

University of South Carolina Lancaster

Student Handbook

2022-2023

University of South Carolina Lancaster

476 Hubbard Drive

Lancaster, SC 29720

(803) 313-7000

Important Note:

Dates and other information in handbook are subject to change.

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Follow this link to access the most up to date [Academic Calendar](#).

**NOTE* Dates subject to change. Consult the master schedule of courses each semester for most recent dates.*

Hello, and welcome to the University of South Carolina Lancaster.

We hope you will take the opportunity to familiarize yourself with the information presented in this Student Handbook. We believe that this is a special place to start or continue your education. We also believe that you'll find just what you're looking for right here. Our faculty and staff are dedicated first and foremost to assisting you in reaching your personal and professional goals.

There is no question that you will be challenged academically while you are a student here, and we hope too that the community support you'll readily see and feel will also challenge you, in turn, to show your support to this campus and community for years to come. Please use the information in this handbook to help ensure your time at USC Lancaster is one of the best experiences of your lifetime.

While you are here, take advantage of the many "extras" of college life. Be a spectator at one of our intercollegiate games or matches and pull for the Lancers, attend a concert, lecture or film showing, take a day trip or a Travel Study trip to see new places. College is all about new experiences. I believe you'll find that the co-curricular activities that abound at USC Lancaster will make your time with us all the richer and fuller. Please introduce yourselves to me around campus and let me know if I can help you with any concerns you might have.

Best wishes for many productive years at USC Lancaster!

Walter Collins

A handwritten signature in black ink that reads "Walter P. Collins, III". The signature is written in a cursive style with a distinct flourish at the end.

Regional Campus Dean

USC Lancaster

General Education Goals

Effective, Engaged, and Persuasive Communication: Written

Students must be able to identify and analyze issues, develop logical and persuasive arguments, and communicate ideas clearly for a variety of audiences and purposes through writing and speaking.

Analytical Reasoning and Problem Solving

Students must be able to apply the methods of mathematical, statistical, or analytical reasoning to critically evaluate data, solve problems, and effectively communicate findings verbally and graphically.

Scientific Literacy

Students must be able to apply the principles and language of the natural sciences and associated technologies to historical and contemporary issues.

Global Citizenship and Multicultural Understanding: Foreign Language

Students must be able to communicate effectively in more than one language. Between 0 and 6 credit hours are required, depending upon the placement test.

Global Citizenship and Multicultural Understanding: History

Students must be able to use the principles of historical thinking to understand past human societies.

Global Citizenship and Multicultural Understanding: Social Sciences

Students must be able to use the principles of the social sciences to explore diverse cultural identities and to analyze political and environmental issues.

Aesthetic and Interpretive Understanding

Students must be able to create or interpret literary, visual or performing arts.

Effective, Engaged, and Persuasive Communication: Spoken Component

Students must be able to identify and analyze issues, develop logical and persuasive arguments, and communicate ideas clearly for a variety of audiences and purposes through writing and speaking.

Information Literacy

Students must be able to collect, manage and evaluate information using technology, and communicate findings.

Values, Ethics, and Social Responsibility

Students must be able to examine different kinds of social and personal values, analyzing the ways in which these are manifested in communities as well as individual lives.

GENERAL INFORMATION

Please note, numbers listed are intended for off-campus use. If dialing using an on-campus phone, dial 6 and the last four digits listed.

Inquiry about:	Contact:
ACADEMIC ADVISING Information on the registration and advising process	OFFICE OF ACADEMIC AND STUDENT AFFAIRS Starr Hall 126 803-313-7007
ACADEMIC POLICIES Information on USCL academic policies or clarification of academic probation and dismissal policies	OFFICE OF ACADEMIC AND STUDENT AFFAIRS Starr Hall 126 803-313-7101
ATTENDANCE Should you miss a class, exam, etc.	YOUR INSTRUCTOR IMMEDIATELY
CAREER SERVICES AND INTERNSHIPS Choosing a major, career options, job skills	INTERNSHIP COORDINATOR Bradley Arts and Sciences 128 803-313-7590
CHANGING CAMPUSES Changing to another campus within the University (USC Columbia meeting in February)	ADMISSIONS OFFICE Starr Hall 126 803-313-7073
COMPUTER SERVICES Computer use policies, location and operating hours of computer labs, reporting computer or telephone malfunction	INFORMATION TECHNOLOGY Hubbard 227 803-313-7033
COUNSELING Help with personal, career or academic issues	MYGROUIP 704-529-1428 800-633-3353
DISABILITY SERVICES Special services for students with physical, emotional, psychological, or learning disabilities	Starr Hall 125 D 803-313-7448

<p>ADDING/DROPPING CLASSES Adding or dropping classes must be done by the deadlines stated in the academic calendar</p>	<p>OFFICE OF ACADEMIC AND STUDENT AFFAIRS Starr Hall 127 803-313-7101</p>
<p>WRITING ASSISTANCE</p>	<p>ACADEMIC SUCCESS CENTER Medford 2nd Floor 803-313-7113</p>
<p>EVENING/NON-TRADITIONAL STUDENTS Assistance for evening and non-traditional students</p>	<p>ADMISSIONS OFFICE Starr Hall 126 803-313-7073</p>
<p>FINANCIAL AID Information on scholarships, grants, and loans</p>	<p>FINANCIAL AID OFFICE Starr Hall 127 803-313-7068</p>
<p>FOREIGN LANGUAGE PLACEMENT Placement in Spanish or French classes</p>	<p>OFFICE OF ACADEMIC AND STUDENT AFFAIRS Starr Hall 126 803-313-7101</p>
<p>GENERAL CAMPUS INFORMATION</p>	<p>SWITCHBOARD Hubbard Hall 112 83-313-7000</p>
<p>GRADUATE PROGRAMS Information on programs and policies of the Graduate School</p>	<p>OFFICE OF ACADEMIC AND STUDENT AFFAIRS Starr Hall 126 803-313-7101</p>
<p>GRADUATION WITH LEADERSHIP DISTINCTION</p>	<p>OFFICE OF ACADEMIC AND STUDENT AFFAIRS Starr Hall 126 803-313-7120</p>
<p>RECREATION HEALTH AND WELLNESS CENTER ACTIVITIES Information on fitness activities, classes, or facilities</p>	<p>GREGORY FAMILY YMCA 803-313-7102</p>

<p style="text-align: center;">LANCER NEWS</p> <p>Monthly newsletter with information about campus activities, events, and classes</p>	<p style="text-align: center;">STUDENT LIFE OFFICE Starr Hall 106 803-313-7066</p>
<p style="text-align: center;">LIBRARY</p> <p>Books, journals, periodicals computerized searching, audiovisuals, government documents, inter-library loan services, Internet</p>	<p style="text-align: center;">MEDFORD LIBRARY Front Desk 803-313-7060</p>
<p style="text-align: center;">MATHEMATICS ASSISTANCE</p> <p>Information on math assistance outside the classroom</p>	<p style="text-align: center;">ACADEMIC SUCCESS CENTER Medford 2nd Floor 803-313-7113</p>
<p style="text-align: center;">MATHEMATICS PLACEMENT</p> <p>Placement in math courses</p>	<p style="text-align: center;">Dr. Shemsi Alhaddad Founders Hall 201 803-313-7446</p>
<p style="text-align: center;">ORIENTATION</p> <p>Information and orientation programs</p>	<p style="text-align: center;">STUDENT LIFE OFFICE Starr Hall 106 803-313-7066</p>
<p style="text-align: center;">PALMETTO COLLEGE</p> <p>Options regarding pursuing a 4-year degree at USCL</p>	<p style="text-align: center;">PALMETTO COLLEGE OFFICE Hubbard Hall 132 803-313-7143</p>
<p style="text-align: center;">PASS/FAIL</p> <p>Paperwork for pass/fail must be completed by the deadline</p>	<p style="text-align: center;">OFFICE OF ACADEMIC AND STUDENT AFFAIRS Starr Hall 126 803-313-7007</p>
<p style="text-align: center;">PAYMENT OF FEES</p> <p>Payment of tuition, lab fees, etc.</p>	<p style="text-align: center;">BUSINESS OFFICE Starr Hall 1120 313-7100</p>
<p style="text-align: center;">REGISTRATION</p>	<p style="text-align: center;">ADMISSIONS OFFICE Starr Hall 126</p>

Information on registration dates, locations, and procedures	803-313-7073
STUDENT ORGANIZATIONS AND ACTIVITIES Information on campus organizations, SGA, service opportunities, campus events, Beyond the classroom activities, etc.	STUDENT LIFE OFFICE Starr Hall 106 803-313-7066
STUDENT RECORDS Information about records, diplomas, transferring or changing campuses, changing majors	ADMISSIONS OFFICE Starr Hall 126 803-313-7072
STUDY SKILLS Academic Assistance, developmental skills services	ACADEMIC SUCCESS CENTER Medford 2nd Floor 803-313-7113
TEXTBOOKS AND SUPPLIES New and used textbooks, school supplies, academic items, Gamecock and USC Lancaster items	FOLLET BOOKSTORE Starr Hall 803-313-7050
TRANSCRIPTS Questions about transcript procedures	ADMISSIONS OFFICE Starr Hall 126 809-313-7073
TRANSFERRING Transferring to a school outside the USC system	ADMISSIONS OFFICE 126 Starr Hall 126 803-313-7073
TRIO PROGRAMS	Medford Library 803-313-7042
UNIVERSITY 101	OFFICE OF ACADEMIC AND STUDENT AFFAIRS 803-313-7007

THE CAROLINIAN CREED

The community of scholars at
The University of South Carolina is dedicated to personal and academic excellence.
Choosing to join the community obligates each member to a code of civilized behavior.

As a Carolinian...

I will practice
personal and academic integrity;

I will respect
the dignity of others;

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

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

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

THE PALMETTO PLEDGE

As the Carolinian Creed obligates me to respect the dignity of all persons, respect the rights of others, and demonstrate concern for others,

I, as a student, staff, or faculty member of the University of South Carolina Palmetto College, pledge to do my part to respect the health and safety of my fellow citizens, and to help keep my campus and my community in good health.

