic Suspension Appeal Process). The following standards regarding scholastic eligibility are applicable to all undergraduate students.

## Continuation Standards

### Academic Review

The record of every undergraduate student will be reviewed at the end of each fall, spring, and summer semester. Many of the individual colleges of the University have higher academic requirements for students to continue in their degree programs. However, no student will be suspended academically from the University unless he/she fails to meet the standards specified here.

A student’s academic standing is based on his/her “Total Institutional GPA” and “Total Institutional GPA Hours” which can be viewed in Self Service Carolina at the end of a student’s “Unofficial Academic Transcript” under the heading, “Transcript Totals (Undergraduate).”

## Academic Probation

When a student’s Total Institutional GPA at the end of any semester is less than a 2.00, he or she is placed on academic probation. Students who are placed on probation should examine their academic habits and life choices that may be negatively affecting their academic work. Students who are on probation must:

1. successfully complete an academic workshop coordinated by the Student Success Center,
2. submit a Conditional Enrollment Agreement with the Student Success Center,

3. satisfy the requirements in the Agreement, and
4. meet with a financial aid counselor.

A registration hold will be placed on a student's record until these requirements are satisfied. This requirement is in addition to any made by the student's college, school, or academic program.

## Removal from Academic Probation

When a student's Total Institutional GPA at the end of any semester is a 2.00 or above, he or she is not on academic probation.

### PROBATION CHART

TOTAL INSTITUTIONAL GPA HOURS	PLACED ON PROBATION	SUSPENDED	REMOVED FROM PROBATION
0-35	GPA < 2.0	GPA < 1.5	GPA > 2.0
36-71	GPA < 2.0	GPA < 1.8	GPA > 2.0
72+	GPA < 2.0	GPA < 2.0	GPA > 2.0

*SEMESTER REPRIEVE: Regardless of the Total Institutional GPA, a student may continue on probation and avoid suspension if the Current Term grade point average is 2.0 or greater.*

Students who leave the University without completing a term of probation, and are absent for three (3) or more years, will begin a new term of probation upon readmission.

## Academic Suspension

A student who has been placed on academic probation but does not achieve the required minimum GPA standard will be placed on academic suspension. There are three levels of academic suspension. A student who is serving a first or second suspension may attend summer school at USC Upstate. Grades earned in summer school may provide evidence of fitness for removal of the second suspension through the appeal process. A student who has a third (indefinite) suspension may not enroll in classes at USC Upstate. Suspended students will not be admitted or allowed to continue any program of the university for credit or GPA purposes. Grades based on credits earned at other institutions while under suspension will not be used to remove the suspension. See suspension appeal process.

LEVEL OF SUSPENSION	LENGTH OF SUSPENSION	HOW SUSPENSION REMOVED
First	2 major semesters	I. Attend summer school at USC Upstate, enroll in at least nine grade hours, and achieve a minimum grade of C on all courses attempted, or II. Successful appeal through the suspension appeal process, or III. Serve the suspension.
Second	4 major semesters	
Third	48 months	Follow Academic Forgiveness Procedure

## Academic Grievances

The University of South Carolina Upstate is committed to the judicious, fair and impartial resolution of conflicts, which arise between an instructor and a student, and of petitions from students who seek relief from University regulations related to their academic work. The process is designed to provide an objective review of student complaints regarding academic grievances, including acceptance into a program (for example, nursing or education), transfer credit, grades and other academic policies. Copies

of the Academic Appeals Policy and appeal form are available in the Records Office. Instructors are not bound by the grade appeal recommendations.

