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Download date	2024-08-12 07:51:53
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U N I V E R S I T Y O F
SOUTH CAROLINA

Regional Campuses

**Student Right-To-Know and
Campuses Security Act
Policies & Information
Additional Information
2009-2010**

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<http://saeu.sc.edu/students> and may be printed.
Printed copies are also available from the campus Student Affairs Office.

REGIONAL CAMPUSES ALCOHOL AND DRUG POLICIES

ALCOHOL POLICY

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

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

USC Lancaster

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

USC Salkehatchie

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

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

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

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

USC Sumter

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

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

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

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

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

USC Union

USC Union has developed a policy prohibiting the consumption of alcoholic beverages, by students, at any University function on or off campus including academic field trips. This decision was made in recognition of the fact that most "traditional" USC Union students have not reached the legal age of consumption of alcoholic beverages in South Carolina.

If the legal age for consumption of alcoholic beverages changes, the Student Affairs committee and the campus administration will review the current policy. Until then, no alcoholic beverages will be allowed at student functions.

Sanctions

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

DRUG POLICY

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

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

Regional Campuses have additional requirements. They are stated below.

USC Lancaster

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

USC Lancaster Counseling Center, 127 Starr Hall, (803) 313-7112

Lancaster County Commission on Alcohol & Drug Abuse, 144 Main St., Lancaster, SC 29721
(803) 285-6911

USC Salkehatchie

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

USC Sumter

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

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

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

USC Union

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

Sanctions

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

**UNIVERSITY OF SOUTH CAROLINA
DRUG-FREE WORKPLACE POLICY**

NUMBER: HR 1.01
SECTION: Human Resources

SUBJECT: Drug-Free Workplace

DATE: September 1990 (Rev.)
REVISED: July 1, 1995

Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Jane M. Jameson
Issued by: Division of Human Resources

NOTE: This policy applies to students who are employed at a University of South Carolina campus.

POLICY

This document sets forth the University of South Carolina Policy HR1.01 prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs and alcohol on its property or as a part of any activities by faculty, staff, and student employees regardless of permanent or temporary status, pursuant to state and federal law. This policy is implemented in compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 and the South Carolina Drug Free Workplace Act of 1990.

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

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

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

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

II. PROCEDURE

- A. A copy of this policy will be made available to each employee of the University of South Carolina at the time of its publication. Thereafter, a copy of the policy will be made available to each employee at the time of employment and annually to all employees.
- B. Grant or contract employees are required to notify the Vice President for Human Resources and the campus human resource office, as appropriate, of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction. Federal law

requires the University to notify the granting or contracting agency of a criminal drug statute conviction in the workplace within ten (10) days after receiving notification. Therefore, upon receiving notice, the Vice President for Human Resources will notify the Associate Vice Provost for Sponsored Programs and Research so that the notice requirement to the granting or contracting agency may be satisfied.

- C. The University of South Carolina recognizes drug and/or alcohol dependence as treatable illnesses. Notwithstanding Sections I. A., B., C., of this policy, employees are encouraged to seek assistance for drug and/or alcohol problems before there is an incident that would cause the University to impose sanctions. Assistance may be sought through programs and/or treatment facilities licensed by the State of South Carolina or by the state in which the program and/or treatment facility is located.
 - 1. Referrals to such programs may be self-referrals or supervisory referrals. If a supervisory referral is made which includes satisfactory participation in a rehabilitation program as a condition of continued employment, the referral must be made through the Division of Human Resources or the campus human resource officer.
 - 2. Referrals and records of referrals will be handled with the same degree of confidentiality as for medical records.
- D. The University of South Carolina will establish a drug-free awareness program to inform employees about the dangers of alcohol and/or drug abuse in the workplace, available drug counseling, rehabilitation, and employee assistance information and the penalties that may be imposed for alcohol and/or drug abuse violations.

Information and Resources

Alcohol and Other Drugs

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

Health Risks

Students should be aware of health risks associated with:

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

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

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

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

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

Alcohol

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

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

Ulcers, heart disease, gastritis, pancreatitis, diabetes, malnutrition, and some cancers are also more common among chronic heavy drinkers than among the general population. Heavier users may also experience periods of amnesia called blackouts. During these periods, the person functions, but later cannot remember what he

or she has done during this time. Physical addiction to alcohol can occur after many years of heavy drinking or, for some individuals, soon after the first drink. Addicted persons feel that they need alcohol for their brains to function normally, and they experience withdrawal when alcohol use stops. Moderate withdrawal symptoms include craving alcohol, anxiety, weakness, tremors, and perspiration. More severe withdrawal symptoms include nausea, vomiting, seizures, convulsions, hallucinations, and delirium tremens. Severe alcohol withdrawal can be fatal.

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

Cigarettes and Tobacco Products

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

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

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

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

Marijuana

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

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

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

Cocaine

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

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

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

PHILOSOPHY ON THE USE OF ALCOHOLIC BEVERAGES:

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

high risk use of alcohol or other drugs from negatively affecting the community's learning environment and the academic, physical and emotional well being of its students.

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

Principle 1

Abstinence is always an acceptable choice.

Principle 2

Alcohol consumption considered to be high risk is actively discouraged.

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

- Membership in high-risk groups;
- Involvement in high-risk situations; and
- Low-risk guidelines concerning quantity and frequency of use of alcoholic beverages.

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

LIST A

- Having a personal history of addiction to chemicals
- Being younger than the legal purchase age of 21
- Having a family history of depression, alcoholism or addiction
- During pregnancy or when considering pregnancy
- Being under a great deal of stress
- Having any physical or psychological condition which makes alcohol consumption unsafe or unhealthy

LIST B

- Driving or operating machinery
- Participating in work or recreational activities requiring alertness and coordination, such as boating, hunting, swimming, cooking, child care, hiking, etc.
- Currently using other central nervous system depressants or any other psychoactive drugs

Principle 3

Alcohol consumption considered to be low risk is acceptable.

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

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

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

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

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

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

Principle 4

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

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

REDUCING YOUR RISKS: ALCOHOL

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

Alcohol is involved in over 50% of motor vehicle accidents and fatalities. The greatest cause of death for individuals aged 16 to 24 is alcohol and drug related accidents. If you are part of a

group of people who is drinking alcoholic beverages and needing transportation, plan ahead for safe movement from one location to the other. Don't ride with someone who is under the influence of alcohol or other drugs.

REMEMBER, CHOOSING NOT TO DRINK IS ALWAYS ACCEPTABLE!

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

- Resist attempts by others to pressure you into drinking alcohol or drinking more than you want to drink. Carry an alcohol-free beverage if it helps.
- Put some food in your system. Having something to eat while you are drinking slows down the absorption of alcohol. Remember, carbonated beverages speed up the absorption of alcohol—so you are affected faster. Use non-carbonated beverages or juices as mixers.
- Alternate alcohol-free beverages with alcoholic drinks.
- Establish personal limits on how much you will drink during a night out or a party, and stick to them. Pace yourself at no more than one drink per hour and do not drink more than 3 drinks in one day. Remember that "one drink" is equal to approximately one 12-ounce beer, a 4-ounce glass of wine, or 1.25 ounces of 80 proof liquor.
- Plan a ride on the side. Plan to ride with someone else or find a place to stay if you do choose to drink alcohol. Do not ride with someone who is under the influence. Do not let friends who are impaired drive.
- Body size is an important factor in considering the effects of alcohol on individuals. Alcohol has a greater effect on persons of lower body weight. Don't try to keep up with people who are larger than you. Other biological factors that can increase your risk for impairment include: age, altitude, illness, tiredness, stomach content and other drugs.
- If you are under the age of 21, be aware of drinking age laws. In South Carolina you must be 21 to legally consume alcoholic beverages. Consider your relationship with the legal system and be aware of the penalties for underage possession and for the use of false identification cards.
- Be aware that stress can influence the effects of alcohol. Abstain or reduce your limit during an emotional time.
- Avoid drinking games. Many promote high-risk drinking behavior.
- Stop drinking alcoholic beverages 45 minutes to one hour before the end of an event.
- Be careful during the heat! Consuming alcohol when you are exposed to heat for an extended amount of time, such as tailgating and watching a Carolina football game, can be risky. The use of alcohol combined with high temperatures can place you at higher risk of having a heat stroke.
- Avoid drinking alcohol when using other drugs—even cold medicines. The effects can be greatly increased. For example, the use of marijuana suppresses the gag reflex. Your body may not expel an excess of alcohol, preventing an alcohol overdose. Some drugs combined with alcohol can also result in overdose because of the interaction effect.

- Alcohol affects women more than men. Consider size, fat to lean ratios and hormonal cycles influence the effects of alcohol on your body. Women have less of one stomach enzyme that helps to process alcohol than do men. Avoid drinking during pregnancy and if you are nursing a baby.
- Look at your family history, an important part of understanding the role of alcohol in your life. Children of alcoholics are four times more likely to become alcoholic than the general population. If one or both of your parents or grandparents have or had a chemical addiction, you are at a greatly increased risk of addiction.
- Plan wisely when hosting social events. If alcohol is planned at all, plan it as an addition to social activities rather than the primary focus of the event. Never advertise alcohol as the focus. Limit amounts and restrict access for underage persons. Plan for alternate ways home.
- If you are ever concerned about the medical safety of another person, call for medical assistance. Never place an intoxicated person laying face up or face down. Always place the person on his/her side and monitor breathing.

For further information on these topics, contact the Employee Relations office (777-7550) of the Division of Human Resources or your campus Human Resource Office. On the Columbia Campus you may also contact the Office of Alcohol & Drug Programs: Alcohol and Drug Information Center, the Open Door Wellness Center, and the Office of Alcohol and Drug Studies in the School of Medicine. You may also call ASKUS (803/777-7777) or the S.C. Commission on Alcohol and Drug Abuse Information Access Line (1 800 942-DIAL).

Information on South Carolina Alcoholic Beverage Laws

The following is a partial list of South Carolina laws related to the acquisition, possession, and use of alcoholic beverages. The University of South Carolina does not permit possession or consumption of alcoholic beverages by persons under the age of 21 and supports all state alcoholic beverage laws.

Additional provisions for all Regional Campuses related to alcoholic beverages may be found throughout this document.

ACTION: To purchase or possess beer or wine if you are under the age of 21.

PENALTY: A fine of not less than \$25 nor more than \$100 (Section 20-7-8920), and suspension of driver's license for a period of ninety days for the first offense, and for a period of six months for a second or subsequent offense. (Section 56-1-746[A])

ACTION: To purchase or possess liquor if you are under the age of 21.

PENALTY: A fine of not less than \$100 nor more than \$200 or imprisonment for not more than 30 days (Section 20-7-8925); and suspension of driver's license for a period of ninety days for the first offense, and for a period of six months for a second or subsequent offense. (Section 56-1-746[A])

ACTION: To lie or give false information concerning age in order to purchase beer or wine.

PENALTY: A fine of not less than \$50 nor more than \$100 or imprisonment for not more than 30 days (Sections 61-9-50 and 61-9-70); and suspension of driver's license for a period of ninety days for the first offense, and for a period of six months for a second or subsequent offense. (Section 56-1-746[A])

ACTION: To lie or give false information concerning age in order to obtain liquor.

PENALTY: A fine of not less than \$100 nor more than \$200 or imprisonment for not more than 30 days (Section 20-7-8925); and suspension of driver's license for a period of ninety days for the first offense, and for a period of six months for a second or subsequent offense. (Section 56-1-746[A])

ACTION: To possess an altered or invalid driver's license or personal identification

PENALTY: 1st offense - A fine of not more than \$200 or imprisonment for not more than 30 days.
2nd or subsequent offenses - A fine of not more than \$500 or imprisonment for not more than 6 months. (Section 56-1-510[1])

ACTION: To lend a driver's license or personal identification card to any other person.

PENALTY: 1st offense - A fine of not more than \$200 or imprisonment for not more than 30 days and suspension of driver's license for a period of 90 days.
2nd or subsequent offenses - A fine of not more than \$500 or imprisonment for not more than 6 months, and suspension of driver's license for a period of six months. (Sections 56-1-510[2] and 56-1-746[A])

ACTION: To give false information on an application to obtain a driver's license or personal identification card.

PENALTY: 1st offense - A fine of not more than \$200 or imprisonment for not more than 30 days.
2nd or subsequent offenses - A fine of not more than \$500 or imprisonment for not more than 6 months. (Section 56-1-510[5])

ACTION: To alter a driver's license.
PENALTY: A fine of not more than \$2500 or imprisonment for not more than 6 months, or both (Sections 56-1-515[1] and 56-1-515[3]); and suspension of driver's license for a period of ninety days for the first offense, and for a period of six months for a second or subsequent offense. (Section 56-1-746[A])

ACTION: To sell or issue a false driver's license.
PENALTY: A fine of up to \$2500 or imprisonment for not more than 6 months, or both (Sections 56-1-515[1] and 56-1-515[3]); and suspension of driver's license for a period of ninety days for the first offense, and for a period of six months for a second or subsequent offense. (Section 56-1-746[A])

ACTION: To use someone else's driver's license or personal identification card.
PENALTY: A fine of not more than \$100 or imprisonment for not more than 30 days. (Sections 56-1-515[2] and 56-1-515[4]) and suspension of driver's license for a period of 90 days for the first offense, and for a period of six months for a second or subsequent offense. (Section 56-1-746[A])

ACTION: To use an altered driver's license or identification card containing false information.
PENALTY: A fine of not more than \$100 or imprisonment for not more than 30 days. (Sections 56-1-515[2] and 56-1-515[4]); and suspension of driver's license for a period of 90 days for the first offense, and for a period of six months for a second or subsequent offense. (Section 56-1-746[A])

ACTION: To give beer, wine, or liquor to anyone who is under the age of 21. This law includes serving anyone in your home except your child or spouse.
PENALTY: A fine of not more than \$200 or imprisonment for not more than 30 days (Section 61-13-287); and suspension of driver's license for a period of 90 days for the first offense, and for a period of six months for a second or subsequent offense. (Section 56-1-746[A])

ACTION: To sell beer wine or liquor to anyone under the age of 21.
PENALTY: A fine of not less than \$100 nor more than \$200 or imprisonment for not less than 30 days nor more than 60 days, or both. (Sections 61-9-40 and 61-13-290)

ACTION: To purchase beer wine or liquor in behalf of one who cannot lawfully buy.
PENALTY: A fine of not less than \$50 nor more than \$100 or imprisonment for not more than 30 days (Sections 61-9-60 and 61-9-70); and suspension of driver's license for a period of 90 days for a first offense, and for a period of six months for a second or subsequent offense. (Section 56-1-746[A])

ACTION: To have an open container of beer or wine in a moving vehicle of any kind, except in the trunk or luggage compartment.
PENALTY: A fine of not more than \$100 or imprisonment for not more than 30 days. (Section 61-9-87)

ACTION: To have an open container of liquor anywhere except in a private residence, hotel or motel room, licensed mini-bottle establishment, the luggage compartment of a vehicle or a legally constituted private gathering.
PENALTY: A fine of not more than \$100 or imprisonment for not more than 30 days. (Sections 61-5-20 and 61-5-110)

ACTION: Disorderly conduct - To be grossly intoxicated on any highway or at any public place or public gathering.

PENALTY: A fine of not more than \$100 or imprisonment for not more than 30 days. (Section 16-17-530)

ACTION: DUI - Driving under the influence of alcohol or other drugs. With a blood alcohol content (BAC) level of 0.08% or more, it may be inferred that the person was under the influence of alcohol. With a BAC less than 0.08%, the BAC may be considered with other evidence and the person may be charged with DUI.

PENALTY: 1st offense - A fine of \$200 or imprisonment for not less than 48 hours nor more than 30 days; driver's license is suspended for 6 months.