I understand that I play a key role in the fight against COVID-19, and I pledge to be a part of the solution by taking responsible actions when among my fellow members of our campus and community. To do so, I will

- Avoid discriminatory behavior against people of certain ethnic backgrounds as well as anyone perceived to have been in contact with the virus, as I recognize that COVID is not a respecter of race, ethnicity, national origin, gender, sexual orientation, age, or physical ability.
- Self-monitor my health status to determine whether it is appropriate for me to be in class, at work, or on campus. If I become ill or discover I have been exposed to someone who has tested positive for COVID-19, I will follow accepted CDC guidelines for isolation or quarantine.
- Follow public health guidelines in place to protect myself and others, both on and off campus.
- Practice physical distancing when possible and protect myself and others in high-traffic areas or in settings where physical distancing is not possible.
- Adhere to guidelines for face coverings and keep my hands clean and sanitized on campus and throughout the community.
- Adhere to capacity limits in social situations on campus and throughout the community to prevent high-spread scenarios.
- Modify my actions and encourage others to do the same as safety guidelines and recommendations evolve over time.

By taking this pledge, I accept responsibility for myself and my actions, and I vow to do my best to help prevent the spread of COVID-19 on my campus and in my community.

STUDENT LIFE

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

The Lancer News

The *Lancer News* is a monthly newsletter containing information about campus events, local opportunities, and giveaway competitions. The newsletter also features articles related to mental and physical health topics written by campus Counseling Services personnel. Student participation in this publication is strongly encouraged. Copies of *The Lancer News* are sent out electronically to the Lancaster Campus community and posted online via the student life website and social media platforms at the beginning of each month.

Social and Cultural Events

The Student Government Association funds a wide range of student activities each year. Activities include picnics, dances, movies, and ping pong and pool tournaments. SGA also sponsors several community service projects, including American Red Cross Blood Drives.

[Travel Study](#)

Travel the world with USCL's study abroad program. Trips generally depart in May, and students will receive Maymester course credit for their participation. Click on Travel Study above for up-to-date information.

[Food Pantry](#)

The Food Pantry serves students with food insecurity who need assistance purchasing groceries or affording meals. All food inquiries are strictly confidential. The Food Pantry is in Founders Hall. If you need access to the food pantry outside of operating hours, please let someone know. They will gladly work with your schedule as best as they can to ensure that you get what you need.

[Commencement and Other Formal Ceremonies](#)

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

The headpiece is appropriately worn with the board flat on the top of the head and with the tassel falling from the left quarter of the board. Tassel colors denote the field of discipline in which the

wearer's degree was earned. Doctoral tassels are often gold. The soft velvet Tudor cap is also worn by many who hold the doctorate.

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

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

Clubs and Organizations

[Chemistry Club](#)

The Chemistry Club is a student-run organization seeking to foster appreciation for chemistry and the sciences through meetings, volunteer events, fieldtrips, lectures, socials, and activities with students and faculty at all levels of the education systems. The purpose of the chemistry club is to raise public awareness and to stimulate interest for chemistry and the sciences with chemistry demonstrations and through interactions with high school and undergraduate students, children of all age groups, and adults.

[D.E.F.I.N.E.](#)

D.E.F.I.N.E.'s purpose is to provide mentoring, academic support and higher educational opportunities for young females enrolled at the University of South Carolina Lancaster through the "Delta Links" program. The ultimate goal is to enhance academic achievement, improve retention, and promote sisterhood of all women who are working towards a higher education.

[Disability Support Group](#)

The Disability Support Group strives to encourage and support all students with disabilities and special needs to ensure the success of their college career.

[Future Business Leaders of America- Phi Beta Lambda \(FBLA-PBL\)](#)

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is the oldest and largest national organization for students preparing for careers in business. FBLA-PBL prepares students for "real world" professional experiences. Members gain the competitive edge for college and career successes. More than a quarter of a million students participate in this dynamic leadership organization.

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[Gaming Lancers](#)

The purpose of Gaming Lancers is to unite students through games, fun, and socialization. The Gaming Lancers is open to all USC Lancaster Students, Faculty, and Staff who are both full and part time. If you enjoy friendly competition, come hang with us!

[Kappa Pi Delta](#)

Kappa Pi Delta's objective is to advance student scholarship in the Criminal Justice and allied professions, promote the highest ethical conduct, foster personal growth, leadership, and collaboration skills, promote social justice, cultural competencies and member understanding of individual and collective societal responsibility.

[Lancaster Players](#)

The USC Lancaster Players was established in 2009, and was created to promote the theatrical art form, by which students are allowed to participate in various productions throughout the school year. By participating in the arts, this group can reach the larger student body and the local community with its collaborative work. The USC Lancaster Players creates opportunities that bring creativity, social awareness and authenticity in relationships and communication among each other, the university, and the community at large.

[Lancers Against Student Trafficking \(LAST\)](#)

Do you want to be a part of the efforts to diminish human trafficking rates across our world? Take the first step by joining Lancers Against Student Trafficking (LAST). The purpose of this organization is to educate students about the dangers of trafficking by media, lecture, and event platforms. Members of LAST will also support law enforcement through events and community service. We want to create a LASTing effect within our community.

[Lancer Ambassadors](#)

A Lancer Ambassador is a student chosen to represent USC Lancaster to prospective students and families during the admissions process. Lancer Ambassadors work 30 hours each semester in the Office of Admissions and at recruitment events. Upon successful completion of the program (Fall and Spring semesters) Ambassadors will receive a letter of recommendation, certificate of achievement, and be inducted into the National Society of Leadership and Success.

[Literature Club](#)

The Literature Club welcomes all, from the complete bibliophile to the avid social media scroller. Members will be encouraged to read various works, participate in thought provoking conversations and creative thinking. Members will also be able to express their ideas and opinions in a creative and safe environment. It is also hoped that during the process of reading different kinds of stories, members will broaden their horizons and become more open-minded about the way people think and feel as well as more aware of how the world is full of differences.

[Omega Scholars](#)

Founded in 2005, Omega Scholars provides mentoring, academic support and higher educational opportunities for all males enrolled at USC Lancaster.

[Outdoor Recreation Club](#)

Members of the Outdoor Recreation Club like to get outside to enjoy everything nature has to offer. We're an active group, with a wide variety of activities and trips available to all who are interested.

[Peer Advisors at Lancaster](#)

Peer Advisors are an integral part of the USCL campus. They participate in a variety of campus activities from New Student Orientation to Registration days, and other events. Becoming a PAL is a great way to meet fellow students, establish new friendships, travel to unique areas, and gain meaningful experiences. Peer Advisors receive a \$500.00 tuition stipend for Fall and \$500.00 for Spring. Each PAL will attend the Southern Region Orientation Workshop (SROW) and receive extensive professional development and training through a 16-week course in the Spring. PALS must attend every orientation session held over the summer.

[Psychology Club/Psi Beta](#)

Membership of the Psychology Club at USCL is open to all students who have an interest in psychology. The main benefit of becoming a Psychology Club member is the opportunity to become familiar with career directions in the field, and with professionals on and off campus.

[Research Club](#)

The USC Lancaster Research Club is a new student organization designed to increase the overall student understanding and contribution to undergraduate research at USCL. The primary purpose of this Research Club is to increase participation in the Graduation with Leadership Distinction program, specifically in the research pathway. However, we welcome all students regardless of their participation in the GLD program.

[Spanish Club](#)

The USC Lancaster Spanish Club serves to further campus's understanding of Hispanic and Latin American cultures through various activities on and off campus. Students studying Spanish can also join our club to get involved in activities that expand outside of their classroom study! Lastly, the club works to enhance cultural awareness and connections to local Spanish-speaking communities.

[Student Government Association](#)

Officers and Student Representatives of the SGA are elected by the student body in two separate elections held in the fall and spring. Officers and representatives of the SGA work closely with the administration and faculty to represent student interests and viewpoints. The student body is composed of all registered students at the University of South Carolina Lancaster campus.

[Student Nurses Association](#)

The purpose of the Student Nurses Association is to aid in the preparation of student nurses for the assumption of professional responsibilities, to encourage participation in programs, lectures, and workshops that will increase nursing knowledge base, encourage nursing students in their studies, and to engage in community service.

ACADEMIC ADVISING

The objectives of Academic Advising at USC Lancaster are as follows: (1) To facilitate student's ability to meet USCL General Education goals and make informed decisions about their academic future. (2) To support student's efforts in completing requirements for their academic degree or objectives. (3) To provide students with information and support that will enable them to transition successfully into Palmetto College, USC Columbia, or transfer to another institution. (4) To encourage student involvement in co-curricular activities that will increase the value of their collegiate experience and develop their interpersonal skills and leadership abilities. (5) To help students connect their college experience with their plans and goals for life after college. (6) To mentor students. (7) To assist students in finding campus professionals in support services who can best help them succeed academically and personally.

For more information on Advising, please contact the Office of Academic and Student Affairs.

CAMPUS SERVICES

Academic Success Center

The Academic Success Center (ASC) is located on the second floor of Medford Library in Medford 224. Designed to help USC Lancaster students attain academic success, the ASC provides students with a variety of resources to support their academic pursuits, including one- on-one tutoring, computer assisted instruction (CAI), instructional videotapes, supplementary handbooks and texts and workbooks. The ASC works closely with faculty members to provide assistance that is linked to courses and offers discipline- and course-specific tutoring in Math, Foreign Languages and English. Peer Writing Consultants are available to work with students on writing assignments for any USC course, at any stage of the writing process. Students can also use the resources of the ASC to improve study and time- management skills. The ASC has a computer lab which is open to students for course specific or independent work. Available free of charge to all USCL students, the services of the ASC are designed to help students make the most of their educational opportunities.

Career and Internship Services

USC Lancaster students have full access to Career and Internship services. The most popular service, career coaching, helps students prepare for career opportunities through resume writing, soft skills coaching, mock interviews, and internship placement.