## Grade Point Average

The grade point average is computed on the basis of all semester hours attempted for credit within the University of South Carolina system, except for hours carried on a pass/fail basis. The GPA is not affected by courses taken on a noncredit or audit basis. The grade points earned in courses carried with a passing grade are computed by multiplying the number of semester hour credits assigned to the course by a factor determined by the grade. For courses in which the grade of A is earned, the factor is 4; for B+, 3.5; for B, 3; for C+, 2.5; for C, 2; for D+, 1.5 and for D, 1. The grade point average is determined by dividing the sum total of all grade points by the total number of hours attempted for credit (excepting hours carried on a pass/fail basis). No grade points are assigned to the symbols F, FN, S, U, UN, WF, W, I, AUD or NR. Classification of Students Classification of students is based on the total number of semester hours earned. A student must have earned 30 semester hours to be classified as a sophomore, 60 for classification as a junior, and 90 for classification as a senior. Students are classified at the beginning of each semester. Graduation Rate. The Student Right-to-Know Act requires higher education institutions that receive federal funds to report graduation rates for students who enter the institutions as first-time, full-time, degree-seeking students. In the case of four-year institutions, the rate is based on the number of those students who graduate within six years of enrolling. In 2001-2002, the graduation rate for first-time students who entered the University of South Carolina Upstate on a full-time basis was 38.4%.The figure does not include students who transferred from other institutions and graduated from USC Upstate, or those who transferred from USC Upstate to other four-year institutions and graduated. The graduation rate also is affected by students who change from full-time to part-time status, who discontinue studies and later return, and who drop out permanently.

## Classification of Students

Classification of students is based on the total number of semester hours earned. A student must have earned 30 semester hours to be classified as a sophomore, 60 for classification as a junior, and 90 for classification as a senior. Students are classified at the beginning of each semester.

## Graduation Rate

The Student Right-to-Know Act requires higher education institutions that receive federal funds to report graduation rates for students who enter the institutions as first-time, full-time, degree-seeking students. In the case of four-year institutions, the rate is based on the number of those students who graduate within six years of enrolling. In 2001-2002, the graduation rate for first-time students who entered the University of South Carolina Upstate on a full-time basis was 38.4%.The figure does not include students who transferred from other institutions and graduated from USC Upstate, or those who transferred from USC Upstate to other four-year institutions and graduated. The graduation rate also is affected by students who change from full-time to part-time status, who discontinue studies and later return, and who drop out permanently

## Graduation with Honors

Refer to the USC Upstate Academic Catalog on-line for information on graduating with honors or check with the Registrar's Office.

## Annual Notice to Students

Annually, the University of South Carolina Upstate informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) office concerning alleged failures by the University to comply with the act. A copy of the policy used by USC Upstate for compliance with the provisions of the Privacy Act may be found in the Academic Catalog online. A directory of records can also be found in this office.



## Request to Prevent Disclosure of Directory

In accordance with the family Educational Right and Privacy Act (FERPA), items designated as **“Directory Information”** may be disclosed without prior written consent, unless the student has submitted this written request not to release his or her directory information.

**The following information is designed as Directory Information by the University of South Carolina.**

- |  |  |
|--|--|
| 1. Name                                  | 9. Admission Date  |
| 2. Email                                 | 10. Expected and Actual Date of Graduation   |
| 3. USC ID Photo                          | 11. Curriculum (school, major, minor, concentration, degree)                           |
| 4. Local and Permanent Address           | 12. Honors, Awards and Scholarships  |
| 5. Telephone Numbers                     | 13. Weight and Height of Athletic Team Members   |
| 6. Attendance                            | 14. Participation in officially recognized, university sponsored activities and sports |
| 7. Current Enrollment Status             |  |
| 8. Enrollment Status (full or part-time) |  |

This privacy request **WILL NOT PREVENT** the Office of the University Registrar and/or Internal offices and/or agents of the University System from.....

Releasing information to your parents if they provide evidence that you are their dependent  
 Obtaining the above information to conduct official university business  
 Releasing information to authorized financial aid agencies as permitted by the Federal Family Educational Rights and Privacy Acts of 1974  
 Releasing information in response to a lawfully-issued court order or subpoena

This privacy request **MAY PREVENT** your name from appearing in external honors, awards, commencement programs, news releases, etc.