2nd offense - A fine of not less than \$2000 nor more than \$5000 and imprisonment for not less than 48 hours nor more than one year; driver's license is suspended one year.

3rd offense - A fine of not less than \$3500 nor more than \$6000 and imprisonment for not less than 60 days nor more than three years; driver's license is suspended for two years.

4th or subsequent offenses - Imprisonment for not less than one year nor more than five years; driver's license is suspended for three years for a 4th offense and is permanently revoked for a 5th offense; if the offender is the owner of the vehicle or a resident of the household of the owner of the vehicle, the vehicle shall be confiscated at the time of the arrest. (Sections 56-5-2930, 56-5-2940, 56-5-2950, 56-5-2990 and 56-5-6240)

ACTION: Felony Driving Under the Influence - Driving under the influence which results in great bodily harm or death.

PENALTY: *For Causing Great Bodily Harm* - A fine of not less than \$5000 nor more than \$10,000 and imprisonment for not less than 30 days nor more than 15 years; driver's license is suspended for period of imprisonment plus three years.

For Causing Death - A fine of not less than \$10,000 nor more than \$25,000 and imprisonment for not less than one year nor more than 25 years; driver's license is suspended for period of imprisonment plus 3 years. (Section 56-5-2945)

Other Items of Note:

- All convictions are placed on a permanent criminal record. All alcohol offenses are misdemeanors except a felony DUI conviction.
- For underage drinking laws, alcohol offenses can be "stacked." In other words, a person charged and convicted of three separate offenses can receive all three fines or jail terms, not just the largest of the three.
- Persons convicted of first offense DUI:
 - Are required to show proof of financial responsibility to the Department of Highways and Public Transportation, usually in the form of a guarantee of high-risk insurance coverage, for three years.
 - Are required to complete an Alcohol and Drug Safety Action Program before becoming eligible to apply to the Department of Highways and Public Transportation for driver's license reinstatement.
 - May be eligible for a provisional driver's license upon meeting requirements.
 - All accidents resulting in injury or death of a person under age 21 as a result of DUI are investigated.

Be aware that state laws are subject to change.

Information on South Carolina Drug Laws

The following is a partial list of South Carolina's drug laws, which are subject to change. The University of South Carolina prohibits possession, use, manufacturing, and distribution of illegal drugs and supports all applicable state laws. For further information and a complete list of laws relating to offenses, please see Chapter 53, Title 44 of the South Carolina Code of Laws, as amended. A copy of the laws is available in the University Law School Library, System Legal Department, and is published in the USC Columbia [Carolina Community](#).

MARIJUANA - HASHISH - METHAQUALONE - AMPHETAMINE

- ACTION:** Possession of 1 ounce or less of marijuana, or 10 grams or less of hashish.
PENALTY: 1st offense - Not more than 30 days or not less than \$100 nor more than \$200.
2nd or subsequent offenses - Not more than one year and/or \$200 to \$1,000. (Section 44-53-370[d][3])
- ACTION:** Possession of methaqualone, or more than 1 ounce of marijuana, or more than 10 grams of hashish.
PENALTY: 1st offense - Not more than six months and/or not more than \$1,000.
2nd or subsequent offenses - Not more than one year and/or not more than \$2,000. (Section 44-53-370[d][2])
- ACTION:** Manufacture, distribution, or possession with the intent to distribute.
PENALTY: 1st offense - Not more than five years and/or not more than \$5,000.
2nd offense - Not more than 10 years and/or not more than \$10,000.
3rd or subsequent offenses - Not less than five years nor more than 20 years and/or not more than \$20,000. (Section 44-53-370[B][2])
- ACTION:** Trafficking (10 lbs. to 100 lbs. of marijuana).
PENALTY: 1st offense - Not less than 1 year nor more than 10 years and \$10,000.
2nd offense - Not less than 5 years nor more than 20 years and \$15,000.
3rd or subsequent offenses - 25 years and \$25,000. (Section 44-53-370[e][1][a])
- ACTION:** Trafficking (100 lbs. to 2,000 lbs. of marijuana, or 100 to 1,000 marijuana plants regardless of weight).
PENALTY: 25 years and \$25,000. (Section 44-53-370[e][1][b])
- ACTION:** Trafficking (2,000 lbs. to 10,000 lbs. of marijuana, or 1,000 to 10,000 marijuana plants regardless of weight).
PENALTY: 25 years and \$50,000. (Section 44-53-370[e][1][c])
- ACTION:** Trafficking (10,000 lbs. or more of marijuana, or 10,000 or more marijuana plants regardless of weight).
PENALTY: Not less than 25 years nor more than 30 years and \$200,000. (Section 44-53-370[e][1][d])
- ACTION:** Trafficking (15 grams to 150 grams of methaqualone).
PENALTY: 1st offense - Not less than 1 year nor more than 10 years and \$10,000.
2nd or subsequent offenses - 25 years and \$25,000. (Section 44-53-370[e][4][a])
- ACTION:** Trafficking (150 grams to 1500 grams of methaqualone).
PENALTY: 25 years and \$25,000. (Section 44-53-370[e][4][b])

ACTION: Trafficking (1500 grams to 15 kilograms of methaqualone).
PENALTY: 25 years and \$50,000. (Section 44-53-370[e][4][c])

ACTION: Trafficking (15 kilograms or more of methaqualone).
PENALTY: Not less than 25 years nor more than 30 years and \$200,000. (Section 44-53-370[e][4][d])

LSD - HEROIN - COCAINE

ACTION: Possession.
PENALTY: 1st offense - Not more than two years and/or not more than \$5,000.
2nd offense - Not more than five years and/or not more than \$5,000.
3rd or subsequent offenses - Not more than five years and/or not more than \$10,000. (Section 44-53-370[d][1])

ACTION: Manufacture, distribution, or possession with the intent to distribute.
PENALTY: 1st offense - Not more than 15 years and/or not more than \$25,000.
2nd offense - Not less than five years nor more than 30 years and/or not more than \$50,000.
3rd or subsequent offenses - Not less than 15 years nor more than 30 years and/or not more than \$50,000. (Section 44-53-370[b][1])

ACTION: Trafficking (10 grams to 28 grams of cocaine).
PENALTY: 1st offense - Not less than three years nor more than 10 years and \$25,000.
2nd offense - Not less than five years nor more than 30 years and \$50,000.
3rd or subsequent offenses - Not less than 25 years nor more than 30 years and \$50,000.
(Section 44-53-370 [e][2][a])

ACTION: Trafficking (28 grams to 100 grams of cocaine).
PENALTY: 1st offense - Not less than seven years nor more than 25 years and \$50,000.
2nd offense - Not less than seven years nor more than 30 years and \$50,000.
3rd or subsequent offenses - Not less than 25 years nor more than 30 years and \$50,000.
(Section 44-53-370[e][2][b])

ACTION: Trafficking (100 grams to 200 grams of cocaine).
PENALTY: 25 years and \$50,000. (Section 44-53-370[e][2][c])

ACTION: Trafficking (200 to 400 grams or more of cocaine).
PENALTY: 25 years and \$100,000. (Section 44-53-370 [e][2][d])

ACTION: Trafficking (400 grams or more of cocaine).
PENALTY: Not less than 25 years nor more than 30 years and \$200,000. (Section 44-53-370[e][2][e])

ACTION: Trafficking (4 grams to 14 grams of heroin, opium, or morphine).
PENALTY: 1st offense - Not less than seven years nor more than 25 years and \$50,000.
2nd or subsequent offenses - 25 years and \$100,000. (Section 44-53-370[e][3][a])

ACTION: Trafficking (14 grams to 28 grams of heroin, opium, or morphine).
PENALTY: 25 years and \$200,000. (Section 44-53-370[e][3][b])

ACTION: Trafficking (28 grams or more of heroin, opium, or morphine).
PENALTY: Not less than 25 years nor more than 40 years and \$200,000. (Section 44-53-370[e][3][c])

ICE - CRANK - CRACK COCAINE

ACTION: Possession of less than 1 gram.

PENALTY: 1st offense - Not more than five years and not less than \$5,000.
2nd offense - Not more than 10 years and not less than \$10,000.
3rd or subsequent offenses - Not less than 10 years nor more than 15 years and not less than \$15,000. (Section 44-53-375[A])

ACTION: Manufacture, distribution, purchase, or possession with intent to distribute (more than 1 gram).

PENALTY: 1st offense - Not more than 15 years and not less than \$25,000.
2nd offense - Not more than 25 years and not less than \$50,000.
3rd or subsequent offenses - Not more than 30 years and not less than \$100,000. (Section 44-53-375[B])

ACTION: Trafficking (more than 10 grams, but less than 28 grams)

PENALTY: 1st offense - Not less than three years nor more than 10 years and \$25,000.
2nd offense - Not less than five years and nor more than 30 years and \$50,000.
3rd or subsequent offenses - Not less than 25 years nor more than 30 years and \$50,000.
(Section 44-53-375[C][1])

ACTION: Trafficking (more than 28 grams, but less than 100 grams)

PENALTY: 1st offense - Not less than seven years nor more than 25 years and \$50,000.
2nd offense - Not more than seven years and nor more than 30 years and \$50,000.
3rd or subsequent offenses - Not less than 25 years nor more than 30 years and \$50,000.
(Section 44-53-375[C][2])

ACTION: Trafficking (more than 100 grams, but less than 200 grams)

PENALTY: 25 years and \$50,000. (Section 44-53-375[C][3])

ACTION: Trafficking (200 grams or more, but less than 400 grams)

PENALTY: 25 years and \$100,000. (Section 44-53-375[C][4])

ACTION: Trafficking (400 grams or more)

PENALTY: Not less than 25 years nor more than 30 years and \$200,000. (Section 44-53-375[C][4])

ANABOLIC STEROIDS

ACTION: Possession of 10 or fewer dosage units without a valid prescription.

PENALTY: 1st offense - Not more than six months or not more than \$1,000.
2nd or subsequent offenses - Not more than one year and/or not more than \$2,000. (Section 44-53-1530[2])

ACTION: Possession of 10 to 100 dosage units without a valid prescription.

PENALTY: 1st offense - Not more than one year and/or not more than \$2,000.
2nd or subsequent offenses - Not more than two years and/or not more than \$3,000. (Section 44-53-1530[3])

ACTION: Possession of more than 100 dosage units without a valid prescription.

PENALTY: 1st offense - Not more than five years and/or not more than \$5,000.
2nd or subsequent offenses - Not more than 10 years and/or not more than \$10,000. (Section 44-53-1530[4])

SUSPENSION OF DRIVER'S LICENSE

In addition to the above, the driver's license of any person convicted of a controlled substance violation involving hashish or marijuana must be suspended for a period of six months. The driver's license of any person convicted of any other controlled substance violation must be suspended for a period of one year. (Section 56-1-745[a])

Be aware that state drug laws are subject to change.

Information on Federal Drug Laws

The following is a partial list of federal drug laws. The University of South Carolina prohibits the possession, use, manufacturing, or distribution of illegal drugs and supports all applicable drug laws. For further information and a complete list of the laws relating to drug offenses, please see Title 21 of the U.S. Code of Laws, as amended. Copies of the laws are available at the University Law School Library, and the System Legal Department.

ACTION: Possession of a controlled substance without a valid prescription.
PENALTY: 1st offense - Not more than one year and/or not less than \$1,000.
2nd offense - Not less than 15 days nor more than two years and not less than \$2,500.
3rd or subsequent offenses - Not less than 90 days nor more than three years and not less than \$5,000. Statute -- 21 U.S.C.A. Section 844(a)

ACTION: Possession of a mixture or substance that contains cocaine base.
PENALTY: 1st offense - If the amount exceeds 5 grams, not less than five years nor more than 20 years and a minimum fine of \$1000.
2nd offense - If the amount exceeds 3 grams, not less than five years nor more than 20 years and a minimum fine of \$1000.
3rd or subsequent offenses - If the amount exceeds 1 gram, not less than five years nor more than 20 years and a minimum fine of \$1000. Statute -- 21 U.S.C.A. Section 844(a)

ACTION: Distribution of controlled substances to persons under the age of 21.
PENALTY: 1st offense - Imprisonment (for not less than one year) and/or a fine, neither to exceed twice that authorized by Statute -- 21 U.S.C.A. Section 841(b).
2nd or subsequent offenses - Imprisonment (for not less than one year) and/or a fine, neither to exceed three times that authorized by Statute -- 21 U.S.C.A. Section 841(b); Statute -- 21 U.S.C.A. Section 859.
3rd offense - Life imprisonment and fine. Statute -- 21 U.S.C.A. Section 841(b)(1)(A)

ACTION: Manufacture, distribution, or possession with intent to manufacture or distribute controlled substances in or on, or within 1000 feet of the real property comprising a public or private elementary, vocational, secondary school, college, junior college, or university, or within 100 feet of a playground, public or private youth center, public swimming pool, or video arcade.
PENALTY: 1st offense - Imprisonment (for not less than one year) and/or a fine, neither to exceed twice that authorized by Statute -- 21 U.S.C.A. Section 841(b).
2nd or subsequent offenses - Not less than 3 years nor more than life (or 3 times that authorized by an offense, whichever is greater) and/or a fine not to exceed 3 times that authorized by Statute -- 21 U.S.C.A. Section 841(b); Statute -- 21 U.S.C.A. Section 860
3rd offense - Life imprisonment and fine. Statute -- 21 U.S.C.A. Section 841 (b)(1)(A)

- ACTION:** Manufacture, distribution, or possession with intent to manufacture or distribute:
- (a) 1 kilogram or more of a mixture or substance containing a detectable amount of heroin; or
 - (b) 5 kilograms or more of a mixture or substance containing a detectable amount of cocaine; or
- or
- (c) 50 grams or more of a mixture or substance which contains cocaine base; or
 - (d) 100 grams or more of PCP or 1 kilogram or more of a mixture or substance containing a detectable amount of PCP; or
 - (e) 10 grams or more of a mixture or substance containing a detectable amount of LSD; or
 - (f) 1000 kilograms or more of a mixture or a substance containing a detectable amount of marijuana, or 1000 or more marijuana plants regardless of weight; or
 - (g) 100 grams or more of methamphetamine, or 100 grams or more of a mixture or substance containing a detectable amount of methamphetamine.
- PENALTY:** 1st offense - Not less than 10 years nor more than life (if death or serious bodily harm results from the use of such substance, imprisonment shall be for not less than 20 years nor more than life) and/or a fine not to exceed the greater of that authorized by Title 18 of the U.S. Code or \$4,000,000.
- 2nd offense - Not less than 20 years nor more than life (if death or serious bodily harm results from the use of such substance, imprisonment shall be for life) and/or a fine not to exceed the greater of that authorized by Title 18 of the U.S. Code or \$8,000,000.
- 3rd offense - Life imprisonment Statute -- 21 U.S.C.A. Section 841(b)(1)(A)

- ACTION:** Manufacture, distribution, or possession with intent to manufacture or distribute:
- (a) 100 grams or more of a mixture or substance containing a detectable amount of heroin; or
 - (b) 500 grams or more of a mixture or substance containing a detectable amount of cocaine; or
 - (c) 5 grams or more of a mixture or substance which contains cocaine base; or
 - (d) 10 grams or more of PCP or 100 grams or more of a mixture or substance containing a detectable amount of PCP; or
 - (e) 1 gram or more of a mixture or substance containing a detectable amount of LSD; or
 - (f) 100 kilograms or more of a mixture or substance containing a detectable amount of marijuana, or 100 or more marijuana plants regardless of weight; or
 - (g) 10 grams or more of methamphetamine, or 100 grams or more of a mixture or substance containing a detectable amount of methamphetamine.
- PENALTY:** 1st offense - Not less than five years nor more than 40 years (if death or serious bodily injury results from the use of such substance, imprisonment shall be for not less than 20 years nor more than life) and/or a fine not to exceed the greater of that authorized by Title 18 of the U.S. Code or \$2,000,000.
- 2nd or subsequent offenses - Not less than 10 years nor more than life (if death or serious bodily injury results from the use of such substance, imprisonment shall be for life) and/or a fine not to exceed the greater of twice that authorized by Title 18 of the U.S. Code or \$4,000,000. Statute -- 21 U.S.C.A. Section 841(b)(1)(B)

- ACTION:** Manufacture, distribution, or possession with intent to manufacture or distribute:
- (a) 50 kilograms or less of marijuana (except in the case of 50 or more marijuana plants regardless of weight); or
 - (b) 10 kilograms or less of hashish, or 1 kilogram or less of hashish oil.
- PENALTY:** 1st offense - Not more than 5 years and/or a fine not to exceed the greater of that authorized by Title 18 or \$250,000.
- 2nd or subsequent offenses - Not more than 10 years and/or a fine not to exceed the greater of twice that authorized by Title 18 or \$500,000. Statute -- 21 U.S.C.A. Section 841(b)(1)(D)

ACTION: Manufacture, distribution, or possession with intent to manufacture or distribute any controlled substance listed in Schedule I or II (e.g. LSD, heroin, marijuana, opium, morphine) of Statute - 21 U.S.C.A. Section 812 (except as provided elsewhere).