Center for Integrative and Experiential Learning

College is about more than being in a classroom. It's about learning from the world around you. Our Center for Integrative and Experiential Learning helps you plan all your experiences in a thoughtful way that adds to your college experience.

Counseling Services

USCL provides counseling services at no charge to active students through MyGroup, a Student Assistance Program (SAP). The SAP offers help for personal, professional or school concerns by providing free, confidential, short-term counseling and personal consultation. Additionally, the SAP provides student-life resources for such issues as legal and financial consultation, online learning and resources. To set up a personal counseling session, legal or financial consultation, students simply call 704-529-1428 or 800-633-3353. Students may set up in-person, telephonic, or virtual sessions. To access online learning and resources, students may log in to www.mygroup.com > My Portal Login > Work-Life > Username: usclcounseling Password: guest

Disability Services

USC Lancaster provides services to students with physical, emotional, psychological and learning disabilities. Disability Services at USC Lancaster operates under the provisions of the Americans with Disabilities Act (ADA). In order to receive assistance, the Office of Disability Services (ODS) requires that

you self-identify and submit appropriate documentation of your disability. For more information about this process, contact ODS at 803-313-7448.

Follet Campus Bookstore

Follet owns and operates USC Lancaster's Bookstore and Campus Shop. Bookstore policies are available in the bookstore.

Gregory Family YMCA

The Gregory Family YMCA, located through the wooded area beside Hubbard Hall, offers free membership to all students at USCL. Students must present proof of class enrollment at the Center office to obtain an access card. This card must be presented at the entry desk at each admission to the facility, including classes.

The Center features a collegiate sized basketball court, handball and racquetball courts, and a 25-meter swimming pool. Students also have access to an indoor walking and jogging track, Nautilus, cardiovascular, free weight equipment and recreation classes. Most of the physical education courses at USCL are offered at the Center.

Medford Library

Medford Library serves the students and faculty of USC Lancaster and is also open to the public, high school age and above. The online library catalog serves as an index to the entire USC System libraries' collections, including books, government publications, e-books, audiovisual material, and periodical holdings. In addition, Medford Library provides access to numerous electronic resources including Infotrac, EBSCOhost, JSTOR, Project Muse, online encyclopedias, and NetLibrary e-books, some of which are provided through DISCUS (Digital Information for South Carolina Users) and PASCAL (Partnership Among SC Academic Libraries) statewide funding. Many of the electronic resources provide full-text of the articles or books that are indexed, and most can be accessed from off-campus using proxy access or the appropriate username and password (available in the library). Most print library materials circulate for a loan period of three weeks; fines of .25 per day per book may apply to overdue materials. The loan periods for Reserve materials vary according to instructor preference, and overdue fines on these items are higher. Reference materials, periodicals, and audiovisual media may be used only in the library. A coin-operated photocopier is available. Any patron needing a book, government publication, or article for scholarly purposes that Medford Library does not own may request it through the library's online Interlibrary Loan service known as ILL Express! For more information about Medford Library, go to the web at <http://usclancaster.sc.edu/library/>

Opportunity Scholars Program

The Opportunity Scholars Program (OSP) provides services to increase retention and graduation of first-generation college students. Services offered include participation in cultural events and educational trips, career planning, four-year college transfer assistance, tutoring and academic advising. USCL students who meet OSP requirements are encouraged to apply for the program; however, only 150

students are accepted, and early application is encouraged. During commencement, OSP members wear a blue-ribboned silver medallion in recognition of their academic achievements. The TRiO Learning Resource Center, which houses OSP and Upward Bound, is located on the first floor of the Medford Library building. The lab is equipped with state-of-the-art computers. A full-time staff of education professionals and ten tutors/mentors deliver academic services to TRiO students year-round.

PARKING REGULATIONS

These regulations pertain to students, faculty, and staff of USC Lancaster. Fines and regulations are subject to change.

1. Parking decals are to be displayed on vehicles of all students, faculty, and staff. A parking fee may be assessed at registration.
2. Campus speed limit is 5 mph.
3. Fines will be imposed for the following violations:
 - a. Parking permit or decal not displayed - \$10.00
 - b. Parking improperly - \$20.00
 - c. Parking in No Parking area - \$20.00
 - d. Parking in Loading or Service zone - \$20.00
 - e. Blocking sidewalk or driveway - \$20.00
 - f. Failure to register Vehicle - \$20.00
 - g. Boot Removal Fee - \$50.00
 - h. Parking in Handicap Space – (1st-\$25.00, 2nd-\$50.00, 3rd-\$100.00, 4th-BOOT ON VEHICLE)
4. Fines should be paid at the Business Office or mailed to the same within four school days of the violation. After four days, fines will be increased by \$1 and an additional \$1 for each week thereafter.
5. Students with unpaid fines will not be allowed to register at any USC campus until the fines are paid. Student records will not be transmitted from the Registrar's office until fines are paid.
6. Initial questions regarding fines should be directed to the Director of Law Enforcement and Security. Fines may be appealed but the appeal must be made within four school days of the violation by notifying the Director of Law Enforcement and Security. The payment of the fines is to be suspended until the appeal decision is rendered. During the time of an appeal, fines will not be subject to the \$1 increase described in Item 5.
7. The income from the collection of fines will be deposited into the general University account to provide safety and security services.
8. Generally vehicles that have 4 cylinders may park in the parking spaces marked Low Emission Vehicle (LEV). A complete list of LEV vehicles is kept on file in the Law Enforcement and Security Office.

CODE OF STUDENT CONDUCT

Based on USC Policy STAF 6.26

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

I. Policy

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

A. Scope

1. The university may take disciplinary action for a violation of the Student Code of Conduct when the offense takes place on university premises or at university sponsored, endorsed, supported or related events which occur off campus. University action will also occur when an offense which occurs off campus may adversely affect the university community, its policies or procedures, or which affect the university's pursuit of its mission.
2. When there is an allegation that a student has committed an offense that is also a crime, a student can be charged both by the criminal justice system and the student conduct system. Disciplinary action at the university will normally proceed independently of pending criminal charges, including when charges involving the same incident have been dismissed by the criminal justice system.

B. Jurisdiction

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

academic year. Additional standards on this definition may be found at <http://www.sc.edu/policies/staf310.pdf>

C. Authority

The Board of Trustees and the president of the university are ultimately responsible for governing the university. The USCL student conduct system is administered by the Office of Academic and Student Affairs. This responsibility includes formulating and implementing policies and procedures, in cooperation with other appropriate University bodies, for the consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal, and educationally meaningful manner.

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

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

II. Procedure

This section establishes the rules and regulations all students and student organizations are expected to follow under the duty and corollary powers inherent in educational institutions. Institutions protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of university facilities. Lack of familiarity with institutional rules is not an excuse for an infraction.

Additional rules and regulations may be promulgated during the year and will be updated in this handbook. A link to this handbook may be found on the university's website.

A. Alcohol Related Misconduct

Prohibited behaviors include:

1. As a general rule, students and student organizations are not permitted to possess alcohol on the USCL campus or at any officially sponsored university function
2. Possession or consumption of alcohol by a person under the age of 21 or under the lawful age of the jurisdiction in which the student resides
3. Possession of false or altered identification
4. Public intoxication
5. Possession of alcohol related paraphernalia (empty containers, beer pong table, etc.) or games that are specifically designed for alcohol consumption anywhere on university property
6. Open containers in vehicles or anywhere on university property
7. Providing or distributing alcohol to individuals under the age of 21 or to an intoxicated person

8. Common containers (kegs, coolers, etc.) that provide unrestricted access are not permitted on campus or at student organization functions
9. Violating other provisions of the Student Code of Conduct while under the influence of alcohol
10. Students and student organizations must comply with the published regulations and applicable laws concerning the transport, display, provision, possession, and consumption of beer, wine, and other alcoholic beverages. Stipulations of the university alcohol policy can be found at www.sc.edu/policies/staf302.pdf.

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

B. Drug Related Misconduct Prohibited behaviors include:

1. Possession or use of any counterfeit, illegal, dangerous, or controlled drug or other substance is prohibited. This includes the unauthorized use or possession of prescription medications.
2. Manufacturing, selling, or distributing any counterfeit, illegal, dangerous or controlled drug or other substance is prohibited. This includes the unauthorized distribution of prescription medications.
3. Possession of drug paraphernalia (i.e., pipes, bongs, blunts)
4. Violating any other provision of the Student Code of Conduct while under the influence of an illegal or illegally obtained drug
5. Dilute, late, missed, forged, or failed drug screens (typically university required)

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

C. Dangerous Behaviors

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

1. Conduct or actions that have the potential for physically harming another person. Included is conduct which creates conditions that pose a risk of physical harm to another, which causes reasonable apprehension of physical harm, and/or unwelcome physical contact.
2. The use or display of any object or instrument in a dangerous or threatening manner
3. Driving under the influence of alcohol or drugs or while intoxicated or impaired
4. Physical or verbal threats of violence or placing a person in fear of imminent physical injury or danger
5. Physical abuse, physical intimidation, coercion, and/or other conduct that threatens or endangers the health or safety of another person or violates a legal protective order
6. Actions that have the potential for damage or destruction or create hazardous conditions

D. Weapons

Prohibited behaviors include unauthorized possession of weapons including firearms or weapons of any kind including but not limited to knives, slingshots, metal knuckles, razors, paintball guns, BB

guns, and air pistols; even if permitted by law. Authorization for possession of a firearm on campus or in campus-controlled facilities is only available from the university president or designee.

E. Disorderly Conduct

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

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

F. Disruptive Activity

Prohibited behaviors include:

1. Interfering with or disrupting the normal activity and operations of the university or its educational mission, programs, or events
2. Conduct that causes or provokes a disturbance that disrupts the academic pursuits of others
3. Behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program
4. Intentional obstruction which unreasonably interferes with freedom of movement (including but not limited to pedestrian or vehicular obstruction).
5. Throwing or dropping objects or substances out of buildings.
6. Non-compliance with reasonable time, place, or manner restrictions on expression.
7. Failure to leave immediately when asked to disperse by university or law enforcement officials.