**Indicate your request below by checking the appropriate box:**

☐ DO NOT RELEASE my directory information. Do not include my information in the printed or online directories.

☐ CANCEL my previous request, effective immediately, preventing the release of my directory information. Please include my information in the printed and online directories

Student's Name (PRINT) \_\_\_\_\_ Student's USC ID \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Fax this form to 803-777-3953 or MAIL to: USC University Registrar's Office, Columbia, SC 29208**

**Note:** All changes will go into effect within one business day after receipt of this form by the Office of the University Registrar

<b>University Registrar's Use Only: Processed by: _____ Date: _____</b>
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## ADMINISTRATIVE STAFF DIRECTORY

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 Jessie Cochran, Coordinator

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 Taylor Looney, Clinician  
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 Deidra Dixon, Administrative Assistant  
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#### Disability Services · 864.503.5199

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 Maya Carter, Assistant Director for Aquatics, Campus Recreation

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 Jana Gordon, Tutoring Coordinator

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 Paula Brewster, Lieutenant, Investigations  
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 Stacey Mills, Executive Director for the Greenville Campus (864.552.4242)  
 Myra Segars-Szustak, Recruitment and Salary Administration Coordinator (864.503.5322)

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 Jonathan Jay Storm, Ph.D., Associate Professor  
 Melissa Ann Storm, Senior Instructor  
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 Monique Jones, Senior Instructor



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 Emily Russell, Instructor  
 Lina Shu, Instructor  
 Jennifer Turner Smith, Instructor  
 Sharon T. Smith, Senior Instructor, Assessment Coordinator  
 Jessica Ruth Stoelting, Instructor  
 Beatriz Torres, Instructor  
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 Christa Christ, Ph.D., Asst Professor  
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 Elizabeth F. Freeman, Instructor  
 Jennifer Gray, Ph.D., Asst Professor  
 Janet L. Griffin, Ph.D., Professor  
 Ann Hoover, Ph.D., Assoc Professor  
 Lynn McMillan, Ph.D., Senior Instructor, Director of Center for Child Advocacy Studies  
 Scott Wendell Meek, Asst Professor  
 Susan Elizabeth Ruppel, Ph.D., Professor

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 Lisa Miller, Administrative Assistant

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Michele White Covington, Ph.D., Assistant Professor

Robert E. Daly, Jr., Ph.D., Instructor

Merri Lisa Johnson, Ph.D., Professor, Director, Center for Women's and Gender Studies, Faculty Chair

Colby King, Ph.D., Assistant Professor

Courtney McDonald, Ph.D., Assistant Professor

William Edward Moore, Instructor, Freshman Criminal Justice Advisor & Recruiter

Calvin Odhiambo, Ph.D., Associate Professor

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Mary B. Sarver, Ph.D., Associate Professor

Alexander Tepperman, Assistant Professor

Reid Counts Toth, Ph.D., Associate Professor

Tracey Woodard, Ph.D., Assistant Professor

Lizabeth A. Zack, Ph.D., Professor, Faculty Chair



*Do you or your friends need support with  
ANYTHING or just someone to LISTEN?  
Find out about on-campus resources,  
services and assistance at  
[www.uscupstate.edu/SpartansCare](http://www.uscupstate.edu/SpartansCare)*



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This voucher is good for

## ONE FREE STUDENT GUEST TICKET

for any Men's or Women's Basketball game  
during Winter Break, pending availability.