PENALTY: 1st offense - Not more than 20 years (if death or serious bodily injury results from the use of such substance, imprisonment shall be for not less than 20 years nor more than life) and/or a fine not to exceed the greater of that authorized by Title 18 of the U.S. Code or \$1,000,000. 2nd or subsequent offenses - Not more than 30 years (if death or serious bodily injury results from the use of such substance, imprisonment shall be for life) and/or a fine not to exceed the greater of twice that authorized by Title 18 of the U.S. Code or \$2,000,000. Statute 21 -- U.S.C.A. Section 841(b)(1)(C)

ACTION: Manufacture, distribution, or possession with intent to manufacture or distribute any controlled substance listed in Schedule IV of 21 U.S.C.A. Section 812.

PENALTY: 1st offense - Not more than three years and/or a fine not to exceed the greater of that authorized by Title 18 of the U.S. Code or \$250,000. 2nd or subsequent offenses - Not more than six years and/or a fine not to exceed the greater of twice that authorized by Title 18 of the U.S. Code or \$500,000. Statute -- 21 U.S.C.A. Section 841(b)(2)

ACTION: Manufacture, distribution, or possession with intent to manufacture or distribute a controlled substance listed in Schedule V of Statute – 21 U.S.C.A. Section 812.

PENALTY: 1st offense - Not more than one year and/or a fine not to exceed the greater of that authorized by Title 18 of the U.S. Code or \$100,000. 2nd or subsequent offenses - Not more than two years and/or a fine not to exceed the greater of twice that authorized by Title 18 of the U.S. Code or \$200,000. Statute 21 -- U.S.C.A. Section 841(b)(3)

Information and Resources: Alcohol and Other Drugs

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

AA (Alcoholics Anonymous) - a 12-step program for those who have a desire to stop drinking. Regular meetings are held in the campus vicinity and at other locations in the community. (See local telephone directory or enclosed directory of SC County Alcohol and Drug Abuse Programs.)

Academic Courses - University 101 often times has a drug and alcohol component within the course content. Other courses whose content may contain such a component are offered periodically. "Alcohol and Drug Studies," an interdisciplinary program leading to a certificate of graduate study, is available (803-777-4243).

ACOA (Adult Children of Alcoholics) Group - A free support group available to help individuals identify and explore issues or problems related to having an alcoholic parent. (See local telephone directory or enclosed Directory of SC County Alcohol and Drug Abuse Programs.)

Al-Anon - A 12-set program to help family members and friends of addicted individuals. Regular meetings are held near campus and at other locations in the community. (See local telephone directory or enclosed Directory of SC County Alcohol and Drug Abuse Programs.)

Drugstore Clearinghouse - Located within the South Carolina Commission on Alcohol and Drug Abuse, this resource center provides books, journals, films, brochures, and computer references to other alcohol and drug libraries in the state. Many free pamphlets are available. (803-734-9520 or 1-800-942-3425)

Employee Assistance Program - A resource for faculty and staff. Contact the Employee Relations Office at 900 Assembly Street (803-777-7550) or your campus Personnel Officer for further information. Permanent University faculty & staff contact Family Services Center at 803-733-5450 or 1-800-922-5651.

Local County Alcohol and Drug Abuse Program (see supplemental Directory) - A local agency offering primary prevention, intervention and treatment services, including the Alcohol and Drug Safety Action Program (ADSAP) for those convicted of driving under the influence. (See local telephone directory or enclosed Directory of SC County Alcohol and Drug Abuse Programs.)

NA (Narcotics Anonymous) - A 12-step program for recovery from drug addiction. (See local telephone directory or enclosed Directory of SC County Alcohol and Drug Abuse Programs.)

1-800-942-DIAL - A toll-free confidential line for information on alcohol and other drugs staffed primarily by USC graduate students with professional supervision.

Public and Private Treatment Centers - Please see your local telephone directory.

DIRECTORY OF SOUTH CAROLINA COUNTY ALCOHOL AND DRUG ABUSE PROGRAMS

Abbeville

Cornerstone Alcohol and Drug Abuse Program
P.O. Box 921
111 South Main Street
Abbeville, SC 29620
Phone: (864)459-9661 or 459-9662
Fax: (864) 459-5314

Aiken

Aiken County Center for Alcohol and Other
Drug Services
1105 Gregg Hwy.
P.O. Drawer 535
Aiken, SC 29802-0535
Phone: (803)649-1900
Fax: (803)643-2926

Allendale

New Life Center, Lowcountry Commission on
Alcohol and Drug Abuse
P.O. Box 594
Memorial Avenue
Allendale, SC 29810
Phone: (803)584-4238
Toll Free Phone: (877) 943-2800
Fax: (803)943-7538
EMail: nlchampton@hargray.com

Anderson

Anderson/Oconee Alcohol and Drug Abuse
Commission
226 McGee Road
Anderson, SC 29625-2104
Phone: (864)260-4168
Fax: (864)261-7543
<http://www.aobhs.org/>

Bamberg

Tri-County Commission on Alcohol and Drug
Abuse
308 North Main
Bamberg, SC 29003
Phone: (803)543-2328
Fax: (803)531-8419
<http://www.mccordcenter.com>

Barnwell

Axis I Center of Barnwell
P.O. Box 1042
Barnwell, SC 29812
Phone: (803)541-1245
Fax: (803)541-1247
<http://www.axis1.org>

Beaufort

Beaufort County Alcohol and Drug Abuse
Department
P.O. Box 311
Beaufort, SC 29901
Phone: (843)525-7407
Fax: (843)525-7404
http://www.co.Beaufort.sc.us/ALC_Drug/ALC_Drug.htm

Berkeley

Berkeley County Commission on Alcohol and
Drug Abuse
306 Airport Drive
Moncks Corner, SC 29461
Phone: (843)761-8272
Fax: (843)899-1839

Calhoun

Tri-County Commission on Alcohol and Drug
Abuse
897 Russell Street
P.O. Box 1166
Orangeburg, SC 29116-1365
Phone: (803)536-4900
Fax: (803)531-8419
<http://www.mccordcenter.com>

Charleston

Charleston Center
5 Charleston Center Drive
Charleston, SC 29401
Phone: (843)958-3300
Fax: (843)958-3496
http://www.charlestoncounty.org/Departments/D_AODAS/d-daodas.htm

Charleston

Center for Drug and Alcohol Programs
Medical University of South Carolina
Department of Psychiatry
67 President Street
PO Box 250861
Charleston, SC 29425
Phone: (843) 792-1724
Fax: None available
<http://www.musc.edu/cdap/index.html>

Cherokee

Cherokee County Commission on Alcohol and
Drug Abuse
201 West Montgomery Street
Gaffney, SC 29341
Phone: (864)487-2721
Fax: (864)487-2764

Chester

Chester County Commission on Alcohol and
Drug Abuse
130 Hudson Street
P.O. Box 636
Chester, SC 29706
Phone: (803)377-8111
Fax: (803)581-5380
EMail: hpcenter@infoave.net

Chesterfield

The ALPHA Center
141 W. Main Street
P.O. Box 838
Chesterfield SC 29709
Phone: (843)623-3353
Fax: (843)623-3357

Clarendon

Clarendon County Commission on Alcohol and
Drug Abuse
14 North Church Street
P.O. Box 430
Manning, SC 29102
Phone: (803)435-2121 or 435-4044
Fax: (803)435-8856
Email: cccada@clarendonbhs.com

Colleton

Colleton County Commission on Alcohol and
Drug Abuse
P.O. Box 1037
Walterboro, SC 29488
Phone: (843)548-4343
Fax: (843)538-7613

Darlington

Rubicon, Inc.
510 East Carolina Avenue
P.O. Box 2076
Hartsville, SC 29550
Phone: (843)332-4156 ext/308
Fax: (843)332-4159
EMail: rubicon@rocsoft.net

Dillon

Marion/Dillon County Commission on Alcohol
and Drug Abuse
204 MKL Jr. Blvd
Dillon, SC 29536
Phone: (843)774-6591
Fax: (843)774-1409
EMail: dccada@bellsouth.net

Dorchester

Dorchester Alcohol and Drug Commission
500 N. Main Street
Summerville, SC 29483
Phone: (843)871-4790
Fax: (843)872-8579
<http://www.dadc.org/>

Edgefield

Cornerstone Alcohol and Drug Abuse Program
400 Church Street, Room 112
Edgefield, SC 29824
Phone: (803)637-4050
Fax: (803) 637-4047

Fairfield Behavioral Health Services

Fairfield P.O. Box 388
200 Calhoun Street
Winnsboro, SC 29180
Phone: (803)635-2335
Fax: (803)635-9695

Florence

Florence County Commission on Alcohol and
Drug Abuse
McKenzie Park Bldg.
P.O. Box 4509
601 Gregg Avenue
Florence, SC 29502
Phone: (843)665-9349
Fax: (843)667-1615

Georgetown

Georgetown County Alcohol and Drug Abuse
Commission
1423 Winyah Street
Georgetown, SC 29440
Phone: (843)546-6081
Fax: (843)527-1697

Greenville

Greenville County Commission on Alcohol and
Drug Abuse
3336 Old Buncombe Road
Greenville, SC 29617
Phone: (864)467-3737 or 467-3076(ADSAP)
Fax: (864)467-3779
<http://www.greenvillecounty.org/adac/>

Greenwood

Cornerstone Alcohol and Drug Abuse Program
1420 Spring Street
Greenwood, SC 29646
Phone: (864)227-1001
Fax: (864)227-3619

Hampton

New Life Center, Lowcountry Commission on
Alcohol and Drug Abuse
P.O. Box 885
Courthouse Annex
Hampton, SC 29924
Phone: (803)943-2800
Toll Free Phone: (877) 943-2800
Fax: (803)943-7538
EMail: nlchampton@hargray.com

Horry

Horry County Commission on Alcohol and Drug
Abuse
P.O. Box 136
1004 Bell Street
Conway, SC 29526
Phone: (843)248-6291
Fax: (843)248-6085

Jasper

New Life Center, Lowcountry Commission on
Alcohol and Drug Abuse
P.O. Box 1362
113 East Wilson Street
Ridgeland, SC 29936
Phone: (843)726-5996
Toll Free Phone: (877) 943-2800
Fax: (843)943-7538
EMail: nlchampton@hargray.com

Kershaw

The ALPHA Center
P.O. Box 416
709 Mill Street
Camden, SC 29020
Phone: (803)432-6902 or 425-6019
Fax: (803)432-6890

Lancaster

Lancaster County Commission on Alcohol and
Drug Abuse
P.O. Box 1627, 114 Main Street
Lancaster, SC 29721
Phone: (803)285-6911
Fax: (803)286-6697
csl@comporium.net

Laurens

Gateway Counseling Center
P.O. Box 843
Laurens, SC 29360
Phone: (864) 833-6500
Fax: (864) 833-6905
<http://www.gatewaycounseling.org/>

Lee

The Lee Center
108 Church Street
Bishopville, SC 29010
Phone: (803)484-6025
Fax: (803)484-6121

Lexington

Lexington/Richland Alcohol and Drug Abuse
Council
134 North Hospital Drive
West Columbia, SC 29169
Phone: (803)733-1376
Fax: (803)733-1377
<http://www.lradac.org/>

Marion

Marion/Dillon County Commission on Alcohol
and Drug Abuse
103 Court Street
P.O. Box 1011
Marion, SC 29571
Phone: (843)423-8292
Fax: (843)423-8294
EEmail: mccada@bellsouth.net

Spring Branch Residential Treatment Center
370 West Sellers Road
Marion, SC 29571
Phone: (843) 423-7876
Fax: (843) 423-8273
EEmail: sbrtc@bellsouth.net

Marlboro

Marlboro Counseling and Prevention Center
211 N. Marlboro Street
PO Box 1154
Bennettsville, SC 29512
Phone: (843)479-5661
Fax: None Available

McCormick

Cornerstone Alcohol and Drug Abuse Program
504 N. Mine Street
McCormick, SC 29835
Phone: (864)465-3306
Fax: (864) 465-3304

Newberry

Newberry County Commission on Alcohol and
Drug Abuse
P.O. Box 738
Newberry, SC 29108
Phone: (803)276-5690
Fax: (803)321-2234
<http://www.westviewbehavioral.org/>

Oconee

Anderson/Oconee Alcohol and Drug Abuse
Commission
302 North Pine Street
Seneca, SC 29678
Phone: (864)882-7563
Fax: (864)882-7388
<http://www.aobhs.org/>

Orangeburg

Tri-County Commission on Alcohol and Drug
Abuse
P.O. Box 1166
Orangeburg, SC 29116
Phone: (803)536-4900
Fax: (803)531-8419
<http://www.mccordcenter.com>

Pickens

Pickens County Commission on Alcohol and
Drug Abuse
309 East Main Street
Pickens, SC 29671
Phone: (864)898-5800
Fax: (864)898-5804
EEmail: pccada@carol.net

Richland

Lexington/Richland Alcohol and Drug Abuse
Council
P.O. Box 50597
1325 Harden Street
Columbia, SC 29250
Phone: (803)256-3100
Fax: (803)733-1365
<http://www.lradac.org/>

Saluda

Saluda County Alcohol and Drug Abuse
Commission
204 Ramage Street
Saluda, SC 29138-1359
Phone: (864)445-2968 or 445-3827
Fax: (864)445-9592
<http://www.geocities.com/athens/2067/>

Spartanburg

Spartanburg Alcohol and Drug Abuse
Commission
187 W. Broad St.
P.O. Box 1252
Spartanburg, SC 29306
Phone: (864)582-7588
Fax: (864)582-0431

Sumter

Sumter County Commission on Alcohol and
Drug Abuse
P.O. Box 39
115 N. Harvin St., 3rd Floor
Sumter, SC 29151-0039
Phone: (803)775-6815
Fax: (803)773-6232

Main Office # : (803) 775-6815
Alternate Address: Liberty House
441 N. Main Street
Sumter, SC 29151
Alternate # : (803) 775-5080
Adult Services: (803) 775-5080
Adolescent Services: (803) 775-5080
Detox Program: Freedom House
(803) 775-9012

Preventive Services: (803) 778-2835
Alternate Fax # : (803) 773-6256
E-Mail: gpeagler@sumterccada.org

Union

Union County Commission on Alcohol and
Drug Abuse
P.O. Box 844
201 South Herndon Street
Union, SC 29379
Phone: (864)429-1656 or 429-1657
Fax: (864)429-1667
<http://www.uccada.org/>

Williamsburg

Williamsburg County Department on Alcohol and
Drug Abuse
P.O. Box 506
115 Short Street
Kingstree, SC 29556
Phone: (843)355-9113, 355-7123
Fax: (843)355-9389

York

Keystone Substance Abuse Services
P.O. Box 4437
199 S. Herlong Avenue
Rock Hill, SC 29731-4437
Phone: (803)324-1800
Fax: (803)328-3831
<http://www.keystoneyork.org/>

Student Campus Security Information

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

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

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

If an accident or emergency occurs, the Dean, an Associate Dean, the Director of Campus Law Enforcement & Security, the Building Director, or a nurse is notified and he or she makes an assessment of the injury and its severity. On-site treatment is limited to general first aid such as bandages and ice packs. The injured person is transported to the hospital or doctor by the Lancaster County 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, Associate Dean, Assistant Dean, or the Director of Campus Law Enforcement & Security is notified and he or she makes an assessment and responds to the injuries and the incident if it is of a civil nature. If the incident or accident is of a criminal nature (such as theft) or property damage occurs (such as an automobile accident) the City of Lancaster Police are contacted and take responsibility for the incident.