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

G. Abusive Conduct or Sexual Misconduct

Prohibited behaviors include:

1. Fighting, assaults, or actions which result in physical harm
2. Sexual assault as defined by the University Sexual Assault Policy (STAF 1.08 <http://www.sc.edu/policies/staf108.pdf>)
3. Hazing as defined by the University Policy on Hazing (STAF 3.05 <http://www.sc.edu/policies/staf305.pdf>)
4. Sexual harassment and discriminatory harassment as defined in the University's Sexual Harassment and Discriminatory Harassment Policies (EOP 1.02 <http://www.sc.edu/policies/eop102.pdf> and EOP 1.03 <http://www.sc.edu/policies/eop103.pdf>)
5. Discrimination and harassment as defined in the Student Non-Discrimination and Non-Harassment Policy (STAF 6.24 <http://www.sc.edu/policies/staf624.pdf>)
6. Stalking and relationship violence as defined by the Relationship Violence and Stalking Policy (<http://www.sc.edu/policies/staf109.pdf>)

7. Harassment or conduct (including but not limited to cyber-stalking, cyber-bullying, etc.) that creates or attempts to create an intimidating, hostile, or offensive environment for another person including action(s) or statement(s) that threaten harm or intimidate a person or any other form of unwanted contact
8. Voyeurism or recording of images without consent while the person is in a place where s/he would have a reasonable expectation of privacy
9. Damage to or destruction of property
10. Lewd behavior or indecent exposure

H. Fire and General Safety

Prohibited behaviors include:

1. Starting a fire or creating a fire hazard on university property without university authorization.
2. The possession and/or use of candles, torches, incense and/or incense burners, other open flame apparatus, extension cords, gasoline, propane tanks or lighter fluid on university property without proper authorization
3. Unauthorized possession of or use of fireworks and explosive materials, the ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion
4. Causing or pulling a false fire alarm or emergency report of any kind
5. Tampering with, damaging, disabling or misusing fire safety equipment including fire extinguishers, fire sprinklers, fire hoses, fire alarms, and fire doors
6. Failing to immediately evacuate any university building when a fire alarm or other emergency notification has been sounded or hindering or impairing the orderly evacuation;
7. Disobeying a directive or command by any university or emergency official in connection with a fire, alarm, or other safety, security, or emergency matter
8. Misuse of emergency notification systems

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

I. Compliance with General Laws and Arrests

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

J. Dishonesty and Theft

Prohibited behaviors include:

1. Theft any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen
2. Sale, possession, or misappropriation of any property or services without the owner's permission
3. The sale of a textbook by any student who does not own the book
4. Dishonest or fraudulent behavior in any oral or written transaction with the university

5. Dishonesty or misrepresenting the truth before a hearing of the university, or furnishing false information or withholding information to any university official which interferes with university processes or procedures
 6. Forgery, alteration, or misuse of any document, record, or officially issued identification information from university processes and/or officials
- K. Misuse of Identification or University Resources
1. Possession of fake or altered identification
 2. Unauthorized entry into, presence in, or use of university facilities, equipment, or property which has not been reserved or accessed through appropriate university officials
 3. Student identification cards
 - a. failing to present a Student ID/Carolina Card when requested by a university official acting in the performance of their duties
 - b. possession of more than one Student ID/Carolina Card
 - c. lending a University Student ID/Carolina Card to anyone for reasons not authorized by the University Student ID/Carolina Card policy (Violations may subject both the owner and the holder to disciplinary action).
 4. Keys
 - a. failure to report within 24 hours a lost ID/key to a secured facility
 - b. Unauthorized use, possession, or duplication of any university key
 5. Communication technology (phones, social mediums, electronic mail, voice mail, etc.)
 - a. misusing or assisting in the misuse of telephones and communication equipment including using any form of communication equipment to harass or threaten any person(s)
 - b. using any form of communication equipment to disrupt the normal operations or activities of any person, organization, or the university
 6. Computers
 - a. Failure to adhere to the university's Network Access and Acceptable Use Policy (IT 1.06 <http://www.sc.edu/policies/it106.pdf>)
 - b. Misusing university computing resources by intentionally making, receiving, accessing, altering, using, providing or in any way tampering with files, discs, programs, passwords, messages or other computer users without their permission
 - c. Using computer resources to harass others or in ways that violate institutional computer use policies
- L. Failure to Comply Prohibited behaviors include:
1. Failure to comply with and respond appropriately to the reasonable and lawful requests of university staff members (including student employees, peer advisors, etc.) and officials in the performance of their duties
 2. Failure to abide by any published university policy or procedure
 3. Failure to properly comply with or complete a sanction or obligation resulting from a conduct or honor code hearing

4. Unauthorized disclosure of confidential or proprietary information gained by the student in the course of or by reason of the student's responsibilities or duties as a student employee

M. Shared Responsibility for Violations

Prohibited behaviors include:

1. Acting in concert to violate university conduct regulations
2. Attempting, assisting, or promoting any act prohibited by the Student Conduct Code
3. Condoning, encouraging, or requiring behavior that violates university conduct regulations
4. Allowing, permitting, or providing opportunity for a guest to violate university conduct regulations

N. Fines and Restitutions

An order may be issued to make restitution or to pay a fine when a student has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent behavior, violation of fire or general safety code, or violations of the alcohol and/or drug policies. Such property may belong to an individual, group, or the University. Restitution may be in the form of financial payment, community service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.

III. Related Policies

University Policy EOP 1.02 Sexual Harassment <http://www.sc.edu/policies/eop102.pdf>

University Policy EOP 1.03 Discriminatory Harassment <http://www.sc.edu/policies/eop103.pdf>

University Policy STAF 1.08 Sexual Assault Policies and Services
<http://www.sc.edu/policies/staf108.pdf>

University Policy STAF 1.09 Relationship Violence and Stalking Policy
<http://www.sc.edu/policies/staf109.pdf>

University Policy STAF 3.05 Hazing <http://www.sc.edu/policies/staf305.pdf>

University Policy STAF 6.24 Student Non-Discrimination and Non-Harassment Policy
<http://www.sc.edu/policies/staf624.pdf>

IV. Reason for Revision

This document reflects the entirely revised rules for student behavior, which is more concise, specific, and accessible to students.

Student Hearing Procedures

USC Policies & Procedures (STAF 6.26) [modified for USC Lancaster]

1. If you are alleged to be in violation of the university's code of conduct, you'll be given the chance to explain more about the incident during an administrative conference with the Associate Dean of

Academic and Student Affairs or their designee. This conference offers the opportunity for an informal, one-one-one discussion.

- 1.1. Students or student organizations who are alleged to have violated the Code of Conduct may bring one advisor with them to both administrative conferences and Carolina Judicial Council hearings. This advisor can be a parent, friend, or attorney. This advisor is meant to support the student as they go through the conduct process, not speak for the student. The student will need to fill out a consent release form for anyone who will attend their meetings with them. It is the responsibility of the student to share the date, time and location of their meeting with their advisor.
- 1.2. Please understand that the University conduct process is different from the criminal judicial system. We have worked with our legal counsel to make sure that our policies and practices are consistent with state and federal laws that pertain to due process protections in college disciplinary cases. Our system is an educational process designed to help students reflect and grow through honest conversations about values and decision making. Consequently, only the student can speak to these issues and firsthand to what happened. The University's process is meant to be non-adversarial. We do realize that advisors have a role in assisting their clients and we typically have no issue with permitting a break so that students may consult with their advisors during the process.

2. Rules Governing Formal Hearings

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

The USCL Disciplinary Committee shall serve as the hearing panel and shall consist of the Associate Dean for Academic & Student Affairs, the Director of Campus Security, a USC Lancaster faculty representative, a USC Lancaster staff representative, and a USCL student representative. Faculty staff and student representatives are administratively appointed and serve a one-year term (June 01– May 31).

The Disciplinary Committee is charged with hearing and reviewing cases involving USC Lancaster Students charged with violations of the Student Code of Conduct (STAF 6.26) and will impose sanctions based on USC and USCL policies and procedures.

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

- 2.3. If any material facts are in dispute, testimony of witnesses and other evidence shall be heard.
- 2.4. A party charged with a violation is responsible for presenting his/her own case. Advisors are not permitted to speak or to participate directly in any hearing.
- 2.5. The Associate Dean for Academic & Student Affairs will Chair the panel and exercise control over the panel to avoid needless consumption of time through repetition of information and/or prevent the harassment or intimidation of participants. Any member of the hearing panel may require the panel to go into private session to discuss and decide a matter by majority vote. The Chair can recess the hearing at any time. The Chair of the panel shall insure that all procedures are appropriately followed.
- 2.6. The party(ies) charged with a violation(s) and the panel members shall have the right, within reasonable time limits set by the chair, to present questions for witnesses who testify orally. The Chair, subject to provisions in the Student Code of Conduct, may require that questions by the charged party(ies) be addressed to the Chair who can ask these questions of the witnesses.
- 2.7. All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. Witnesses (except for the charged party or parties) shall be present during a hearing only during the time they are testifying.
- 2.8. The panel may proceed independently to secure evidence for the hearing. The charged party(ies) shall have access to any evidence at least three (3) days before the hearing, unless exigent circumstances preclude this possibility. The charged party(ies) shall have reasonable time to respond to it.
- 2.9. If the charged student/student organization representative chooses not to attend the formal hearing, the panel may proceed with the hearing and reach decisions and impose sanctions without the student's/representative's participation.
- 2.10. A recording of the hearing shall be kept by the Office of Academic & Student Affairs until any appeal, or any external judicial review has been concluded, or ninety (90) days from the date of the hearing, whichever is longer. No typed record shall be required. The charged party(ies) and advisor shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Academic and Student Affairs.
- 2.11. The charged student or student organization representative may request a duplicate copy of the recording at his/her/its own expense within a period of ninety (90) days from the date of the hearing.