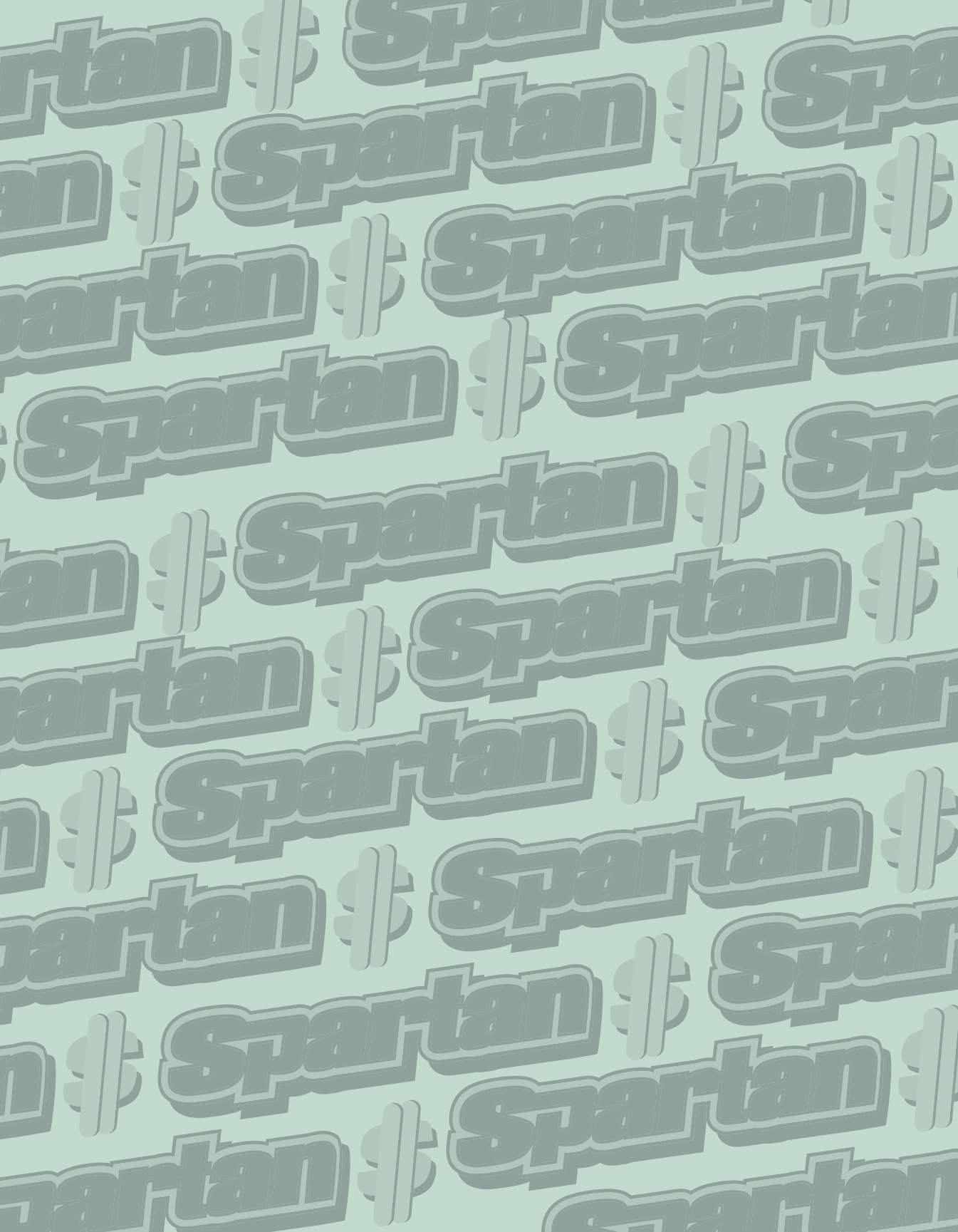
Student guest tickets are available on a first come first serve basis and  
having this voucher does not guarantee entrance to any game.



## Free Bread & Tea

...WITH EVERY MEAT AND THREE!


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The USC Upstate Spartans mascot is a large, muscular figure dressed in ancient Spartan armor. It wears a helmet with a prominent crest, a cuirass with a central emblem, and a skirt. The mascot is standing on a grassy field with trees in the background.