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

Sumter: If an emergency occurs on campus, the Associate Dean for Administrative and Financial Services is notified and a decision is made on the action to be taken based on assessment of the situation or emergency that has occurred. On-site treatment is limited to general first aid such as bandages and ice packs. The injured person is transported to the hospital or doctor by USC Sumter personnel or the Sumter County EMS ambulance service. The family is also notified of the accident if necessary.

To consistently improve safety measures on campus, USC Sumter utilizes the Carolina Alert System which can send SMS/text and voice messages to your cell phone, e-mail address and land-line phone in case of emergencies. For more information go to www.uscsumter.edu/emergency

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

Union: If an emergency occurs on the campus, the Regional Campus Dean is notified and a decision is made on the action to be taken based on assessment of the situation or emergency that has occurred.

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

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

Four security guards work a rotating shift to provide security for the campus from 5:00 p.m. until 12:00 midnight on weekdays and from 7:00 a.m. until 12:00 midnight on Saturdays and Sundays. The on-duty guard is stationed in the lobby of Hubbard Hall and makes hourly rounds over the entire campus including the parking lots. If guards should encounter any problems or incidents that they cannot solve, they call the Director of Maintenance and Security and/or the City of Lancaster Police.

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

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

The Maintenance Department (five individuals), and the Computer Service Department (three individuals) also carry radios and respond to any emergency call. After hours all emergencies should be handled by dialing 9-911 from a campus phone.

Union: The Dean's Office is responsible for enforcing the rules and regulations of the stated policies. The Campus Dean, Associate Dean, Human Resources Director, and the Maintenance and Custodial Personnel are available for immediate response for any campus emergency. The City of Union and other local law enforcement services are utilized when necessary for accidents or incidents that may be criminal in nature or automobile accidents and/or property damage. The USC System Law Enforcement Division is also utilized when necessary depending on the situation.

The maintenance and custodial personnel work on rotating shifts providing security for the campus from 7:00 a.m. until 10:00 p.m. Monday – Thursday, 7:00am until

5:00pm on Friday during fall and spring terms and 7:00am – 4:30 pm during the summer and are on call and make routine checks on the weekends and other hours. Local law enforcement officers are used during special events and for other activities on campus when necessary.

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

(I) The enforcement authority of security personnel, including their working relationship with State and local police agencies;

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

Four security guards work a rotating shift to provide security for the campus from 5:00 p.m. until 12:00 midnight on weekdays and from 7:00 a.m. until 12:00 midnight on Saturdays and Sundays. The on-duty guard is stationed in the lobby of Hubbard Hall and makes hourly rounds over the entire campus including the parking lots. If guards should encounter any problems or incidents that they cannot solve or handle they call the Director of Law Enforcement and Security and/or the City of Lancaster Police.

Salkehatchie: The Director of the Human Resource and Maintenance, in Allendale and the Director of Walterboro in Walterboro are responsible for enforcing the rules and regulations of the stated policies. These persons and the Maintenance and Custodial Personnel are available for immediate response for any campus emergency. The City of Allendale Police Department or the City of Walterboro Police Department are utilized when necessary for accidents or incidents that may be criminal in nature or automobile accidents and/or property damage. The USC System Law Enforcement Division is also utilized when necessary depending on the situation.

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

The Maintenance Department (five individuals), and the Computer Service Department (three individuals) also carry radios and respond to any emergency call. After hours, all emergencies should be handled by dialing 9-911 from a campus phone.

Union: The Dean is responsible for enforcing the rules and regulations of the stated policies. The Campus Dean, Associate Dean, Human Resource Director and the Maintenance and Custodial Personnel are available for immediate response for any campus emergency. The City of Union and other local law enforcement services are utilized when necessary for accidents or incidents that may be criminal in nature or automobile accidents and/or property damage. The USC System Law Enforcement Division is also utilized when necessary depending on the situation.

The maintenance and custodial personnel work on rotating shifts providing security for the campus from 7:00 a.m. until 10:00 p.m. daily during fall and spring terms and 7:00am – 4:30pm during the summer and are on call and make routine checks on the weekends and other hours. Local law enforcement officers are used during special events and for other activities on campus when necessary.

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

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

Four security guards work a rotating shift to provide security for the campus from 5:00 p.m. until 12:00 midnight on weekdays and from 7:00 a.m. until 12:00 midnight on Saturdays and Sundays. The on-duty guard is stationed in the lobby of Hubbard Hall and makes hourly rounds over the entire campus including the parking lots. If guards 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.

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

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

The Maintenance Department (five individuals), and the Computer Service Department (three individuals) also carry radios and respond to any emergency call. After hours, all emergencies should be handled by dialing 9-911 from a campus phone.

Union: The Dean's Office is responsible for enforcing the rules and regulations of the stated policies. The Dean, Human Resources Director and the Maintenance and Custodial Personnel are available for immediate response for any campus emergency. The City of Union and other local law enforcement services are utilized when necessary for accidents or incidents that may be criminal in nature or automobile accidents and/or property damage. The USC System Law Enforcement Division is also utilized when necessary depending on the situation.

The maintenance and custodial personnel work on rotating shifts providing security for the campus from 7:00 a.m. until 10:00 p.m. daily during fall and spring terms and 7:00am – 4:30pm during summer and are on call and makes routine checks on the weekends and other hours. Local law enforcement officers are used during special events and for other activities on campus when necessary.

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

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

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

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

Union: The USC Union faculty, staff and students have IDs and are also required to have vehicles registered and parking decals for parking on campus. Parking lots are checked and monitored for security purposes and parking violations.

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

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

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

Sumter: All freshmen and new students are informed of the security procedures and practices during new student orientation and are encouraged to be responsible for their own security and the security of others. **Students are provided access to the USC**

Sumter Student Handbook that describes the proper conduct for the campus. The USC Sumter Student Handbook is available for review in the USC Sumter Library and all major administrative offices on campus. A security newsletter is published once a year offering safety and security tips and statistics. This information is also available on the USC Sumter homepage at www.uscsumter.edu.

Union: All students are informed of security procedures and practices during orientation sessions and special student meetings, which are scheduled each semester. Other programs on safety and security are frequently scheduled for students and other campus personnel.

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

	Lancaster			Salkehatchie			Sumter			Union		
	08-09	07-08	06-07	08-09	07-08	06-07	08-09	07-08	06-07	08-09	07-08	06-07
<u>Crimes Against Person</u>												
murder/non-neg. manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
neg. manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
sex offenses	0	0	0	0	0	0	0	0	0	0	0	0
forcible	0	0	0	0	0	0	0	0	0	0	0	0
non-forcible	0	0	0	0	0	0	0	0	0	0	0	0
robbery	0	0	0	2 ^c	2 ^c	0	0	0	0	0	0	0
assault: simple	2 ^a	0	0	1 ^a 1 ^c	1 ^a 2 ^c	1 ^c	0	0	0	0	0	0
aggravated	1 ^a 1 ^c	0	0	0	0	0	0	0	0	0	0	0
<u>Crimes Against Property</u>												
burglary	0	0	0	3 ^c	1 ^a 1 ^c	3 ^c	0	0	0	0	0	0
breaking / entering	1 ^a	1 ^a	0	0	0	0	0	2 ^a	1 ^a	0	0	0
larceny/ theft	1 ^a	4 ^a	2 ^a	3 ^a 2 ^c	1 ^a 1 ^c	9 ^c	1 ^a	1 ^a	0	0	0	0
motor vehicle theft	0	0	0	0	0	1 ^c	0	0	0	0	0	0
arson	0	0	0	0	0	0	0	0	0	0	0	0

	Lancaster			Salkehatchie			Sumter			Union		
<u>Hate Crimes</u>	0	0	0	0	0	0	0	0	0	0	0	0

a - on-campus

b - in / on a non-campus building controlled or used by the institution or a student organization

c - public property reasonably contiguous with the institution – when unavailable, see “Note” below.

Note: County/Town jurisdiction statistics are available online at www.sled.state.sc.us. Printed information is available on your campus from the office responsible for campus security.

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

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

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

Sumter: No off-campus student organizations are authorized by the institution.

Union: USC Union does not authorize off-campus activities by student organizations. All campus activities are supervised and monitored by campus officials and local law enforcement is utilized for certain campus activities.

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

<u>Arrests</u>	Lancaster			Salkehatchie			Sumter			Union		
	08-09	07-08	06-07	08-09	07-08	06-07	08-09	07-08	06-07	08-09	07-08	06-07
liquor law violations	5 ^c	0	0	0	0	0	0	0	0	0	0	0
drug law violations	2 ^c	0	0	0	0	0	0	0	0	0	0	0
weapons law violations	0	0	0	0	0	0	0	0	0	0	0	0

a - on-campus

b - in / on a non-campus building controlled or used by the institution or a student organization

c - public property reasonably contiguous with the institution

<u>Referrals for disciplinary action</u>	Lancaster			Salkehatchie			Sumter			Union		
	08-09	07-08	06-07	08-09	07-08	06-07	08-09	07-08	06-07	08-09	07-08	06-07
liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0
drug law violations	0	0	0	0	0	0	0	0	0	0	0	0
weapons law violations	0	0	0	0	0	0	0	0	0	0	0	0

a - on-campus

b - in / on a non-campus building controlled or used by the institution or a student organization

c - public property reasonably contiguous with the institution – when unavailable, see “Note” below.

Note: County/Town jurisdiction statistics are available online at www.sled.state.sc.us. Printed information is available on your campus from the office responsible for campus security.

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

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

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

DRUGS: Use, possession, sale or purchase of drugs on or adjacent to University property may result in criminal prosecution and University sanctions including, but not limited to, permanent expulsion from the University. University and community services to assist individuals with alcohol and drug dependency problems are available at the USCL Counseling Center, 127 Starr Hall.

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

Additional Regulations:

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

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

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

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

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

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

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

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

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

Union: ALCOHOL: USC Union has developed a policy prohibiting the consumption of alcoholic beverages, by students, at any University function. This decision was made in recognition of the fact that most "traditional" USC Union students have not reached the legal age for consumption of alcoholic beverages in South Carolina.

If the legal age for consumption of alcoholic beverages changes, the Student Affairs Committee and the campus administration will review the current policy. Until then, no alcoholic beverages will be allowed at student functions.

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

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

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

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

Lancaster: All freshmen and new students are informed of the security procedures and practices during freshman orientation and are encouraged to be responsible for their own security and the security of others. Students are issued handbooks that describe the proper conduct that is essential to the operation of USC Lancaster. The topic of sexual assault is addressed in University 101 classes, and the Sexual Assault Policy is outlined in the USCL Student Handbook.

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

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

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

Union: USC Union provides information and materials on the awareness of rape, acquaintance rape, and sex offenses through the use of special programs, University 101 classes, and pamphlets which are available to all students.

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

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

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

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

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

Union: All sexual offenses are considered to be serious offenses. All reported violations will be handled in accordance to the disciplinary procedures as published in the Campus Bulletin.

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

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

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

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

Sumter: The nature of rape and other sexual offenses requires immediate action by the victim. The emergency number for campus security is 3400 from an on-campus phone. In the event of a sexual assault on campus, contact the Associate Dean for Administrative and Financial Services, the Director of Student Life, or the Director of Advisement Counseling Center, who will in turn document all pertinent information. The student will be given the opportunity to report the incident to local law enforcement officials. The student will be asked to preserve all evidence as proof of a criminal sexual

assault. The student will be given the opportunity to seek immediate and appropriate medical attention and counseling.

Union: In the event of a sexual assault on campus, contact the Dean's Office. The victim will be assisted in reporting the incident to local law enforcement officials and will also be required to preserve all evidence as proof of a criminal assault.

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

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

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

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

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

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

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

Union: When notified of a sexual assault, the University will begin disciplinary procedures as outlined in the Campus Bulletin. The accuser and accused are entitled to the same opportunities for advice and supporting witnesses. Both the accuser and the accused shall be informed of the outcome of disciplinary proceedings brought forth alleging a sexual assault.

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

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

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

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

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

Union: Students will be informed of their options to notify proper law enforcement authorities including assistance from campus officials.

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

Lancaster: Follow up services are available to victims of sexual assault through the University Counseling Center at USC Lancaster, 127 Starr Hall, 803 285-9746; and Palmetto Citizens Against Sexual Assault, 106 North York Street, 803 286-5232.

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

Salkehatchie: Personal counseling is available for students through the student services on campus in both Allendale and Walterboro and by referral to the Department of Mental Health in both Allendale and Colleton counties.

Sumter: Students reporting sexual assault will be immediately made aware of the counseling services available at the advisement/counseling center on campus, or the Sumter Rape Crisis Center at 773-HELP (4357). It is university procedure to assist a student in acquiring these services.

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

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

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

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

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

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

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

Sex Crimes Prevention Act

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

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

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

The information presented is designed to meet the guidelines of the College and University Security Information Act of 1989 and the Student Right-to-Know and Campus Security Act of 1999. Information

concerning University security policies and procedures, crime rates and crime statistics can be obtained from the office of the Dean.

Sexual Offenders Registry – www.sled.state.sc.us , then Sex Offenders Registry

Known Registered Sexual Offenders

USC Lancaster – None Known

USC Salkehatchie – None Known

USC Sumter – None Known

USC Union – None Known

(For more information on known offenders, enter the Registry, and follow the prompts.)

Student Success

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

2005 Entering Students' Success Rate (defined as graduated with an associate degree, transferred to another institution, or still enrolled at the campus.)

Lancaster	69.1%
Salkehatchie	55.4%
Sumter	55%
Union	69.8%

source: CHE Performance Funding Report 2008-09

2000 entering Students' Success Rate (defined as earning a baccalaureate degree)

Lancaster	28.4%
Salkehatchie	18.8%
Sumter	29.1%
Union	25.7%

source: CHE Performance Funding Report 2007-08

(Note: 2008-2009 statistics for this measure not available at time of publication. Will be updated when available)

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

ENGLISH PROFICIENCY FOR TEACHING

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

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

CAMPUS GRIEVANCE POLICIES/PROCEDURES

USC Lancaster Code of Student/Faculty Academic Responsibility

I. Statement of Purpose

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

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 Responsibility.

III. Responsibility of USCL Community

A. General Responsibility

1. It should be the responsibility of every member of the USCL community (student, 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 ground 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 objectives 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 office 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 (preferable within one week of the examination date)
 9. to give final examinations at the scheduled time.
- D. Administrator Responsibility
1. The USCL administration should ensure that each entering student is afforded an opportunity to review this Code prior to his or her first day of classes at the University,
 2. The administration should ensure that all instructional faculty members whose second language is English are able to write and speak fluently in the English language,
 3. All new USCL faculty, administration, and staff personnel should be apprised of this Code.