3. Deliberation and Decisions of the Panel

- 3.1. After hearing the evidence, the panel may choose to continue the hearing at a later date if additional evidence or witnesses are needed.
- 3.2. After all information has been presented and the charged party has made a final statement, the hearing panel shall meet in private to discuss the case, reach its decision, and if appropriate, determine a sanction. Decisions of the panel must be by majority vote. If the student(s) is(are) found responsible of violating the Student Code of Conduct, the panel may hear any information concerning any past disciplinary record(s) of the student(s) or student organization(s) in determining an appropriate sanction(s).
- 3.3. The Associate Dean for Academic & Student Affairs, or designee, shall be responsible for forwarding the written decision of the hearing authority to the charged party(ies). The letter from the hearing authority shall consist of:
 - a. findings of the hearing authority and the rationale for the findings;
 - b. sanction(s); and
 - c. statement regarding the right to appeal and the appeal procedures.

4. Appeals – Office of the Dean

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

The Associate Dean or Disciplinary Committee committed a procedural error in hearing the case which significantly prejudiced the findings; or,

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

- 4.2. An appeal to the Dean of the Campus must be made in writing within five (5) University business days of receipt of the original written decision. A decision is assumed to be received three (3) University business days from the date of mailing. On appeal the Dean or designee shall review the appeal.
- 4.3. After review, the Dean or designee may either:
affirm the finding(s) of the original hearing authority, in which case the decision is final; or
remand the case to the original hearing authority, in which case the decision is final; or
may remand the case to the original hearing authority for further proceedings with directives to attend to procedural errors or new evidence.
- 4.4. In extraordinary circumstances, the Dean or designee may direct a new hearing before the Associate Dean or the Disciplinary Committee. All deadlines expressed in any section are

subject to change if exigent circumstances exist.

- 4.5. The Dean or designee shall send written notification of the decision regarding the appeal to the appealing party within fifteen (15) University business days of receiving the appeal barring special circumstances requiring an extension of this time limit. A copy of the decision will be sent to the original hearing authority.
- 4.6. Decisions of the Dean may be appealed in writing within five (5) University business days to the Chancellor for Palmetto College. The decision of the Chancellor in all appellate matters is the final decision for the University. However, the President of the University has the discretionary authority to review decisions at the Chancellor level or below, and the Board of Trustees has the discretionary authority to review decisions of the President.

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

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

Requests shall be made by written statement that includes the facts of the case, the type of hearing and appeal and the reasons justifying extraordinary review.

Such requests must be filed in the Office of the President within five (5) University business days of the receipt of the appeal decision.

If review is granted, the reviewing authority will determine appropriate procedures. New evidence will not normally be considered.

POLICY STATEMENTS

The Student Right To Know and Campuses Security Act Policies and Information for USC Lancaster may be found at: <http://saeu.sc.edu/students/docs/StudentRightToKnow.pdf>.

We encourage you to view this document as it may contain additional information concerning USC Lancaster policies.

AIDS Policy

It is the policy of the University of South Carolina Lancaster to provide educational information regarding this disease as well as counseling and reassurance to students who are affected by it.

Alcohol Policy

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

Computer Use Policy

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

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

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

Definitions

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

Policies

1. Users are not permitted to alter the configuration of any campus network or individual computer software or hardware without prior approval from the laboratory supervisor for student computer lab stations, the library staff for library stations, or the clinic director for the John Morrison White Clinic stations. Faculty and staff are advised to consult with the computer coordinator concerning the alteration of the workstation configuration.
2. No software may be loaded onto student laboratory computers without the knowledge and prior approval of the laboratory supervisors, at library stations without the knowledge and prior approval of the library staff, or at clinic stations without the knowledge and prior approval of the clinic director for the John Morrison White Clinic. Only with the permission of a laboratory supervisor, library staff, computer coordinator, or the clinic director for the John Morrison White Clinic, may programs downloaded from the Internet be run on student laboratory computers, library stations or clinic stations.
3. No student files should be saved on campus lab computers. All students are expected to bring their own flash drives.
4. Academic work takes precedence over all other uses of the computer. No computer use for recreation or other personal interest will be permitted in USCL student computer labs, library workstations, or John Morrison White Clinic workstations when students are waiting to work on course assignments or course related research. Recreational use includes but is not limited to, personal E-mail, chat lines, computer games, and web-surfing not related to academic or research activities.
5. All computer users are reminded that their activities are subject to the civil and criminal laws of the state of South Carolina and of the federal government. Possible illegal activities include but are not limited to: sexual or other harassment, threats, obscenity, child pornography, libel, unauthorized access to or attempting to access computers, networks, or student records, and copyright violation. Copyright violations include the use of unlicensed software.
6. Only currently enrolled students of USCL with proper ID (and on a space available basis) may use computer laboratory facilities on the USCL campus. Student computer laboratory use is limited to classes meetings in the laboratories or when designated faculty or staff monitors are present in the laboratories. Other use of the computer laboratories must be arranged by the permission of the USCL Administration.
7. No conduct in student laboratories, at library stations, or at the John Morrison White Clinic stations will be permitted which in any way interferes with the ability of others to make use of the computer resources or which could cause damage to the facilities. All student computer lab users, library station users, and clinic station users are expected to show sensitivity to others when viewing or downloading material which others working there could find offensive. Conduct which is not permitted includes but is not limited to, shouting, loud conversation, playing recreational music over computer or other speaker systems without headphones, and consumption of food and drink.
8. No computer use for commercial purposes is permitted. These activities include but are not limited to, typing services, bookkeeping, commercial Internet activity and commercial database production. Faculty research and document preparation for publication and university approved consulting agreements are not included in this category.

Examples of Policy Violations:

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

1. Modifying the computer's operating system files.
2. Installing, copying, distributing, or using software in violation of copyright and/or software agreements.
3. Failing to surrender a terminal used for game playing when requested for academic use.
4. Using computer resources for illegal activities. Examples: sexual or other harassment, threats, obscenity, child pornography, and libel.
5. Accessing or attempting to access information that is private or protected without permission.
6. Sending anonymous or repeated messages designed to annoy, abuse or torment.
7. Copying a file from another computer user's account or flash drive without permission.
8. Using computing resources for commercial or profit-making purposes without written authorization from the University.
9. Failing to present current USCL or USC system identification.
10. Modifying existing passwords or setting additional passwords which prevent others from making use of the system.
11. Unplugging and moving devices.
12. Talking loudly and playing music without headphones.
13. Eating or drinking.

Disciplinary Action

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

Confidentiality of Student Records

In accordance with the Family Education Rights and Privacy Act of 1974, University of South Carolina students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the institution unless the student waives this right. It also ensures that records cannot be released in other than emergency situations without written consent of the student, except in the following situations:

- a. To school officials with legitimate educational interests; A school official is a person that is employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted to perform required functions (such as an attorney, auditor, service provider, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibility.

- b. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibility.

- c. To officials of other institutions in which the student seeks or intends to enroll provided that the student had previously requested a release of his/her record;
- d. To authorized representatives of the U.S. Department of Education, U.S. Department of Defense (Solomon Amendment), U.S. Attorney General, INS, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations;
- e. In connection with a student's application for, and receipt of, financial aid;
- f. To comply with a judicial order or lawfully issued subpoena;
- g. To parents of dependent students as defined by the Internal Revenue Code, Section 152;
- h. To appropriate parties in a health or safety emergency; or
- i. To the alleged complainant of any crime of violence of the results of any disciplinary proceedings conducted by the University.
- j. The University may disclose the result of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of University drug or alcohol policies, or any federal, state, or local law.
- k. To students currently registered in a particular class section, the names and e-mail addresses of others on the roster may be disclosed in order to participate in class discussion.

At the time of registration, but not later than 14 days after the beginning of a term, students may ask the Office of the Registrar in writing not to release directory information pertaining to them. A primary Request form (AS-175) is available from the Office of the Registrar.

The University of South Carolina has designated the following items as Directory Information: a student's name, electronic mail address, local and permanent mailing addresses and telephone numbers, semesters of attendance, enrollment status (full-or part-time), date of admission, date of expected or actual graduation, school, major and minor fields of study, whether or not currently enrolled, classification (freshman, etc.), type of degree being pursued, degrees, honors, and awards received (including scholarships and fellowships), weight and height of members of athletic teams, and whether the student has participated in officially recognized activities and sports sponsored by the University.

The University may disclose any of these items without prior written consent, unless the student has submitted a written request to the Office of the University Registrar not to release directory information pertaining to them. Requests will be processed within 24 hours after receipt.

Appeals

An appropriate hearing board will provide each student with an opportunity to challenge the content of University records, to ensure that the records are not inaccurate or misleading, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein. Such requests should be made through the petition's committees of the individual campuses.

Crime Statistics Report

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

If an accident or emergency occurs, the Dean, the Associate Dean, the Director of Campus Security, Building Director, or Nurse is notified, and they make an assessment of the injury and its severity. On-site treatment is limited to general first aid such as bandages and ice packs. The injured person is transported to the hospital or doctor by USCL personnel or the Lancaster County Ambulance Service when proper treatment cannot be provided on site. The family is also notified of the accident if necessary.

If an incident occurs, the Dean, the Associate Dean, or the Director of Campus Security is notified and they make an assessment and respond to the injuries and the incident if it is of a civil nature. If the incident or accident is of a criminal nature (such as theft) or property damage occurs (such as an automobile accident) the City of Lancaster Police are contacted and take responsibility for the incident.

The Director of Security is responsible for enforcing the rules and regulations of the stated policies. On campus from early morning until late afternoon, the Director of Security is in constant communication with the administration by means of radio to insure an immediate response to any emergency.

Four security guards work a rotating shift to provide security for the campus. The on-duty guard is stationed in the lobby of Hubbard Hall and makes rounds over the entire campus, including the parking lots. If they should encounter any problems or incidents that they cannot solve or handle, they call the Director of Maintenance and Security and/or the City of Lancaster Police, who will respond and take control of the situation.