## USC UPSTATE ATHLETICS SOCIAL MEDIA ACCOUNTS

 USC Upstate Athletics

 @UpstateSpartans

 upstatespartans

## USC UPSTATE ATHLETICS TEAM TWITTER ACCOUNTS

**Baseball** @UpstateBSB

**Men's Basketball** @UpstateMB

**Women's Basketball** @UpstateWB

**Men's/Women's Cross Country  
/Track & Field** @UpstateXCTrack

**Men's/Women's Golf** @UpstateMWGolf

**Men's Soccer** @UpstateMSoccer

**Women's Soccer** @UpstateWSoccer

**Softball** @UpstateSoftball

**Men's/Women's Tennis** @UpstateMWTennis

**Volleyball** @UpstateVB

USC Upstate is a member of the Big South Conference and fields 17 intercollegiate athletic programs. For more information and schedules for the 2019-20 season, visit [www.upstatespartans.com](http://www.upstatespartans.com)

# What are you doing THE FIRST 48?

Upstate48 highlights the first forty-eight days that students are on campus during the Fall semester. The events featured during this period are sponsored by a variety of University departments, and are meant to provide opportunities for students to become engaged with the campus community.

Visit [www.uscupstate.edu/upstate48](http://www.uscupstate.edu/upstate48) for event information. Be sure to check back periodically, as events are constantly being added to the lineup.

**UPSTATE**  
University of South Carolina



**THINGS TO DO**

**UPSTATE 48**

- ✓ move-in & get student ID
- ✓ sign up for student organizations

**ATTEND premiere fair**

**WEDNESDAY, AUG. 28, 2019 • 2 P.M.**

**Sansbury Campus Life Center Patio**

Want to learn about University resources and how to get involved at USC Upstate?  
Join us and get the opportunity to talk with various Student Organizations, University Offices, and Community Agencies.



For additional information, please contact the Office of Student Life at 864-503-5122 or [stulife@uscupstate.edu](mailto:stulife@uscupstate.edu).

# SPARTY NEEDS YOU IN THE GAME

## 2019-2020 UPSTATE ATHLETICS STUDENT TICKET POLICY

*All USC Upstate students are admitted free to Upstate athletic events.  
The following policies are in place per each sport:*



### **MEN'S BASKETBALL** (G.B. Hodge Center)

For the 2019-2020 season, Upstate student tickets will be distributed 1 hour before the start of the game. Upstate student ticket pick-up will be located in the G.B. Hodge Center lobby. Tickets will be available on a first come, first serve basis until all the student allotment has been distributed. The tickets will be free with a valid Upstate student identification card; to be eligible for men's basketball tickets, students must be enrolled at Upstate for the fall/spring term. Students must present their Upstate ID card with their ticket when entering the G.B. Hodge Center; there is a one ticket per student limit. No student will be admitted into the arena without their Upstate ID and ticket. **If you wish to sit with another student(s) all must enter together.** There are a limited number of seats in the student section at the G.B. Hodge Center. Once all seats in the student section are filled, additional seating, if available, will be made accessible to students to accommodate overflow.

### **WOMEN'S BASKETBALL, VOLLEYBALL** (G.B. Hodge Center)

Students will gain free admission to Volleyball and Women's Basketball by simply showing their valid Upstate student identification card at the gate.

### **ALL OTHER SPORTS (BASEBALL, SOCCER, SOFTBALL, TENNIS)**

Students will gain free admission to other sports by simply showing their valid Upstate student identification card at the gate.



For more information on Upstate tickets, call the Athletic Ticket Office at 864-503-5865.