IV. Definitions of Certain Specific Violations

- A. Bribery
Bribery involves the offering, giving, receiving, or soliciting of anything of value in order to obtain a grade or consideration a student would not expect to achieve from his or her own academic performance.
- B. Cheating
Cheating includes but is not restricted to the following:
1. Any conduct during a program, course, quiz, or examination that involves the unauthorized use of written or verbal information or the unauthorized use of any other means of communication.
 2. The buying, selling, or theft of any examination or quiz prior to its administration.
 3. The unauthorized use of any electronic or mechanical device.
 4. The unauthorized use of laboratory reports, term papers, theses, or other written materials, in whole or in part.
 5. The 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.
- 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 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.

V. Procedure for Handling Alleged Violations of the Code

A. Informal Procedure

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

B. Formal Procedure

If informal discussions prove to be unsatisfactory, either party may request that the Associate Dean for Academic Affairs begin formal proceedings to resolve the matter.

1. The formal procedure is initiated when either party fills out an official form that can be obtained from the Office of the Associate Dean for Academic Affairs. The form should be filed within five days (exclusive of weekends and holidays) of the informal meeting between the parties and the Associate Dean for Academic Affairs.
2. The Associate Dean for Academic Affairs will form a panel to hear the case as soon as possible after receiving the formal accusation.

a. Membership of the Panel

The panel shall consist of six members.

- 1) Three students shall be selected according to the procedure outlined below. All relatives of the parties involved shall be excluded. The first two selected shall be panelists and the third shall be an alternate.
- 2) Three faculty members shall be selected according to the procedure outlined below: all relatives of the parties shall be excluded. The first two selected shall be panelists and the third shall be an alternate.
- 3) Alternates shall be present at the hearing but shall be involved in the deliberation process only in the event that the Associate Dean for Academic Affairs excuses one or more of the panelists.

b. Procedure of Selection of a. 1) & 2)

- 1) Lists of seventeen prospective students and eleven prospective faculty panel members shall be drawn at random from student/faculty rolls.
- 2) Each party shall be apprised of the names on the list.
- 3) Three school days after receipt of this notification, the Associate Dean for Academic Affairs, together with the parties involved, shall meet to select the panelists a.1), a.2).
- 4) Selection of the three students and three faculty members shall be made in the following manner:
 - Each name on the lists shall be read, and each party shall be given an opportunity to strike that name; no reason for strike-offs shall be given. Strike-offs shall be limited to seven students and four faculty members per principal.
 - Rejection by either party eliminates the prospective panelists.

- This procedure shall be continued until the appropriate number of panelists is reached.
 - In the event that the panelists are not agreed upon by the end of the lists, the last panelists shall be automatically included.
 - c. Notification of Panel Duty. Prospective panelists shall be notified at least one week in advance of the panel's first meeting. Any prospective panelist shall have the right to refuse to serve; no reason for refusal need be given. The Associate Dean for Academic Affairs shall continue to draw names at random until seventeen students and eleven faculty prospective panelists agree to serve, should they be chosen.
 - d. Upon selection as a panelist or alternate, members are obligated to remain on the panel until the conclusion of the case, except upon being excused by the Associate Dean of Academic Affairs.
- 3. Panel tampering. Neither the parties involved nor their representatives shall attempt to influence the panelist or prospective panelists, except as allowed during the official proceedings of the panel.
- 4. Panel Procedures.
 - a. Except upon agreement by both principals, the hearings shall be closed.
 - b. The panel shall elect a foreman.
 - c. The panel shall meet with the principals, hear the evidence, and review any relevant documentation. Witnesses may be called by either party or by the panel if deemed necessary.
 - d. A tape recording shall be made of the proceedings. These recordings shall be kept in the office of the Dean. Either of the principals shall have the right to listen to the tape recordings of the hearing in the presence of a member of the Dean's staff.
 - e. All parties involved in the hearing shall maintain in the strictest confidence the identity of the individuals appearing before the panel, as well as the information presented to the panel.
 - f. Hearings shall be conducted in an informal manner. The taking of statements from the principals may be done by discussion format, though each individual appearing before the panel may be subject to cross-examination. Witnesses shall be present only during the time they are testifying. The principals shall be required to attend all sessions of the hearing.
 - g. Upon conclusion of the hearing, the panel shall adjourn behind closed doors to deliberate the case.
 - 1) Time Limits. The panel must make its decisions within six hours of actual deliberation time, which may be spread over a period of two weeks, unless additional time is approved unanimously by the panel.
 - 2) The Decision.
 - The decision may result in a favorable verdict for one or the other principal by a vote of at least three panel members in favor of that principal.
 - The decision will result in a "hung" panel if the panel vote is indecisive (as defined in the previous point) after six hours of deliberation time or in the event that deliberations are not completed within the two-week period mentioned in 1).
 - h. The panel will submit a written decision within three class days of its decision to the Associate Dean for Academic Affairs.
 - i. Within 24 hours the Associate Dean for Academic Affairs shall send a written notification of findings of the panel to both principals and the Dean.
 - j. If the decision indicates a need for administrative action, the Dean may delegate the task to the appropriate faculty or staff member, group, or committee.

- k. The records of each case shall be maintained by the Dean.

USC Salkehatchie Student Grievance Policy

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

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

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

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

USC Sumter Student Grievance Policy

Policy for Academic Grievances

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

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

Policy for Non-Academic Grievances

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

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

- A. It is suggested that the student begin with an oral discussion with the person(s) alleged to have caused the grievance.

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

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

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

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

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

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

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

USC Union Student Grievance Policy

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

Purpose - The primary objective of the grievance procedure is to 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 complaints and problems to 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 hardship. Such grievances include, but are not limited to, the following problems: mistreatment by any University employee, wrongful assessment and

processing of fees, records and registration errors, racial discrimination, sex discrimination, handicapped discrimination, as they relate to nonacademic areas in the University.

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

PROCEDURE

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

First appeal - 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 the above paragraph.

The supervisor shall immediately acknowledge receipt of the grievance form and shall begin an investigation of the incident at once. The supervisor shall respond in writing of his decision to the student (with a copy to the appropriate administrative officer) within three (3) working days of the conclusion of the investigation.

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

APPEAL TO THE STUDENT AFFAIRS COMMITTEE

If the grievance is unresolved, the student may bring the grievance before the Student Affairs Committee by presenting a written statement within five (5) working days of the date of the supervisor's decision. This statement shall be forwarded to the dean in a sealed envelope and shall (a) state the grievance, (b) state why the response is unacceptable, and (c) request a hearing before the grievance panel.

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

Upon receipt of the appeal, the chairperson of the Student Affairs Committee shall send a copy of the appeal to the members of the Committee and the major parties involved. The major parties include the person(s) against whom the grievance was initiated, the supervisor of that individual(s), and the appropriate administrator. The chairperson of the Committee 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 chairperson shall meet with the Student Affairs Committee to examine the request for an appellate hearing and replies. A hearing shall be granted if a majority of the quorum finds that grounds for the appeal have been substantiated. A tie vote shall result in a hearing being granted. The chairperson shall notify all involved parties of the decision of the Committee to either hear or not hear the grievance.

The hearing shall be conducted no sooner than five (5) working days after the decision and no later than fifteen (15) working days after the decision to grant the request for the hearing.

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

CONDUCT OF THE HEARING

The chairperson of the Student Affairs Committee shall open the hearing by reading the request for an appeal and informing the parties involved of the jurisdiction of the Committee and its procedures. The chairperson 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 meeting.

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

A tape recording shall be made of the proceedings.

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

Hearings shall be conducted 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 Committee may be subject to cross-examination. Witnesses shall be present only during the time they are testifying. The major parties involved in the grievance shall be required to attend all hearings of the Committee.

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

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

The Committee shall decide by a majority vote the solution of the grievance. In the case of a tie, the chairperson shall vote and thus break the tie. The chairperson (or his or her designee) shall forward a copy of the Committee's decision to the major parties involved and to the dean within five (5) working days of the conclusion of the hearing.

Decisions of the Committee shall be final, subject to the student's right to appeal to the Dean and the Vice Provost and Executive Dean for Regional Campuses & Continuing Education

The decision of the Committee shall be kept on file in the Dean's office.

THE STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee shall be composed of seven members as appointed by the faculty organization.

(a) Composition - Two (2) students, SGA President and Vice-President; two (2) administrators; three (3) faculty members.

(b) Terms of office - (1) All members shall serve for one calendar year. 2) If vacancies occur, individuals appointed to fill a vacancy shall serve for the unexpired portion of the original appointee's term. 3) If a

member of the Committee is involved in the grievance, the Committee will elect a replacement for that particular grievance. 4) All individuals may be appointed to additional terms. Appointments shall become effective on the first day of the fall semester.

Sexual Harassment

Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Bobby D. Gist
Issued by: Equal Opportunity Programs

I. POLICY

Academic and employment discrimination on the basis of race, color, religion, national origin, gender, age, and disabling conditions violates federal law, state law and University policy. "Sexual harassment" is a particular form of gender discrimination, distinctive in both characteristic and quality.

The University of South Carolina will not tolerate the sexual harassment of any member of the University community. Sexual harassment subverts the mission of the University by threatening the careers, educational experiences, and well-being of all members of this community. It undermines the University's deep commitment to the primacy of a reward system based purely on merit, intellectual excellence, and job performance.

The University, however, is also committed to freedom of speech and to the liberty of academics to teach, publish, and profess matters that others may find offensive.

The purpose of this Policy is to define "sexual harassment" in both the University employment and academic contexts, to provide procedures for the investigation of sexual harassment claims, and to insure that violations are fully remedied, while also protecting the constitutional and academic rights of every member of this community.

The standards mandated by this Policy represent the bare minimum of acceptable behavior. The University's commitment to civility, mutual respect, and tolerance should cause the members of this community to adhere to an even higher standard of behavior in these matters – not because we are required to do so, but because conscience it.

In addition to those relationships expressly forbidden, consensual relationships among members of the University community in which one party exercises academic or administrative control over the other are deemed unwise and are strongly discouraged. If a charge of sexual harassment is lodged regarding a once-consenting relationship, the burden may be on the alleged offender to prove that this Sexual Harassment Policy was not violated.

II. SEXUAL HARASSMENT

A. Coverage

This Policy covers sexual harassment by and among all members of the University community – including faculty, staff, and students. The prohibited harassment may arise between employment and subordinates, between instructors and students, between peers, or between any of the foregoing persons and persons who do business with the University.

B. Definitions

1. "Members of the University community" includes all faculty, adjuncts, visiting faculty, teaching assistants, administrators, staff, students, and persons engaged in research.
2. "The University EOP" is the Executive Assistant to the President for Equal Opportunity Programs (hereafter referred to as University EOP), or his or her designee, with special responsibilities to carry out the provisions of this Sexual Harassment Policy.

3. The "Campus Sexual Harassment Representative" is the person designated by the Chancellor or Regional Campus Dean to have special responsibilities to carry out the provisions of this Sexual Harassment Policy in conjunction with the University EOP.
4. The "Unit Liaison" is an informational resource person selected by the President, Chancellor or Regional Campus Dean to serve the respective academic or employment unit in matters related to sexual harassment.
5. "Employment benefits" includes the job itself, the duties of the job, compensation, rank privileges and opportunities associated with the job, the tools and working environment necessary to do the job, and any other term or condition employment.
6. "Academic benefits" includes grades, scholarships and other honors, class enrollment and research opportunities, job recommendations, and letters of recommendation for further studies or employment.
7. Sexual harassment of employees or students at the University is defined as unwelcome sexual advances, requests for sexual favors, verbal or other expressive behaviors or physical conduct commonly understood to be of a sexual nature. Sexual harassment includes but is not limited to the following:
 - a. Threats to make an adverse employment or academic decision if another person refuses to engage in sexual activities.
 - b. Demands that another person engage in sexual activities in order to obtain or retain employment or academic benefits.
 - c. Promises, implied or direct, to give employment or academic benefits if another person engages in sexual activities.
 - d. Unwelcome and unnecessary touching or other sexually suggestive physical contact, or threats to engage in such conduct.
 - e. Indecent exposure.
 - f. Invasion of sexual privacy.
 - g. Sexual advances, requests for sexual favors, sexual comments and questions, and other sexually-oriented conduct that is directed against a specific individual and persists despite its rejection.
 - h. Conduct, even that not specifically directed at the complainant, which is sufficiently pervasive, severe, or persistent to alter the conditions of the complainant's employment or status as a student and create a hostile working or learning environment, when viewed from the perspective of a reasonable person of the complainant's gender.

C. Education and Prevention

1. Education is an essential component in the prevention and elimination of sexual harassment. A claim of ignorance is not a defense.
2. To accomplish an adequate educational program the President shall:
 - a. Inform members of the University community of the Sexual Harassment Policy and programs to assure their implementation.
 - b. Mandate each unit head to make available to persons within the unit a training program on sexual harassment at least every two years.
 - c. Assure that the Office of the University EOP has sufficiently trained staff to carry out educational programs on sexual harassment policy.
 - d. Appoint Unit Liaisons as channels for communication, education and advice on sexual harassment policy content, procedures and claims. On campuses other than Columbia, Unit Liaisons shall be appointed by the Chancellor or Regional Campus Dean.

D. Subcommittee of the Affirmative Action Advisory Committee

1. This Policy establishes the Affirmative Action Advisory Committee as the committee charged with monitoring educational functions such as:

- a. Developing educational materials.
 - b. Training appropriate administrative officials and Unit Liaisons.
 - c. Providing educational programs for special audiences within the University community, such as orientation seminars on sexual harassment for new faculty and students.
 - d. Providing education directed to the special needs of identified groups and individuals, such as foreign students, or in response to specific requests.
 - e. Providing educational programs for the community at large.
2. The University EOP shall serve as custodian of confidential documents of the Affirmative Action Advisory Committee related to sexual harassment.
 3. The Affirmative Action Advisory Committee shall monitor compliance with all aspects of the Sexual Harassment Policy.

E. Prohibited Conduct

1. A member of the University community shall not engage in the sexual harassment of another member of the University community.
2. A member of the University community shall not encourage, condone, or fail to take reasonable steps within this person's power to stop the sexual harassment of another member of the University community, regardless of whether the harassment is by another member of the community or by persons doing business with the University.
 - a. A member of the University community shall not retaliate, threaten to retaliate, or attempt to cause retaliation against any person (1) who reasonably protests against sexual harassment practices within the University or (2) who becomes involved in any capacity in the procedures established in this Sexual Harassment Policy.
 - b. However, discipline may be imposed on a member of the University community who abuses the procedures established in this Sexual Harassment Policy (1) by making claims of sexual harassment knowing them to be false or in reckless disregard of their truth falsity, or (2) by making claims involving conduct that this person knows or has reason to know are prohibited by this Policy.
3. A member of the University community shall not refuse to cooperate in the investigation of a sexual harassment complaint, but may assert whatever testimonial evidentiary privileges available to that person by law.

F. Sanctions

1. Persons who violate the Sexual Harassment Policy are subject to appropriate discipline by the University. If an investigation results in a finding that this Policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for the most serious violations may be termination from employment (and revocation of tenure) if the violator is an employee, permanent expulsion if the violator is a student.
2. Persons who violate this Policy may also be subject to civil damages or criminal penalties.

G. Enforcement Procedures

1. Sexual Harassment Resources within the University
 - a. Sources of advice and assistance with the procedures of the Sexual Harassment Policy are available to all members of the University community. They include the Unit Liaison; Campus Sexual Harassment Representative; Vice President for Student Affairs; Vice President for Human Resources; Unit Chairs Directors; Chair of the Affirmative Action Advisory Committee; Chair of the Equity Oversight Subcommittee of the Faculty Welfare Committee; and the University EOP.
 - b. The Division of Human Resources and Office of Equal Opportunity Programs shall provide the above named with training in prevention, education, and the law of sexual harassment.