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

All freshmen and new students are informed of security procedures and practices during freshman orientation and are encouraged to be responsible for their own security and the security of others. Students are issued handbooks describing the proper conduct essential to the operation of USCL. Individuals who do not conduct themselves in a manner consistent with those statements may be subject to criminal and/or civil proceedings, as well as stated University sanctions described in the handbook. For the most current crime statistics please visit: <http://ope.ed.gov/security/>

USC Lancaster does not authorize any off-campus activities by student organizations. All student activities are carried out on Campus, and school officials and local law enforcement officials monitor and maintain proper conduct.

Drug Policy

Use, possession, sale, or purchase of drugs on or adjacent to University property may result in criminal prosecution and University sanctions including but not limited to permanent expulsion from the University. University and community services to assist individuals with alcohol and drug dependency problems are available: USCL Counseling Center, 127 Starr Hall, 313-7112 or Lancaster County Commission on Alcohol and Drug Abuse, 114 Main Street, 285-6911.

Hazardous Weather Policy

A listing of radio and television stations, which will be provided with information on the cancellation of classes or the closing of facilities due to inclement weather, is shown below.

Television	Radio
WISTV 10 (NBC)	1110 AM
WBTW 3 (CBS)	107.9 FM
CN2	99.3 FM
WSOC 9 (ABC)	103.7 FM

You may also access information regarding inclement weather closings at <http://usclancaster.sc.edu/emergency.htm>.

Physical Disabilities Statement

Persons with physical disabilities, which cause them to be mobility impaired to the extent that such impairment substantially interferes with their ability to attend University sponsored, public, ticketed events without special accommodations, should provide a request for such special accommodations as soon as possible but no later than two (2) days before the scheduled date of the event. Such persons may be required to provide medical documentation of the disability if the disability is not obvious. Requests for special accommodations should be provided to: Disability Services Coordinator (313-7448) for events at USC Lancaster, and the University of South Carolina System Equal Opportunity Office (777-3854) for other facilities of the University of South Carolina not listed above. Every effort will be made to honor requests for special accommodations; however, if tickets to an event are unavailable to the general public, the University may not be able to accommodate the request.

Sexual Assault Policies and Services

The University of South Carolina is an educational community bound by common standards of conduct and a commitment to its educational mission. Sexual assault is considered particularly abhorrent because it interferes with the educational mission by:

- endangering the physical and emotional safety of community members;
- damaging trust in the community;
- offending the dignity and violating the autonomy of community members; and
- disrupting the academic progress of complainants or survivors during their recovery.

As a result, the University provides the following services:

- resources aimed at reducing the risk of sexual assault, including educational programs;
- a statement of expectations for behavior with regard to sexual conduct;
- procedural interventions to offer support and information following a sexual assault; and
- **campus judicial procedures that provide for the needs of complainants or survivors and protect the rights of alleged assailants.**

Statistically, members of college communities are at great risk of being assaulted or exploited sexually and most probably by someone known to or trusted by the complainant. Studies have shown that sexual

assaults occur with disturbing frequency among college age men and women but are often unreported. In order to provide for the needs and care of complainants, as well as to enforce the behavior standards critical to the University's mission, it is important that all violations of this policy are reported to appropriate authorities, including the law enforcement officials or agencies with jurisdiction in the location of the incident. Portions of this policy may parallel published laws but are in no way intended to substitute or supplant those laws. As members of the University community, students are expected to comply with and abide by the University policies and guidelines issued below, as well as the laws of the State of South Carolina.

The use of alcohol and other drugs, in conjunction with an incident of sexual assault does not mitigate accountability for the commission of this crime or diminish the seriousness of the crime. The use of substance with the possibility of harm to another individual will be considered by the associate Dean or Student Affairs Committee when determining responsibility and appropriate sanction.

This policy is subject to change to comply with changes in relevant laws or University operating procedures.

Complainant's Bill of Rights

Complainants of sexual assault who report their experience to University officials can anticipate that:

1. All sexual assaults will be treated seriously.
2. Complainants will be treated with dignity and respect and in a nonjudgmental manner.
3. Campus organizations and services that can assist complainants will be identified.
4. When a crime is reported to University officials, those officials will offer assistance in notifying proper authorities.
5. When complainants report and choose to pursue action against alleged assailants, assaults will be investigated and adjudicated by appropriate criminal and/or University authorities.
6. University personnel will not discourage complainants from reporting, nor encourage them to underreport or report the incident as a lesser crime.
7. Complainants may invite an advisor they choose to accompany them through University disciplinary proceedings.
8. A complainant will be notified of the outcome of related University discipline proceedings. The complainant and the charged student must respect the privacy of all involved.
9. University personnel will cooperate in obtaining, securing and maintaining evidence (including a medical examination), necessary in legal proceedings.
10. Complainants will be made aware of any State or Federal laws regarding mandatory testing of sexual assault suspects for communicable disease and whether these professionals can notify a complainant of the results of these tests.
11. Complainants will be notified of mental health services available.
12. Complainants will be afforded the opportunity to request immediate transfer of classes or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant when reasonably available.
13. All students have the right to an environment free from sexual or physical intimidation, or any continuing disruptive behavior that would prevent a reasonable person from attaining their educational goals. Disruptive behavior of this nature should be reported to appropriate University staff, so it can be addressed.

14. The sexual history of the complainant is not considered relevant to the truth of the allegation; therefore, information regarding sexual history external to the relationship between the complainant and the alleged assailant will not be considered in discipline hearings.

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

See [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Interim\)](#) for more information.

Student Grievance Policy - Non-Academic

Preface

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

Purpose

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

Definition

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

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

Process

1. Initiating a Grievance - The initial phase of the student grievance procedure requires an oral discussion between the student and the person(s) alleged to have caused the grievance. This discussion must take place within 10 working days of the incident that constituted the grievance.
2. First Appeal
 - a) If the initial oral discussion phase is not successful in resolving the complaint or problem, and if the student wishes to file a formal grievance, the grievance form must be completed and filed with the immediate supervisor of the person alleged to have caused the grievance. The grievance form must be filed with the person's immediate supervisor within five (5) working days of the initial discussion referred to in paragraph 1 above.
 - b) The supervisor shall immediately acknowledge receipt of the grievance form and shall begin an investigation reaching a decision; the supervisor shall inform the student in writing (with a copy

to the Dean of Academic and Student Affairs) within three (3) working days of the conclusion of the investigation.

- c) If the student feels the grievance has been resolved, the process is complete. If not, an appeal may be brought before a Grievance Panel, whose members will be appointed by the Campus Dean.

Grievance Procedure

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

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

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

Conduct of the Hearing

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

All parties involved in a hearing shall maintain in the strictest confidence the identity of the individuals appearing before the Grievance Panel, as well as the information presented to the Grievance Panel. Hearings shall be conducted in an informal manner. The taking of statements from the parties to the grievance (and witnesses, if any) may be done by discussion format, though each individual appearing before the Grievance Panel may be subject to cross examination. Witnesses shall be present only during the time they are testifying. The major parties involved in the grievance shall be required to attend all hearings of the Grievance Panel. At the conclusion of the hearing, each party shall submit a proposed solution of the grievance to the Grievance Panel. After receiving the proposed solutions to the

grievance, the Associate Dean of Academic and Student Affairs shall dismiss all the individuals who are not members of the Grievance Board. The committee shall reach its decision based on the information presented during the hearing, and according to the Statement of Student Rights and Responsibilities. The Grievance Panel shall decide by majority vote the solution of the grievance. In the case of a tie, the Associate Dean of **Academic and Student Affairs** shall vote and thus break the tie. The Associate Dean of Academic and Student Affairs (or their designee) shall forward a written copy of the Grievance Panel's decision to the major parties involved and to the Campus Dean's Office within 5 working days of the conclusion of the hearing. Decisions of the Grievance Panel shall be final. The decisions of the Grievance Panel shall be kept on file in the Office of Academic and Student Affairs. Any of the parties involved shall have the right, upon request, to listen to the tape recordings of the hearing in the presence of a staff member of the Office of Academic and Student Affairs.

The Grievance Panel

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

Composition

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

Rules

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

Hearing Procedures

Rights of the Parties Involved in a Grievance

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

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

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

- b. accompany the individual to all grievance hearing; and
- c. advise the individual in the preparation of the appeals.

Student Publications Policy

All student organizations, including student publications, must be recognized by the USCL SGA, recommended by the Associate Dean of Academic and Student Affairs and approved by the USCL Dean. Decisions regarding the content of student publications are the joint responsibility of the student editor and the faculty/staff advisor and should adhere to South Carolina libel laws and community standards regarding published materials.

Voter Registration

Both the state and national voter registration applications are available via the Internet at the following sites:

SC Voter Registration by Mail Application---www.state.sc.us/scsec National Voter Registration Application---www.fec.gov

Students can access the above web sites from the USCL computer labs

Notification of Student Rights under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University of South Carolina will disclose information from a student's education records only with the written consent of the student, except:
 - a. To school officials with legitimate educational interests;
A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with

whom the University has contracted (such an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibility.

- b. To officials of other institutions in which the student seeks or intends to enroll provided that the student had previously requested a release of his/her record;
- c. To authorized representatives of the U.S. Department of Education, U.S. Department of Defense (Solomon Amendment), U.S. Attorney General, INS, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations;
- d. In connection with a student's application for, and receipt of, financial aid;
- e. To comply with a judicial order or lawfully issued subpoena;
- f. To parents of dependent students as defined by the Internal Revenue Code, Section 152;
- g. To appropriate parties in a health or safety emergency; or
- h. To the alleged complainant of any crime of violence of the results of any disciplinary proceedings conducted by the University.
- i. The University may disclose the result of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of University drug or alcohol policies, or any federal, state, or local law.
- j. To students currently registered in a particular class, the names and e-mail addresses of others on the roster may be disclosed in order to participate in class discussion.