# FALL 2019 INTRAMURAL SPORTS

SPORT	ENTRY DEADLINE	SEASON
 Flag Football	Thursday, Sept. 5	Monday, Sept. 9 - Friday, Oct. 4
 Ultimate Frisbee	Thursday, Sept. 5	Monday, Sept. 9 - Friday, Oct. 4
 2v2 Sand Volleyball	Thursday, Sept. 19	Monday, Sept. 23 - Friday, Sept. 27
 Indoor Soccer	Thursday, Sept. 26	Monday, Sept. 30 - Friday, Oct. 25
 Dodgeball	Thursday, Sept. 26	Monday, Sept. 30 - Friday, Oct. 25
 EA Sports Week	Thursday, Oct. 3	Monday, Oct. 7 - Friday, Oct. 11
 Backyard Sports	Thursday, Oct. 10	Monday, Oct. 14 - Wednesday, Oct. 16
 Basketball	Thursday, Oct. 17	Monday, Oct. 21 - Friday, Nov. 15
 4v4 Volleyball	Thursday, Oct. 17	Monday, Oct. 21 - Friday, Nov. 15
 Racquetball	Thursday, Oct. 24	Monday, Oct. 28 - Friday, Nov. 1

Sign up online at [imleagues.com/uscupstate](https://imleagues.com/uscupstate)



USC Upstate Campus Recreation



spartan\_rec

Download the app: USC Upstate Spartan Rec



# Fraternity & Sorority Life


AT THE UNIVERSITY OF SOUTH CAROLINA UPSTATE




Office of Student Life  
Sansbury Campus Life Center

864.503.5122  
[gogreek@uscupstate.edu](mailto:gogreek@uscupstate.edu)

Follow us:

 [@USCUpstateFSL](https://twitter.com/USCUpstateFSL)

 [@USCUpstateStuLife](https://www.instagram.com/USCUpstateStuLife)



# THE AGORA



The Agora is a network for students to find out how to get involved on campus. As a student at USC Upstate, you can search and join registered student organizations, find volunteer opportunities, and generate a record of your involvement. Getting connected to campus has never been easier!

student org  
**information**

**connect** with  
University  
departments

stay **plugged**  
**into** news and  
events

find **volunteer**  
opportunities

track your  
**involvement**

## QUESTIONS?

Please contact the Office of Student Life  
Sansbury Campus Life Center, Suite 210  
864-503-5122  
[stulife@uscupstate.edu](mailto:stulife@uscupstate.edu)

[www.uscupstate.edu/agora](http://www.uscupstate.edu/agora)



# Campus Phone Directory

Academic Affairs	5339	Dean of Students	5339
Academic Centers		Dining Services	
• Women's and Gender Studies	5926	Disability Services	5926
• Interdisciplinary Studies	5703	Equal Employment & Employee Relations	5703
• International Studies	5661	Financial Aid	5661
• Student Success Center	5392	Graduate Programs	5392
• Undergraduate Research & Scholarship	5781	• Education	5781
Academic Support	5070	• Informatics	5070
ACHIEVE	764-1977	• Nursing	764-1977
Admissions	5246	Greenville Campus	5246
Alcohol & Drug Education Program	5536	Health Services	5536
Alumni Relations	5093	Honors Program	5093
Athletics	5141	Housing & Residential Life	5141
Bookstore	5167	• Magnolia House Front Desk	5167
Campus Recreation	5080	• Palmetto House Front Desk	5080
Career Services	5392	ITS Help Desk	5392
Chancellor's Office	5200	Information Technology Services	5200
Child Development Center	5315	Learning Technology	5315
College of Arts & Sciences	5700	Johnson College of Business and Economics	5700
• Fine Arts and Communication Studies	5844	Library	5844
• History, Political Science, Philosophy, and American Studies	5795	Mary Black School of Nursing	
• Informatics	5432	Opportunity Network	5795
• Languages, Literature and Composition	5688	Public Safety	5432
• Mathematics and Computer Science	5305	Records/Registration and Veterans Affairs	5688
• Natural Sciences and Engineering	5725	School of Education	5305
• Psychology	5706	Special Events	5725
• Sociology, Criminal Justice and Women's Studies	5701	Student Affairs	5706
Counseling Services	5195	Student Life	
		Student Mail Processing	5701
		Student Account Services/ Cashier's Office	5195

# UPSTATE

University of South Carolina

[www.uscupstate.edu](http://www.uscupstate.edu) | 864-503-5000

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