2. Informal Resolution Procedures (Optional) A person who believes that he or she has been the victim of sexual harassment should initially attempt to discuss the matter with the person(s) thought to have engaged in the harassment. This procedure may be the most effective and least burdensome manner of resolving the problem.
3. Complaints
 - a. To initiate an investigation of an alleged violation of this Policy, a person must file a sexual harassment complaint.
 - b. The complaint must be filed with the Office of the University EOP, or the Campus Sexual Harassment Representative who will forward it to the University EOP.
 - c. The complaint must be sworn to and filed within 180 calendar days of the last occurrence of the alleged event.
 - d. The complaint must be submitted in writing on a form provided by the University and signed by the complainant.
 - e. The University EOP, or Campus Sexual Harassment Representative, shall assist the complainant in completing the Sexual Harassment Complaint form. In order to insure the prompt and thorough investigation of a sexual harassment complaint, the complainant should be prepared to provide as much of the following information as is possible:
 - (1) The name, department, and position of the complainant;
 - (2) The name, department, and position of person or persons allegedly causing the harassment;
 - (3) The specific acts complained of, including dates and location;
 - (4) The effect this has had on the complainant's employment or academic pursuits;
 - (5) The names of any witnesses to the harassment;
 - (6) The names of other members of the University community who might have been subjected to the same or similar harassment;
 - (7) What steps the complainant has already taken to stop the harassment; and
 - (8) Any other information the complainant believes relative to the harassment complained of.
 - f. The Sexual Harassment Complaint form shall contain a provision informing the complainant that the information contained in the complaint will be kept as confidential as possible, but that the identity of the complainant will be revealed to the harasser, potential witnesses, and other persons within the University with a need to know.
 - g. The University EOP or the Campus Sexual Harassment Representative shall provide the complainant a written acknowledgement of the complaint.
4. Investigation
 - a. The University EOP shall appoint an investigator and schedule an investigation of the complaint within ten working days after receipt of a complaint.
 - b. The University EOP shall contact the charged party, give that party a copy of the complaint, solicit that party's response to the complaint, inform that party that a recommendation and report will be completed within the time limits provided for in this Policy (regardless of whether the charged party chooses to respond), and advise that party of the right to be represented by counsel.
 - c. If both parties are agreeable, the University EOP shall attempt to mediate the complaint. If the parties agree to a resolution of the matter, a settlement agreement shall be prepared.
 - (1) The settlement agreement must:
 - (i) be voluntary and be in writing;
 - (ii) be signed by both parties;
 - (iii) contain a provision in which the party against whom the complaint was made gives assurances that the offensive behavior will stop and

not be repeated, and that no retaliation will be taken against the complainant;

- (iv) contain a provision in which the party who makes the complaint gives assurances that no further complaints will be made, providing the offensive behavior is stopped and does not reoccur;
 - (v) contain any other provision the University EOP deems necessary to insure full compliance with this Policy.
- (2) The University EOP shall provide a copy of the settlement agreement to both parties, and shall file the original in the Equal Opportunity Programs Office and a copy shall be maintained by the Office of Human Resources.
 - (3) The University EOP shall recommend to the appropriate Vice President, Chancellor, or Campus Dean restoration of any academic employment benefits lost by the complainant as a result of the alleged sexual harassment.
- d. In the event the parties do not reach a voluntary settlement agreement, the University EOP shall conduct a full investigation which may include obtaining oral and/or written statements from any person either the complainant or the charged party has listed as a witness, as well as from any other person who might have knowledge about the alleged offense.
 - e. If during the investigation the University EOP believes that harassment or retaliation is occurring, the University EOP may recommend to the appropriate University officer that immediate steps be taken to stop any further harassment or retaliation.
 - f. The University EOP shall attempt to complete the investigation within thirty working days. Except in the most unusual circumstances, all investigation shall be completed within sixty working days. The sexual harassment investigative process is a non-adversarial procedure and there shall be no cross-examination of witnesses by either the Charged Party or the Complainant.
 - g. The University EOP shall treat all information received during the investigation as confidential and shall make it available only to appropriate University officials who have a need to know.
5. Report and Recommendation
- a. The University EOP shall prepare a written Report and Recommendation immediately following the completion of the investigation. Except in the most unusual circumstances, the Report must be completed within fifteen working days after the completion of the investigation.
 - b. The Report and Recommendation shall contain the following:
 - (1) A summary of the complaint;
 - (2) A summary of the response by the party against whom the complaint was made;
 - (3) A summary of the statements and evidence obtained during the investigation;
 - (4) A finding of whether a violation of this Policy, including the prohibition against reckless false accusation, has occurred. The findings shall include a statement about the severity of the violation, if any, and an explanation that supports the finding.
 - (5) A summary of prior settlements or substantiated complaints against the charged party;
 - (6) A recommendation of a sanction, if appropriate, made in consultation with the System Legal Department and the Division of Human Resources;
 - (7) A recommendation as to the restoration of any academic or employment benefits lost as a result of the alleged sexual harassment; and
 - (8) An appendix containing the complaint, written statements, and other tangible evidence obtained during the investigation.

- c. The Report and Recommendation shall be sent to the Vice President for Human Resources, General Counsel, and to the appropriate University officer for a decision. The Deciding Officer is the appropriate Vice President, Chancellor, or Regional Campus Dean. A copy of the Report and Recommendation shall then be provided to the complainant and the charged party.
 - d. Either party may respond in writing to the Report and Recommendation. This response must be sent to the Deciding Officer within ten working days.
6. Decision and Imposition of Sanction
- a. On the basis of the Report and Recommendation and any responses that are filed to it, the Deciding Officer may:
 - (1) Dismiss the complaint, if it is found to be without merit. The Deciding Officer shall also determine if discipline against the complainant is warranted in the case of a frivolous or malicious complaint and, if so, shall impose appropriate discipline.
 - (2) Order further investigation, for a period not to exceed ten working days, and require a Supplementary Report and Recommendation.
 - (3) Sustain the complaint, order the harassment to stop, impose sanctions, recommend the initiation of tenure revocation, recommend restoration of any employment or academic benefits the complainant lost because of the harassment, and provide whatever other relief is necessary to remedy the situation. Determination of a sanction shall be made in consultation with the System Legal Department and the Division of Human Resources.
 - b. If the charged party has alleged that the conduct constitutionally protected, the Deciding Officer must obtain the written opinion of University counsel concerning this issue. University counsel shall provide that opinion within ten working days after being requested to do so.
 - c. The Deciding Officer shall render a final written decision within twenty working days from the expiration of the time the parties have for filing responses to the University EOP's original or Supplementary Report and Recommendation, as the case may be, and shall serve a copy of that decision on both the complainant and the charged party.
 - d. The Deciding Officer shall inform the charged party's unit head of the decision. If the violation is found to have occurred, the unit head shall be advised of the sanction being imposed. The Deciding Officer shall send a copy of all decisions to the University EOP.
 - (1) If the charged party is a faculty or staff member and the Deciding Officer concludes that a violation has occurred, the Deciding Officer shall also include a copy of the decision in the employee's system personnel file.
 - (2) If the charged party is a student and the Deciding Officer concludes that a violation has occurred, the Deciding Officer shall forward a copy of the decision to the Campus Chief Academic Officer.
7. Grievance Procedures This Policy leaves intact all grievance procedures available to the charged party pursuant to University policy and applicable law.
8. Monitoring Compliance If the parties have reached an agreement or a complaint has been sustained by the Deciding Officer, the University EOP shall for a period of at least three months monitor compliance with the agreement or decision to insure that the harassment does not reoccur and that the complainant is not subjected to retaliation.
9. Other Available Procedures The procedures available under this Policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under the University grievance process, the State employee grievance process, the State Human Affairs Law, the state or federal law, the United States Constitution, or any other applicable law.

H. Dissemination of the Policy

1. A copy of this Policy shall be contained in the University Policies and Procedures. The name, phone number, and location of the University EOP, Campus Sexual Harassment Representative, Unit Liaison, and Chair of the Affirmative Action Advisory Committee, shall be posted on appropriate bulletin boards.
2. In addition, the University shall adhere to the policy through educational activities. The University EOP shall from time to time distribute brochures and post notices summarizing the University's Sexual Harassment Policy and procedures.

USC Lancaster

Student Code of Conduct

1. INTRODUCTION

- 1.1. This discipline system extends and applies the general principles of the Statement of Student Rights and Freedoms within the Academic Community to specific actions and responsibilities of students and student organizations at the University of South Carolina Lancaster. It accepts the proposition that "academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society," and that "free inquiry and free expression are indispensable to the attainment of these goals." As such, the University strives to maintain an educational community that fosters the development of students who are ethically sensitive and responsible persons.
- 1.2. The University of South Carolina Lancaster strives to protect this educational community and to maintain social discipline among its students and student organizations. Consistent with its purposes, reasonable efforts will be made to foster the personal and social development of those students who are held accountable for violations of University social regulations.
- 1.3. The purpose of this document is to set forth the specific authority and responsibility of the University in maintaining social discipline, the educational process of determining student and student organization accountability for violating the regulations, and the proper procedural safeguards to be followed in this process to insure fundamental fairness and protect the students and student organizations from unfair imposition of serious penalties and sanctions.

2. APPLICATION OF LAWS AND REGULATIONS

- 2.1 Students should be aware that educational institutions are not sanctuaries beyond the reach of the criminal laws of the communities and states wherein such institutions exist. While the rules and regulations of the University of South Carolina are not meant to duplicate general laws, there are some aspects in which the lawful interests of the institution as an academic community coincide with the broader public interests treated in general laws. Students, or student organizations, who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under University rules when their conduct violates institutional standards.
- 2.2 Students, no less than other citizens, are entitled to be secure in their personal papers and effects against unreasonable searches and seizures. Searches and seizures by law enforcement personnel incident to investigations or arrests are conducted only under proper warrant.
- 2.3 Students enjoy the same freedoms of speech and peaceable assembly as all citizens, but they are under certain legal obligations in the exercise of these freedoms by virtue of their membership in the University community. Expression may be subjected to reasonable regulations of time, place, number of persons, and form under established regulations. Expression in the form of action that materially interferes with the normal activities of the institution or invades the rights of others is prohibited. The University is pledged to protect lawful exercise of the rights of free speech and assembly and will invoke appropriate legal and disciplinary sanctions when necessary in the pursuit of this goal.

3. AUTHORITY AND RESPONSIBILITY

- 3.1 Responsibility for good conduct rests with students as individuals, for both themselves and their guests. Student organizations have similar responsibility for maintaining good conduct among their members and guests and at activities they sponsor. All members of the University community are expected to use

reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

3.2 The Board of Trustees is the governing body of the University and the powers of the Dean and the faculty are delegated by the Board in accordance with its policies. The faculty, subject to review by the Dean, Vice-Provost of Regional Campuses and Continuing Education, President and the Board of Trustees, has legislative powers in all matters pertaining to the discipline of students and student organizations. The student discipline system is administered by the Assistant Dean of Students. Student Government, as an elected and representative voice of the student body, has the right to comment on any proposed changes pertaining to the discipline of students.

3.3 The Assistant Dean of Students, in turn, designates the Assistant Dean of Student Affairs Committee as directly authorized and responsible for the total operation of the Student Judicial System. This responsibility includes formulating and implementing policies and procedures, in cooperation with other appropriate University bodies, for the judicial consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal, and educationally meaningful manner. The Student Affairs Committee may further delegate its responsibility to various administrative staff.

4. STUDENT CODE OF CONDUCT – General Provisions

4.1 This section establishes the rules and regulations all students and student organizations of the University of South Carolina Lancaster are expected to follow under the duty and corollary powers inherent in educational institutions to protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of University facilities.

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

4.3 Scope of Application - 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, or when an offense which occurs off campus is such that in the judgment of the Assistant Dean of Student Affairs, failure to take disciplinary action is likely to interfere with the educational processes or orderly operation of the University, or endanger the health, safety or welfare of the University community.

4.4 Definition of a "Student"

4.4.1 For the purpose of this policy a "student" is defined as any person who is admitted, enrolled or registered for study at the University of South Carolina 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 Lancaster are considered "students". A person shall also be considered a student during any period that follows the end of either the Spring or Fall semester that the student has completed until the last day for registration for the next succeeding semester. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity

preparatory to the beginning of school including, but not limited to, orientation, placement testing, and registration.

4.5 General Principles of Group Responsibility for Student Organizations

- 4.5.1 Although not all acts of individual group members can or should be attributable to the group, any group or collection of its members acting in concert should be held responsible for its actions. In determining whether a group may be held collectively responsible for the individual actions of its members, all of the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, groups will be held responsible for the acts of their members when those acts grow out of, or are in any way related to group life. Isolated violations of individuals should not be chargeable to the group, but evidence of group conduct exists where:
- a) Members of the group act in concert to violate University standards of conduct.
 - b) A violation arises out of a group-sponsored, financed, or endorsed event.
 - c) A group leader (s) has knowledge of the incident before it occurs and fails to take corrective action.
 - d) A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.
 - e) Members of a group act in concert, or the organization provides the impetus for violation of University rules and regulations.

5. STUDENT CODE OF CONDUCT – Other Provisions

The following statements constitute the official record of all general conduct rules and regulations at the University of South Carolina Lancaster. Individual students and student organizations are expected to abide by these regulations and administrators are expected to enforce them. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Additional rules and regulations may be promulgated during the year; announcements will be made upon adoption of the changes or additions.

NOTE: Attempting, abetting, or being an accessory to any act prohibited by the General Student Conduct Regulations shall be considered the same as a completed violation.

- 5.1 Compliance with General Laws: Students or student organizations involved in violations of any federal, state, or local laws may be subject to disciplinary action. Disciplinary action imposed by the University may precede and/or be in addition to any penalty imposed by an off-campus authority.
- 5.2 Damage to Property: Damage to or destruction of property owned or operated by the University, its students, faculty, administration and staff, or actions that have the potential for such damage or destruction is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, paint, etc. to property.
- 5.3 Harm to Persons: Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Conduct which threatens to cause harm to persons, or creates hazardous conditions for persons, such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited.
- 5.4 Possession of Firearms and Other Weapons: The unauthorized possession or use of firearms, or weapons of any other kind (including but not limited to dirks, slingshots, metal knuckles, razors, BB guns, and air

pistols) is prohibited. The use or display of any object or instrument in a dangerous, provocative or threatening manner is prohibited.

- 5.5 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 or similar means; or possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the University or off campus University sponsored events without prior University authorization.
- 5.6 Creating a Fire Hazard: No person shall start a fire or create a fire hazard on University property without University authorization. This regulation is also intended to prohibit the possession and/or use of candles, torches, incense burners, other open flame apparatus, as well as extension cords and other devices or materials which may create a fire hazard if used without authorization or in unauthorized areas.
- 5.7 Misuse of Fire Alarms and Safety Equipment: No person shall make, or cause to be made, a false fire alarm, or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire safety equipment including, but not limited to, fire extinguishers, fire hoses, fire alarms and fire doors.
- 5.8 Theft or Misappropriation: Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is forbidden. Sale, possession, or misappropriation of any property, including USC property, without the owner's permission is also prohibited. Property that is found should be turned in to the Medford Library, the Admissions Office or the Office of Academic and Student Affairs.
- 5.9 Unauthorized Sale of Textbooks: The sale of a textbook by any student who does not own the book is prohibited without prior written authorization from the owner of the book. Books that are found should be turned in to the bookstore.
- 5.10 Disorderly Conduct: Individual or group behavior that interferes with the freedom of expression, movement or activity of others, or with the educational mission of the University is prohibited. Such conduct includes, but is not limited to, unwelcome physical contact, harassment, or classroom behavior that interferes with either:
 - a.) the instructor's ability to conduct the class or instructional program; or
 - b.) the ability of other students to profit from the class or instructional program.
- 5.11 Hazing as defined by the University Policy on Hazing (STAF 3.05)
- 5.12 Misuse of University Documents: Forgery, alteration, or misuse of any University document or record is forbidden, including, but not limited to, furnishing false information or withholding material information from University processes or procedures.
- 5.13 Fraud or Lying: Lying or fraudulent misrepresentation in, or with regard to, any transaction with the University, whether oral or written, is prohibited, including but not limited to misrepresenting the truth before a hearing of the University or knowingly making a false statement orally or in writing to any University official which materially interferes with University processes or procedures.
- 5.14 Misuse of University Student Identification Cards: Lending a University Student ID card to anyone for reasons not authorized by the University Student ID policy, failing to present a Student ID card when requested by a University official acting in the performance of his or her duties, or possessing or using a fraudulent ID card, may subject the owner and/or the holder to disciplinary Action.