The University of South Carolina has designated the following items as Directory Information: a student's name, electronic mail address, local and permanent mailing addresses and telephone numbers, identification card photograph, semesters of attendance, enrollment status (full- or part-time), date of admission, date of expected or actual graduation, school, major and minor fields of study, whether or not currently enrolled, classification (freshman, etc.), type of degree being pursued, degrees, honors, and awards received (including scholarships and fellowships), weight and height of members of athletic teams, and whether the student has participated in officially recognized activities and sports sponsored by the University.

4. The University may disclose any of these items without prior written consent, unless the student has submitted a written request to the Office of the University Registrar not to release directory information pertaining to them. Requests will be processed within 24 hours after receipt. Telephone directories are published during the summer; students eligible to enroll for the upcoming fall term are listed in the printed directory unless the Office of the University Registrar is notified by May 31. The electronic directory is updated each weekend; requests for non-disclosure will be honored with the next update after the request is processed by the staff of the Office of the University Registrar. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Carolina to comply with the

requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Appeals

An appropriate hearing board will provide each student with an opportunity to challenge the content of University records, to ensure that the records are not inaccurate or misleading, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein. Such requests should be made through the Scholastic Standards and Petitions Committee of the individual colleges.

TOBACCO POLICY

The University of South Carolina is deeply committed to the well-being of our students, faculty, staff and visitors. To provide a safe, healthy environment in which our community can flourish, and in accordance with the university's commitment to public health and sustainability, the University of South Carolina Lancaster will be a completely tobacco-free campus. This policy replaces the 2013 tobacco-free policy to cover all university property. The intent of this policy is to create an environment that is conducive to quitting tobacco, promoting the prevention of tobacco use and preventing the risks associated with exposure to secondhand smoke. This will be a cultural change within the university campus and will be supported by ongoing communications and cessation programs for those who desire to quit or abstain from tobacco. Enforcement for the policy is the responsibility of each member of the USC Lancaster community. Faculty, staff, and students are expected to enforce the policy for their facilities and/or sponsored activities.

Covered Individuals

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

Definitions

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

"University property" includes all buildings, facilities, grounds, and spaces leased, owned or controlled by the University of South Carolina Lancaster Campus, whether or not signs are posted. This includes, but is not limited to, buildings on university-owned land, offices, classrooms, laboratories, elevators, stairwells, bridges and walkways, balconies, decks, restrooms, buses, city bus stops, sidewalks, parking lots, meeting rooms, hallways, outdoor passageways and entrances, lobbies, common areas and athletic practice or performance venues, including those outdoors.

Use of Tobacco Products

- The use of tobacco products is prohibited on university property. No ashtrays, receptacles or smoking shelters are permitted.
- The use of tobacco products is prohibited in university-owned, operated, or leased vehicles.

- The use of tobacco products is prohibited in personal vehicles parked on university property.
- The university strongly discourages the use of tobacco products by all covered individuals on properties adjacent to the campus.

Support of Tobacco Products

- All tobacco industry promotions and marketing activities are prohibited on university property.
- The sale of tobacco products and tobacco-related merchandise (including logo items) is prohibited on all university property and at university-sponsored events, regardless of the operating vendor.
- The distribution or sampling of tobacco and associated products is prohibited on all university property and at university-sponsored events, regardless of the venue.
- Tobacco industry and related company sponsorship of student programs and athletic events is prohibited.
- The university discourages solicitation or acceptance of any grant or gift from a manufacturer, distributor or retailer whose principal business is tobacco products.

Communication of Policy

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

- **News and information will be posted on the website.**
- **References to this policy will be added to student handbook, orientation communications, and other publications as appropriate.**
- **Host 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.**
- **A provision will be inserted in all contracts, e.g. dining, construction and/or maintenance, to prohibit the employees of contractor/vendors from using tobacco products on USC property.**
- **Communication tips for community members to use in helping to enforce the policy will be available at the Tobacco-Free USC website, www.sc.edu/tobaccofreeusc.**
- **“Tobacco-Free Property” signs will be posted throughout the university. Each building will display a “Tobacco-Free Property” decal and additional signs as appropriate.**

Tobacco Cessation Resources

The university will offer resources and support to assist those tobacco users who desire to quit or abstain from using tobacco. Tobacco cessation resources and programs will be promoted or offered for university students, faculty, and staff. Many of these programs are offered at little or no cost. Referrals may be made to the Office of Academic and Student Affairs at 803-313-7101 (students), 803-777-6518 (faculty/staff) and/or MYgroup Employee Assistance Program (faculty/staff) at 1-800-633-3353.

Additional resources are outlined on the Tobacco-Free USC website, www.sc.edu/tobaccofreeusc.

Enforcement and Compliance

Enforcement for the policy is the responsibility of each member of the Carolina community.

Faculty, staff, students, and volunteers are expected to enforce the policy for their facilities and/or sponsored activities. Each individual should in a consistent and civil way bring any infractions of this policy to the attention of the person or persons observed violating the policy.

Faculty, staff, and students are also expected to assume leadership roles by adhering to the policy provisions and by reminding others who are not in compliance of the policy provisions.

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

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 the Office of Academic and Student Affairs at 803-313-7101 (students), 803-777-6518 (faculty/staff) and/or MYgroup Employee Assistance Program (faculty/staff) at 1-800-633-3353. For more information, refer to Section F of this policy.

Students - Complaints regarding students will be directed to and handled by the Office of Academic and Student Affairs in accordance with the Student Code of Conduct (STAF 6.26).

Faculty - Complaints regarding faculty will be directed to the appropriate unit head.

Staff - Complaints regarding staff will be directed to and handled by the immediate supervisor or director. Specific HR recommendations for counseling employees who repeatedly violate the tobacco policy will be available at www.sc.edu/tobaccofreeusc.

Volunteers, Visitors, and Affiliates - Complaints about volunteers and visitors may be addressed by any university official. Repeated violations may be handled by the university administration. Complaints about affiliates will be directed to and addressed by their sponsoring departments, in accordance with appropriate policies and practices.

Contractors and Vendors - Complaints regarding contractors and vendors will be addressed by the campus administration. Failure by contractors/vendors or their employees to comply with the provisions of this policy could result in the termination of the contract.

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

Exceptions

1. Tobacco, tobacco products or simulated tobacco products may be used for classroom instruction, educational 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.

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

USC Lancaster Code of Student/Faculty Academic Integrity & Responsibility

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

I. **Statement of Purpose**

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

II. **Jurisdiction**

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

III. **Responsibility of USCL Community**

A. General Responsibility

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

B. Student Responsibility

All students have responsibilities to themselves, their classmates and their instructors:

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

C. Faculty Responsibility

All instructors have responsibility to themselves and to their students:

1. to offer clarification of this Code where necessary
2. to state in writing at an early meeting of classes, specific course learning outcomes and the manner in which they are to be obtained
3. to state, in writing and at an early meeting of classes, grading, and evaluation procedures including:
 - a. the grading system and the method of determining the final grade;
 - b. the relative importance of prepared papers, quizzes, examinations, and class preparations;
 - c. the advance notice to be given for scheduled examinations;
 - d. the policy on unannounced quizzes.
4. to exercise care in the organization and preparation of materials

5. to begin and end class periods on time (If absence is anticipated, classes should be informed in advance of contingency arrangements.)
 6. to maintain regular posted hours each week for student consultations
 7. to plan tests and examinations carefully, ensuring that they can be completed within the test- examination period
 8. to grade and return examinations without undue delay (preferably within one week of the examination date)
 9. to give final examinations at the scheduled time.
- D. Administrator Responsibility
- USC Lancaster Administration should:
1. ensure that each entering student is afforded an opportunity to review this Code prior to their first day of classes at the University
 2. ensure that all new USCL faculty, administration, and staff personnel should be apprised of this Code

IV. **Procedure for Handling Alleged Student Violations of the Code**

Definitions of Certain Specific Violations: This Code is intended to prohibit all forms of academic dishonesty and should be interpreted broadly to carry out that purpose. The following examples illustrate conduct that violates this Code, but this list is not intended to be an exhaustive compilation of prohibited conduct. Whenever a student is uncertain as to whether conduct would violate this Code, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor of record prior to engaging in such conduct.

A. Bribery

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

B. Cheating

Cheating includes but is not restricted to the following:

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

- C. Lying
Lying includes the deliberate misrepresentation of any situation or fact, in part or whole, for the purpose of avoiding or postponing the completion of any assignment, duty, test, or examination, or which interferes with the instructor's ability to evaluate accurately a student's competency or performance in the course, internship, or program.
- D. Plagiarism
Plagiarism is the act of taking an original idea, writing, or work of another and presenting it as the product of one's own activity, whether in whole or in part. It is the dishonest use of the work of another person. A person has committed plagiarism when he/she submits the words, sentences, ideas, conclusion, and/or example from a source (book, an article, another student's paper, etc.) without properly acknowledging the source.
- E. Aiding a Student to Commit Any of the Violations Described in IV, A.-D. It is likewise a violation of student/faculty academic responsibility to participate in or knowingly to aid another person in any of the above activities defined in IV, A.-D.

V. **Procedures for Handling Alleged violations of the Code**

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

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

Formal Hearings will be held before the USC Lancaster Academic Honor Code Council. The Council shall consist of three USCL faculty representatives (one from each Academic Division), a USC Lancaster staff representative, and a USCL Student representative. Members will serve for a term of one academic year, including summer sessions. Staff and student representatives (and alternates) are administratively appointed by the Dean of the USCL Campus, upon recommendation by the Associate Dean for Academic & Student Affairs and the Assistant Dean of Students, where appropriate.

RULES GOVERNING FORMAL HEARINGS

1. When a student chooses an option of a formal administrative hearing, or when a case is referred to a hearing, the Office of Academic and Student Affairs shall set a date and place for a hearing and notify those charged, the Council, and relevant participants as to the scheduling of the hearing.
2. The Associate Dean for Academic & Student Affairs will provide each party with the names of faculty, staff, and student representatives to the Academic Honor Code Council. Each party shall have the right to exclude any member of the Council in the event of a conflict of interest. In such cases, the alternate member will serve for the duration of the hearing.
3. The Academic Honor Code Council is charged with hearing and reviewing cases involving USC Lancaster students charged with violations of the Code of Student/Faculty Academic Integrity & Responsibility and will recommend sanctions based on USC and USCL policies and procedures.
4. Hearings shall be considered closed and confidential. All statements, information, or comments given during hearings shall be held in strictest confidence by Council members, University staff, witnesses, advisors, and observers before, during, and after deliberation in keeping with relevant law and policy. Video, audio, stenographic, or photographic recording of hearing proceedings are prohibited, except as authorized by University policy.
5. If any material facts are in dispute, testimony of witnesses and other evidence shall be heard. Each party is responsible for securing the presence and participation of witnesses relevant to its case.
6. A party charged with a violation is responsible for presenting his/her own case. Advisors are not permitted to speak or to participate directly in any hearing.
7. Prior to the first convening of the hearing, the Academic Honor Code Council will select one member to serve as Chair for the hearing. Any member of the hearing Committee may require the Committee to go into private session to discuss and decide a matter by majority vote. The Chair can recess the hearing at any time.
8. The party(ies) charged with a violation(s) and the Council members shall have the right, within reasonable time limits set by the Chair, to present questions for witnesses who testify orally. The Chair may require that questions by the charged party(ies) be addressed to Council members who can ask these questions of the witnesses.
9. All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. Witnesses (except for the charged party or parties) shall be present during a hearing only during the time they are testifying.
10. If the charged student chooses not to attend the formal hearing, that student may be considered as having waived his/her right to represent themselves in the hearing, and the Council may proceed with the hearing and reach decisions and impose sanctions without the student's participation.

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

DELIBERATION AND DECISIONS OF THE COUNCIL

1. After hearing the evidence, the Council may choose to continue the hearing at a later date if additional evidence or witnesses are needed.
2. After all information has been presented and the charged party has made a final statement, the Council shall meet in private to discuss the case, reach its decision, and if appropriate, recommend a sanction.
3. The Council must render its decision within six hours of actual deliberation time, which may be spread over a period of one week, unless additional time is approved unanimously by the Council.
4. Decisions must be by majority vote, with the Chair voting only in the event of a tie. If the student(s) is(are) found guilty of violating the Code of Faculty/Student Academic Integrity & Responsibility, the Council may request any information concerning any past disciplinary record(s) of the student(s) in determining an appropriate sanction(s). The decision will result in a "hung" council if no majority vote for either principal may be obtained within the time limits outlined above.
5. Within three days of reaching its decision, the hearing Chair will submit its written decision (and, if appropriate, recommendations for sanction) to the Associate Dean for Academic & Student Affairs.
6. Within 24 hours of receiving the Council's decision and recommendations, the Associate Dean for Academic & Student Affairs will send a written notification of the Council's decision and sanctions to both principals and to the Dean of the Campus. The notice will include relevant information regarding the right to appeal and appeal procedures.

RECOMMENDATIONS FOR SANCTIONS

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

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

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

recommit himself or herself to good citizenship through behaviors that fall within the guidelines of the Carolinian Creed:

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

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

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

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

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

APPEALS – Office of the Dean

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

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

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

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

3. After review, the Dean or designee may either: affirm the finding(s) of the original hearing authority, in which case the decision is final; or remand the case to the original hearing authority, in which case the decision is final; or may remand the case to the original hearing authority for further proceedings with directives to attend to procedural errors or new evidence.
4. In extraordinary circumstances, the Dean or designee may direct a new hearing before the Associate Dean or the Academic Honor Code Council. All deadlines expressed in any section are subject to change if exigent circumstances exist.
5. The Dean or designee shall send written notification of the decision regarding the appeal to the appealing party within fifteen (15) University business days of receiving the appeal barring special circumstances requiring an extension of this time limit. A copy of the decision will be sent to the original hearing authority.
6. Decisions of the Dean may be appealed in writing within five (5) University business days to the Chancellor for Palmetto College. The decision of the Chancellor in all appellate matters is the final decision for the University. However, the President of the University has the discretionary authority to review decisions at the Chancellor level or below, and the Board of Trustees has the discretionary authority to review decisions of the President. Such review of disciplinary decisions will take place only in extraordinary cases, such as where serious procedural issues seem to have occurred or where the decision appears to be in direct violation of University policy.
7. Requests for such review normally will be considered only after the prescribed avenues of appeal have been completed. Requests shall be made by written statement that includes the facts of the case, the type of hearing and appeal and the reasons justifying extraordinary review. Such requests must be filed in the Office of the President within five (5) University business days of the receipt of the appeal decision. If review is granted, the reviewing authority will determine appropriate procedures. New evidence will not normally be considered.

VI. Procedures for Handling Student Complaints Regarding Faculty Adherence to the Code

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

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

GLOSSARY OF COLLEGE TERMINOLOGY

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

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

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

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

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

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

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

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

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

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

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

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

Catalog (or Catalogue) - A booklet which contains USCL’s academic regulations, degree requirements, course descriptions, faculty names and related information about the institution. A catalog may also be called a Bulletin. Change of Campus Form - A form used by USCL which allows a student to attend a different campus in the USC system. Contact the USCL Admissions Office to obtain this form.

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

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

College Level Examination Program (CLEP) - Tests on specific subjects sponsored by the College Board and offered at USC Columbia each month. Students who earn a minimum score and pass an essay, if

required, are granted credit by USC. Information about CLEP is available in the Admissions Office, USCL.
College Work Study (CWS) - A Federal Assistance Program that provides employment to students in on-campus or off-campus setting. Students are allowed to earn a specified amount of money during an academic term. Contact the Financial Aid Office at USCL for more information.

Common Hour - A block of time when there are no classes scheduled. Common Hour is from 12:15-1:30 Monday and Wednesday.

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

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

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

Course Number - A means of designating academic courses.

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

Degree Students - Students who meet USCL admission requirements and plan to fulfill all requirements toward an Associate (2-year) and/or Baccalaureate (4-year) degrees as stated in the USCL catalog.

Degree Requirements - A grouping of academic courses which must be successfully completed to earn a degree. Drop/Add- A process whereby students make changes to their schedules by using a "Change of Schedule" form. Deadline dates for making these changes are listed in the Class Schedule. To obtain this form, contact USCL Admissions Office.

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

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

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

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

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

Freshman - (1) Beginning college student. (2) Student who has earned between 0 and 29 credit hours in college. Full-Time Student - Student who takes 12 credit hours or more during a given 16-week term; student who takes six credit hours or more during an eight-week term; student who takes four credit hours or more during a five-week summer term. (Note: This definition may vary for Financial Aid recipients; contact the Financial Aid Office for details.)

Grade Point Deficit (GPD) - The number of grade points a student lacks to have a 2.0 (C average) Grade Point Average (GPA). This can be calculated by subtracting the number of grade points earned from

twice the number of grade point hours attempted.

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

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

To compute a GPA:

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

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

- Multiply the semester hours attempted for each course by the grade points for each course grade.
- Total the grade points.
- Divide the total number of grade points by the total number of hours attempted:

$$\text{GPA} = \frac{\text{total grade points}}{\text{total hours attempted}}$$

Compute Your GPA

Example: Fall term

	Grade (grade pts)	Credit hrs. attempted	Credit hrs. earned	Total grade pts
Course:				
ENGL 101	B+ (3.5)	3	3	10.5
MATH 141	A (4.0)	4	4	16
CHEM 101	C (2.0)	4	4	8
PSYC 101	F (0.0)	<u>3</u>	<u>0</u>	<u>0.0</u>
Total		14	11	34.5

$$\text{GPA} = \frac{\text{total grade points}}{\text{total hours attempted}} = \frac{34.5}{14} = \mathbf{2.46}$$

To compute a Cumulative GPA:

- Total all grade points from each term
- Total all hours attempted for each term
- Divide grade points by hours attempted

Cumulative GPA= All Grade Points/All Hours Attempted

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Compute Your Cumulative GPA

Example:

Spring term: hours attempted =	15 grade points =	45.0
Fall term: hours attempted =	14 grade points =	34.5
Totals:	29	79.5

$$\text{Cumulative GPA} = \frac{79.7}{29} = 2.74$$

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

Hours Carried - The number of credit hours attempted.

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

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

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

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

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

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

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

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

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

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

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

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

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

Non-Traditional Student - Student 25 years or older.

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

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

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

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

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

Predicted Grade Point Average (PGPA) - An indication of a freshman’s potential academic performance based on a formula that includes high school rank in class, SAT-Verbal score and SAT-Math score. (2.05 is an example of a PGPA) **Prerequisite** - A course that must be completed satisfactorily before a more advanced level course may be taken. For example, before a student can take English 287, he/she must complete English 101 and 102. English 101 and 102 are prerequisites for English 287.

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

Quarter Hours - Credit hours may be given by institutions on the quarter system. To convert quarter hours to semester hours, multiply the quarter hours by two-thirds. USC is on a semester system.

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

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

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

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

Resident - A student who has lived in South Carolina for at least 12 months; is employed full-time in South Carolina or is a dependent of a full-time employed person; or is active-duty military or a dependent of an active- duty military person. Residency status is used to determine whether a student pays in-state (resident) tuition fees.

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

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

Semester - (see Term)

Semester Hour - (see Credit Hour)

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

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

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

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

Syllabus - A written outline of a particular course including the requirements for the course.

Term - A division of the academic calendar; at USCL, there are 16-week, 8week, and 5-week (summer) terms.

Traditional Student - Student under the age of 25.

Transcript - The record of academic work at USC or another institution updated at the end of each 16-week term that includes names of courses, hours attempted, hours earned, grades, GPA and other related academic information.

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

(b) Unofficial Transcript - A copy of the permanent record for intercampus or student use; it is not validated but stamped “Unofficial - For Internal Use Only” or “For Student Use Only.”

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

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

Undergraduate - A student who is taking courses in pursuit of an Associate and/or Baccalaureate Degree. “W” - Grade assigned when a student drops or withdraws from class after the last day to change a schedule, but before the penalty date for dropping or withdrawing. (Consult class schedule for deadlines).