- 5.15 Failure to Comply with Official Requests: Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of University officials in the performance of their duties. Students are expected to appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may also be considered failure to comply with an official request.
- 5.16 Unauthorized Presence/Use of University Facilities: Unauthorized entry into, presence in, or use of University facilities equipment or property which has not been reserved or accessed through appropriate University officials is prohibited.
- 5.17 Misuse of Keys: No person may use or possess any University key without proper authorization. No student is allowed under any condition to have a University key duplicated.
- 5.18 Disruptive Activity: No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of the University or of the University or its buildings, equipment or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited.

Non-compliance with reasonable time, place, or manner restrictions on expression is considered a violation of this section. Such activity includes, but is not limited to, 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.

NOTE: To remain in the vicinity of activity which threatens to disrupt or is disrupting normal University functions may have serious legal and disciplinary implications. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity may be charged with jointly engaging in an enterprise which is prohibited by law. Students should accordingly avoid the scene of any disruptive or potentially disruptive action. In any case, failure to leave when asked to disperse by University or law enforcement officials will result in disciplinary and/or legal action.

NOTE: In any case wherein students of the University of South Carolina Lancaster are involved in action which is disruptive of the normal activities of the institution or its personnel, or which exceeds the bounds of normal internal discipline in its impact, the Board of Trustees may exercise its right to name a Special Hearing Board, Committee, or Officer to investigate the questioned action and to initiate appropriate disciplinary or other measures.

- 5.19 Misuse of Telephones and/or other Communication Technology: No student shall misuse or abuse, or assist in the misuse or abuse of communication equipment at the University. Such activity includes, but is not limited to, using any form of communication equipment to harass or threaten any person or persons, or using any form of communication equipment to disrupt the normal operations or activities of any person, organization, or the University. Communication equipment includes, but is not limited to, electronic mail, pagers, voice mail, beepers, phones, computers, printers, etc.
- 5.20 Violation of Alcohol Policies: Students and student organizations must comply with the published regulations, and any and all applicable laws, concerning the transport, display, provision, and consumption of beer, wine, and other alcoholic beverages on campus or University property (See Alcohol Policy). Violating any other provision of the Student Code of Conduct while under the influence of alcohol is a violation of this Alcohol policy. Such conduct includes, but is not limited to, public intoxication.

- 5.21 Violation of University Drug Policies: The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance is prohibited. Violating any other provision of the Student Code of Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy. (Refer to the University Drug Policy).
- 5.22 Failure to comply with University Policies and Procedures: Failure to abide by any published University policy or procedure is prohibited.
- 5.23 Committing or attempting to commit an act of sexual assault: Committing or attempting to commit an act of sexual assault as defined by the University Sexual Assault Policy is prohibited.
- 5.24 Computer Misuse: In addition to adhering to the University's "Computer Network and Access Policy", 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 is prohibited. Using computer resources to harass others or in ways that violate institutional computer use policies is prohibited.
- 5.25 Harassment: Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person. Such conduct includes, but is not limited to action(s) or statement(s) that threaten harm or intimidate a person, or any other form of unwanted contact.

6. SANCTIONS, INDIVIDUAL STUDENTS

6.1 The following disciplinary sanctions may be imposed upon students found responsible for a violation of the Student Code of Conduct. 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 Student Code of Conduct of the University.

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

6.1.2 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/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 Assistant Dean of Students or designee.

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

- 6.1.4 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.
- 6.1.5 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.
- 6.1.6 Fines and Restitution: 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, 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.

7. SANCTIONS, STUDENT ORGANIZATIONS

7.1 The following disciplinary sanctions may be imposed upon student organizations when they have been found responsible for violating the Student Code of Conduct. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations and their membership accountable for their actions and the actions of their guest(s), whether on campus or at any organization sponsored function.

7.1.1 Permanent Revocation of Organizational Registration: "Permanent revocation" of the organization's registration means revocation without leave to apply for new registration. Any organization whose registration is permanently revoked must cease all organizational activities upon receipt of the notice of permanent revocation. Any member of an organization whose registration has been permanently revoked shall relinquish any appointed or elected office held with that organization's governing body. Balances of all organizational funds granted by the Student Government are to be surrendered to the custody of the SGA. Office space assigned by the University shall be vacated within five (5) work days (an organization under emergency suspension may be required to vacate space more quickly) from the date the notice of suspension is issued. Space vacated due to suspension may be reassigned to other eligible University organizations.

7.1.2 Suspension: Suspension means denial of rights and privileges of a registered organization for a specified period of time. Any organization whose registration is suspended or revoked must cease all organizational activities upon receipt of the notice of revocation or suspension. Any member of a suspended organization may not hold an appointed or elected office with that organization's governing body for the duration of the organization's period of suspension. Balances of all organizational funds granted by the SGA are to be surrendered to the custody of the SGA. Office space assigned by the University shall be vacated within five (5) work days (an organization under emergency suspension may be required to vacate space more quickly) from the date the notice of suspension is issued. Space vacated due to suspension may be reassigned to other eligible University organizations. Leave to reapply for registration as a student organization may be granted with or without qualifications. Office space assigned prior to suspension will not automatically be reassigned. The organization may reapply for a space assignment, subject to availability. Suspended organizations will automatically be placed on probationary status for a minimum of one academic year following their renewed registration.

- 7.1.3 **Conduct Probation:** A period of review and observation during which a student organization is under an official warning that their misconduct was very serious. Subsequent violations of University rules, regulations, or policies could result in a more severe sanction including suspension. During the probationary period, a student organization is deemed "not in good standing" with the University and may be subject to one or any combination of the following conditions and/or restrictions:
- 7.1.3.1 Denial of the right to represent the University,
 - 7.1.3.2 Denial of the right to maintain an office or other assigned space on University property;
 - 7.1.3.3 Denial of the privileges of:
 - a. Receiving or retaining funding,
 - b. Participating in intramurals;
 - c. Sponsoring any social event;
 - d. Sponsoring any speaker or guest on campus;
 - e. Participating in any social event;
 - f. Co-sponsoring any social event or other activity;
 - g. Membership recruitment.
- 7.1.4 **Conditions/Restrictions:** Limitations upon a student organization's privileges for a period of time or an active obligation to complete a specified activity or activities.
- 7.1.5 **Written Warning:** An official written reprimand making the misconduct a matter of record in University files for a specified period of time. Any further misconduct could result in more severe disciplinary action.
- 7.1.6 **Restitution/Fines:** An organization may be ordered to make restitution or to pay a fine when the organization has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent or disruptive behavior, 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, public service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.

8. DISCIPLINARY PROCEDURES, INDIVIDUAL VIOLATIONS

- 8.1 The following is a format of rights, responsibilities, and procedures to be used in assuring fundamental fairness in disciplinary proceedings involving one or more students or student organizations accused of an infraction of the Student Code of Conduct.

9 INVESTIGATION OF COMPLAINTS – Assistant Dean of Students.

- 9.1 Upon receiving a complaint of misconduct, or upon his or her own initiative, the Assistant Dean of Students or designee may review relevant evidence and consult with relevant parties regarding the incident in question. If the evidence warrants disciplinary action, the Assistant Dean of Students or designee will send written notification to the accused student or student organization representative indicating the nature of the activity in question and what University rules were allegedly violated.

10 OPTIONS FOR RESOLUTION OF DISCIPLINARY CHARGES – Associate Dean of Students.

- 10.1 The student or student organization representative is given the opportunity to meet with the Associate Dean of Students or designee to discuss the charges. If the student fails to meet with the Assistant Dean

or designee, a hold may be placed on the student's registration preventing him/her from registering for future classes until the matter is resolved. Additionally, the student may be charged with a violation of the "failure to comply" provision of the student code of conduct (section 5.15). A student organization may be restricted from any or all activities until the representative meets with the Associate Dean or designee. The Associate Dean or designee may make a determination and impose a sanction by considering whatever evidence is available. At the conclusion of this discussion regarding the charges, the Associate Dean or designee may either drop the charges if they are unsupported by evidence, or offer the following options to resolve the charges:

- 10.1.1 Mediation - An agreement to participate in a mediation process. This option is reserved for situations where all of the immediate parties in the incident agree to have a conflict resolved in this fashion, and the option is considered appropriate by the Associate Dean or designee. Failure to fulfill the terms of a mediation agreement could lead to re-activation of the charges as well as additional disciplinary action.
- 10.1.2 Informal Administrative Hearing - An informal hearing with the Associate Dean or designee (The Associate Dean or designee may decline to hear the case in this manner and require one of the following two options). An informal hearing allows the charged party(ies) to present evidence for consideration and suggest witnesses that the Associate Dean or designee may consider interviewing before a decision is rendered. The Associate Dean or designee may contact other parties who have knowledge/information regarding the incident in question. The charged student(s)/student organization representative waives the right to question such parties or otherwise participate in an evidentiary hearing. Informal hearings are not required to be tape-recorded. Within three weeks of this hearing, barring special circumstances requiring an extension of this time limit, the Associate Dean or designee will send the charged party(ies) a letter that indicates the finding of "responsible" or "not responsible" for the charges, and any sanctions imposed subsequent to a finding of responsibility.
- 10.1.3 Formal Administrative Hearing - A formal hearing with the Associate Dean or designee (The Associate Dean or designee may decline to hear the case and require a Student Affairs Committee Hearing). This option allows the party(ies) charged to respond to the charges, present witnesses and present questions for the witnesses to answer. Formal hearings are tape-recorded. Within fifteen (15) work days of this hearing, barring special circumstances requiring an extension of this time limit, the Associate Dean or designee will send the charged party(ies) a letter which indicates the finding of "responsible" or "not responsible" for the charges, and any sanctions imposed subsequent to a finding of responsibility.
- 10.1.4 Formal University Conduct Hearing - A formal hearing before the Student Affairs Committee. The Student Affairs Committee shall consist of at least two (2) members selected by the Associate Dean or designee from a pool of student members appointed by the University Dean or designee; faculty members appointed by the Chairperson of the Faculty or elected by the faculty, and administrative staff members appointed by the Associate Dean. Faculty members are appointed or elected annually, staff members are appointed annually, and student members are appointed annually. University Conduct Hearings are tape-recorded.

NOTE: Should a student fail to appear for a Formal Administrative Hearing or a Formal Student Affairs Hearing, that student may be considered as having waived his/her right to represent themselves in the hearing, and a decision may be made in their absence.

11 RULES GOVERNING FORMAL HEARINGS

- 11.1 When a student/student organization representative chooses an option of a formal administrative hearing, or a formal hearing before the Student Affairs Committee, or when a case is referred to a hearing, the Associate Dean or designee shall set a date and place for a hearing and notify those charged, the Committee and relevant witnesses and participants as to the scheduling of the hearing.
- 11.2 Hearings shall be considered closed and confidential. All statements, information, or comments given during hearings shall be held in strictest confidence by committee members, University staff, and 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 the Associate Dean or designee.
- 11.3 If any material facts are in dispute, testimony of witnesses and other evidence shall be heard.
- 11.3.1 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.
- 11.3.2 The Hearing Officer/Chair of the Committee, with assistance of the representative for the University, will exercise control over the hearing to avoid needless consumption of time through repetition of information and/or prevent the harassment or intimidation of participants. 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. The Hearing Officer/Chair of the Committee shall insure that all procedures are appropriately followed.
- 11.3.3 The party(ies) charged with a violation(s) and the Hearing Officer/Committee members shall have the right, within reasonable time limits set by the chair, to present questions for witnesses who testify orally. The Hearing Officer/Committee Chair or Associate Dean, subject to provisions in the Student Code of Conduct, may require that questions by the charged party(ies) be addressed to the Hearing Officer/Chair who can ask these questions of the witnesses.
- 11.3.4 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.
- 11.3.5 The Committee, or Hearing Officer, 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.
- 11.3.6 The Director of Student Life and/or the Director of Security serves as an ex-officio member of the Committee, and may assist in administering the hearing by answering questions regarding procedural issues. This representative may also facilitate the deliberation process, as well as aid in maintaining order at the hearing. The Associate Dean may authorize University agents to be present to advise the Committee.
- 11.3.7 If the charged student/student organization representative chooses not to attend the formal hearing, the Hearing Officer/Committee Chair may proceed with the hearing and reach decisions and impose sanctions without the student's/representative's participation.

11.3.8 A tape recording of the hearing shall be kept by the Office of Academic and 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.

11.3.9 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.

11.4 Deliberation and Decisions of the Council

11.4.1 After hearing the evidence, the Hearing Officer/Committee Chair may choose to continue the hearing at a later date if additional evidence or witnesses are needed

11.4.2 After all information has been presented and the charged party has made a final statement, the Student Affairs Committee shall meet in private to discuss the case, reach its decision, and if appropriate, determine a sanction. Decisions of the Committee must be by majority vote. If the student(s) is(are) found responsible of violating the Student Code of Conduct, the Hearing Officer/Committee may hear any information concerning any past disciplinary record(s) of the student(s) or student organization(s) in determining an appropriate sanction(s).

11.4.3 The Associate Dean 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. finding 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.

12. APPEALS – Associate Dean

12.1 Decisions of the Associate Dean or designee, or from a University Conduct Hearing, may be appealed by a student/student organization found responsible for a violation to the Dean of the Campus. The reasons for an appeal are limited to the following:

12.1.1 The original Hearing Officer/Committee committed procedural error in hearing the case which significantly prejudiced the findings of the Hearing Officer/Committee; and/or,

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

12.2 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 to the Associate Dean who will submit it to the Dean. 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.] After review, the Dean or designee may either:

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

In extraordinary circumstances, the Dean or designee may direct a new hearing with a Hearing Officer/Committee. All deadlines expressed in any section are subject to change if exigent circumstances exist.

12.3 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 Officer/Council.

12.4 The decision of the Dean in all appellate matters is the final decision for the University.

13. GENERAL PROVISIONS

13.1 The following provisions apply to participants in all hearing processes conducted by the University or conducted by the University's delegated authority.

13.2 Rights of Those Charged With Violations of the Code of Conduct

13.2.1 Those individuals and groups charged with violations have the following rights that are protected throughout the hearing process.

13.2.1.1 The right to be notified in writing of their rights in the disciplinary process.

13.2.1.2 The right to be notified in writing of the charges against him/her/them with sufficient time to prepare for a hearing.

In the event that additional charges are brought, a further written notice must be forwarded to the student(s) or student organization(s). The charged student(s) or student organization(s) may waive the right to separate written notice of additional charges in order to expedite the hearing process.

13.2.1.3 The right to be notified of the date, time, and place of formal hearings at least three (3) University business days prior to the hearing.

13.2.1.4 The right to know the nature and source of the evidence used in a hearing process. This includes the right to review all documents and exhibits to be introduced at a hearing as well as a list of witnesses asked to testify at the hearing, upon the student's request.

13.2.1.5 The right to present evidence on one's own behalf.

13.2.1.6 The right to elect not to appear at the hearing, in which case the hearing shall be conducted in the absence of the charged party(ies).

13.2.1.7 The right to refuse to answer any questions or make a statement. However, the hearing authority may draw inferences from this refusal.

13.2.1.8 The right to present questions for the witnesses to answer. The Hearing Officer/Council may rule on relevance of these questions.

13.2.1.9 The right to be accompanied by an advisor throughout the hearing process. The advisor, with the written permission of the charged student(s) or student organization(s), may:

- a. Advise the accused regarding preparation for the hearing
- b. Advise the accused regarding preparation for the hearing;
- c. Accompany the accused to all disciplinary proceedings;
- d. Have access to evidence to be introduced at the hearing.

NOTE: Advisors are not permitted to participate directly in the hearing process, or to speak for the charged student(s) or student organization(s).

13.3 Rights of Victims of Violent Crime Including Sexual Assault

13.3.1 Alleged victims of sexual assault and other violent crime as defined by federal statute, are afforded the following rights pursuant to the signing of a confidentiality agreement:

13.3.1.1 The right to be notified in writing of their rights in the disciplinary process.

13.3.1.2 The right to have an advisor of their choosing accompany them throughout their participation in the disciplinary process. The advisor, with the written permission of the alleged victim, may:

- a. Advise the alleged victim regarding preparation for the hearing;
- b. Accompany the alleged victim to all disciplinary proceedings;
- c. Have access to evidence to be introduced at the hearing.

13.3.1.3 The right to submit a victim impact Statement to the Hearing Officer or Committee for consideration.

13.3.1.4 The right to have past irrelevant behavior excluded from the determination process.

13.3.1.5 The right to accommodations in giving testimony consistent with providing a safe atmosphere, and consistent with the rights of the accused.

13.3.1.6 The right to be notified in writing of the final determination and any sanction imposed as result of the disciplinary process.

13.4 Additional Rights of Victims of Sexual Assault

13.4.1 Alleged victims of sexual assault are afforded these additional rights, pursuant to the signing of a confidentiality agreement:

13.4.1.1 The right to receive a copy of the formal charges sent to the alleged assailant;

13.4.1.2 The right to be notified of the date, time, and place of formal hearings at least three(3) University business days prior to the hearing;

13.4.1.3 The right to have the hearing authority consider providing alcohol or other drugs in the commission of a sexual assault as an aggravating factor when sanctioning the perpetrator.

NOTE: For further information regarding accommodations and rights consult the Campus Sexual Assault Policy, Victim's Bill of Rights.

- 13.5 The University reserves the right to withhold the diploma and/or degree certification of students who have been charged with a violation of University policy even though they may have completed all academic requirements. In circumstances where dismissal is a possibility for disciplinary infractions, the diploma and/or degree certification may be withheld until the disciplinary charges have been resolved and/or sanctions completed.
- 13.6 When a case involves Code of Conduct charges against more than one party, the hearing authority shall have the option of choosing the hearing option for all parties and holding one hearing to resolve charges against all parties. Any accused student/student organization will have the right to have separate time during the hearing to discuss their particular case with the Hearing Officer/Committee without the other parties being present.
- 13.7 If a party(ies) charged with a violation of the Code of Conduct, regardless of which hearing authority may hear the matter, wishes to have the hearing postponed because there is pending or possible civil or criminal litigation which he/she feels might be prejudiced by the findings of a disciplinary process, such postponement may be granted by the Associate Dean or designee, provided that the student agrees to accept conduct probation or suspension in the interim, which may include being banned from parts of or the entire campus and/or other conditions/restrictions. The student shall be informed of what the interim action will be prior to his or her decision to postpone a hearing. The University also has the right to choose to postpone a hearing pending the outcome of a criminal or civil process.
- 13.8 Any person charged with a violation of University rules shall have, when needed, the aid of the University in the reasonable attainment of the information necessary to answer the charges, or requesting the attendance of witnesses at the hearing. When a witness is unable to attend a scheduled hearing, the Office of Student Judicial Programs may, if it does not conflict with due process requirements, authorize the witness to make a signed statement that may be introduced at the hearing.
- 13.9 Sanctions imposed by any of the hearing authorities noted (not including Emergency Action) shall not be implemented until the internal University appeal process or time period for an appeal has been exhausted.
- 13.10 The charged party(ies) is/are responsible for presenting his/her own case; advisors are therefore not permitted to speak to the hearing authority or participate directly in any hearing.
- 13.11 The standard of proof utilized in all hearings and appeals to resolve Code of Conduct charges shall be that of "preponderance of evidence".
- 13.12 Deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to the charged student or student organization is shown to have resulted.
- 13.13 Unless otherwise stated, extended in writing, or in exigent circumstances, the time limit for a decision-maker to issue a decision is twenty (20) University business days from the date of the first meeting with the charged student. For good cause, a decision-maker may extend time limits for decisions. Good cause shall include, but not be limited to, the fact that a deadline falls during finals week or during a period such as vacations, finals week, holidays, intersessions, summer sessions, or if decision-makers are absent from the University.
- 13.14 The decision of the Dean in all appellate matters is the final decision for the University. However, the President has the discretionary authority to review decisions at the Vice President 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. 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.

14 EMERGENCY ACTION

14.1 The University may impose emergency action upon a student or student organization when there is reason to believe, based upon available evidence, that the student/student organization poses an immediate threat to the safety, health or welfare of persons, property or the orderly operation of the University. This action is warranted by potential or threatened danger or disruption, and indicated only when the serious nature or immediacy of the threat requires immediate action. The action is interim in nature, pending the outcome of disciplinary procedures. Emergency action authorized by this policy includes:

14.1.1 Emergency Suspension, Individual Student(s) – This action requires a student to leave University property immediately, and not return during the suspension period, and/or comply with other stated conditions for a specified period. Emergency suspension may be used to temporarily suspend a student's eligibility for enrollment or attendance, as well as for denial of the student's access to University facilities or property. The Office of Student Judicial Programs may impose emergency suspension.

14.1.2 Emergency Limitation of Privileges, Individual Student - This action may place a limitation on a student's eligibility to enjoy certain privileges, or participate in or attend certain events (or certain kinds of events) without the suspension of enrollment status. This action may prohibit a student's presence on University property or certain facilities, or impose conditions that must be met in order for that student to enjoy certain privileges, participate in activities, or attend events. The Office of Student Judicial Programs may impose this action.

14.1.3 Emergency Suspension and/or Restriction, Student Organization - This action may suspend or restrict a student organization for an interim period of time pending the outcome of disciplinary proceedings when there is reasonable cause to believe that the continued activities of the organization and its members may pose an immediate threat to the safety, health or welfare of persons, property or the orderly operation of the University. During the time of suspension the organization may be required to cease all organizational activities and vacate any assigned University space immediately upon written notice. This action may be imposed by the Office of Academic and Student Affairs for all student organizations.

14.2 When emergency action is taken against a student or student organization the student or student organization representative is given notice explaining the nature, reason for, and duration of the action, as well as any conditions that may apply. A student notified of such action shall, upon written request, be given an opportunity to meet with the University authority taking the action within five (5) business days from the date of the request. This meeting shall be held to consider only the following issues related to the emergency action:

- a. The reliability of information alleging misconduct; and
- b. Whether the conduct or surrounding circumstances reasonably indicate the student's presence on campus or continued unrestricted participation in campus affairs or the organization's unrestricted activities would pose an immediate threat to the safety, health, or welfare of persons or property and/or interfere with the orderly operation of the University. It is not the purpose of the meeting

to hear evidence concerning guilt or innocence related to pending or possible charges against the student.

14.3 Any student who is suspended on an emergency basis and returns to the campus or University property and/or violates other stated conditions during the specified period shall be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose must be requested and obtained in writing or by telephone from the Office of Academic and Student Affairs or designee prior to any conduct contrary to the suspension or restrictions.

14.4 Following the imposition of emergency action, standard University disciplinary procedures shall be provided as expeditiously as possible.

15 RETENTION OF STUDENT DISCIPLINE RECORDS – Office of Academic and Student Affairs

15.1 Type of Records - Records subject to this policy include, but are not restricted to the following:

15.1.1 Student Affairs Committee reports and decision statements which have been forwarded to the Office of Academic and Student Affairs for retention;

15.1.2 Department of Student Life information and documentation which have been forwarded to the Office of Academic and Student Affairs for information or action;

15.1.3 USC Lancaster Security Student Conduct Referral forms and Policy Violation Report Forms; and

15.1.4 Records of disciplinary proceedings.

15.2 The student records of cases that have been resolved with a sanction less than suspension or expulsion will be maintained in the Office of Academic and Student Affairs or designee for a period of 7 years from the date of the last offense. Students graduating before that time may petition the Office of Academic and Student Affairs in writing to request that their records be destroyed upon graduation. This request may or may not be granted at the discretion of the Associate Dean of Students. Records may be retained by the University beyond the normal 7 year period in special circumstances, including, but not limited to, situations when off-campus legal action is taken by any party(ies) involved.

15.3 When a date for purging records has been reached, records in all formats, are to be destroyed. (NOTE: Statistical database may be retained but all information that would identify an individual will be removed.)

15.4 Records where the discipline sanction was suspension or expulsion will be maintained for a period of at least ten (10) years from the date of the last incident.

15.5 All record formats used for Student Affairs Committee records will be disposed of in accordance with the current Policy on Academic Responsibility.

USC Salkehatchie

Student Academic Responsibility

Infractions of academic discipline in the undergraduate schools and colleges will be dealt with in accordance with this Code of Student Academic Responsibility.

Definitions - Infractions of academic discipline include, but are limited to:

- (a) Cheating – This refers to conduct during quizzes and examinations that shall include utilizing written information not specifically permitted by the instructor. It shall also include receiving written or oral information from any person other than the instructor. It shall further include stealing, buying, selling, or using any copy of an examination before it has been administered.
- (b) Plagiarism – This refers to submitting, as a student’s own work, material obtained from another source without indicating the source from which it was obtained. It further includes letting another person compose or rewrite a student’s written assignment.
- (c) Illegal Use of Old Laboratory Reports - This comprises the copying of an old report belonging to another person and submitting the work as one’s own.

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

Definition of a “Student”: For the purpose of this policy a “student” is defined as any person who is admitted, enrolled or registered for study at the University of South Carolina for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, the University of South Carolina are considered “students”. A person shall also be considered a student during any period that follows the end of either the Spring or Fall semester that the student has completed until the last day for registration for the next succeeding semester. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to orientation, placement testing, and registration.

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

Enforcement of Student Academic Responsibility – Students who have committed infractions of the Student Academic Responsibility principle will be heard before the Academic Affairs Committee.

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

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

Hearing Procedures

- (a) Committee - (1) The Academic Affairs Committee shall conduct hearings when circumstances warrant such action and determine appropriate penalties. (2) The chair shall be responsible for conducting the hearing, insuring that proper records are kept, informing the accused of the decision, and reporting the decision to the dean and to the associate dean whose responsibility it shall be to insure that proper record notations are made. (3) The student charged with infractions will be sent written notice, by the chair, of the charges against at least seven days before the time scheduled for the hearing. This notice will include

the specific charges; the time and place of the hearing; notice of rights to bring witnesses, question witnesses, and have representation, if desired; notice of the right to appeal to the dean, the president of the University and then the Board of Trustees in that order.

- (b) Hearing (1) The accused will be present for all testimony, be permitted to bring witnesses, to question the witnesses against, and to make any statement desired bearing on the matter being discussed. (2) The decision as to guilt (unless admitted) and the penalty will be made in closed session and then the accused will be informed by the committee in open session of its decision. (3) All hearing proceedings will be kept confidential.
- (c) Post-Hearing (1) The chair will inform the dean and the associate dean of the penalty imposed whenever a student has been found guilty. (2) The associate dean will be responsible for notifying the student in writing of the decision of the committee, informing the appropriate administrative officials, and for making the proper record entries and taking the appropriate action on the penalty.

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

- (a) Warning – not entered on permanent academic record
- (b) Probation – entered on permanent academic record
- (c) Recommendation to professor that F be awarded in course.

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

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

Student Responsibility – (a) Each student is responsible for abiding by the Code of Student Academic Responsibility at all times. In the classroom, it applies in all academic activities, whether a faculty member is involved or not. (b) Any student who observes or learns of another student's violation of the Code of Student Academic Responsibility may request the student to report to the instructor of the course, and if this is not done, shall report the matter to the instructor of the course or the chair of the Academic Affairs Committee.

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

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

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

Student Rights and Freedoms

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

General Understanding

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

PREAMBLE

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

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

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

Section I: Freedom of Access to Higher Education

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

Section II: In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performances should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

- (a) Protection of freedom of expression - Students should be free to take reasoned exceptions to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- (b) Protection against improper disclosure - Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious

professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

Section III: Student Records

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

Section IV: Student Affairs

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

- (a) Student organizations - Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests. (1) Affiliation with an extramural organization should not of itself disqualify recognition of a student organization. (2) Each organization should be free to choose its own campus advisor. Members of the faculty serve the college community when they accept the responsibility to advise and consult with student organizations; they should not have the authority to control the policy of such organizations. (3) Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition other than an initial list of members on formation of an organization. (4) Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin. (5) The membership, policies and actions of a student organization usually will be determined by vote of only those persons who hold bonafide status in the University community.
- (b) Freedom of inquiry and expression - (1) Students and student organizations should be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They should be free to support causes by lawful and orderly means which do not disrupt the regular and essential operation of the institution and which do not interfere with the rights of others. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students or organizations speak only for themselves. (2) Students should be allowed to invite and to hear any person of their own choosing subject to those routine procedures provided for off-campus speakers. These procedures should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, that the occasion is conducted in a manner appropriate to an academic community, and that the safety of individuals, the University, and the community are not endangered. While the University is properly concerned with the prevention of unlawful conduct, the institutional control of campus facilities should not be used as a device of censorship of ideas. It should be made clear to the academic and large community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

- (c) Student participation in institutional government - As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures. The University should provide sufficient governing freedom and sufficient financial autonomy for the student government to maintain its integrity of purpose as elected representatives of the student body.
- (d) Student publications – Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinions on various issues on the campus and in the world at large.

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

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary: (1) The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage. (2) Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for appointment of editors and managers should be the agency responsible for their removal. (3) All University published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the University or the student body.

Section V: Off-Campus Freedom of Students

- (a) University students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.
- (b) Activities of students may upon occasion result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only when the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of off-campus activity, such as those relating to class attendance, should be subject to no great penalty than would normally be imposed. Institutional action should be independent of community pressure.

Section VI: Procedural Standards in Disciplinary Proceedings

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

- (a) Standards of conduct expected of students – The institution has an obligation to clarify those standards of behavior that it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to their education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations. (1) Except under circumstances where delay may create a risk of harm to property or students, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible official should be designated to whom application should be made before a search other than a routine inspection is to be conducted. During routine inspections only items in plain sight can be seized and used as evidence. Any application to search should specify the reasons for the search and the object or information sought. The official should keep an accurate record including the time, date and reason for the search. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed. (2) Students detected or arrested for allegedly committing serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. While interrogation may be conducted, no form of harassment should be used by institutional representatives to coerce admission of guilt or information about conduct of other suspected persons. (3) Pending action on the charges, the status of a student should not be altered, or the right to be present on the campus and to attend classes suspended except where the administration determines such action is necessary for the student's physical or emotional safety and well-being, or for the safety of students, faculty, or University property.
- (b) The formality of the procedure to which a student is entitled in disciplinary cases should be proportionate to the gravity of the offense and the sanctions that may be imposed. Matters involving minor infractions of the University regulations where suspension is not contemplated may be handled by the administration in an informal manner. Where misconduct may result in suspension, the student should have the right to a hearing before the Academic Affairs Committee.
- (c) The Academic Affairs Committee – (1) The committee should include faculty members and student members. No member of the committee who is otherwise interested in the case should sit in judgment during the proceedings. (2) The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity and in sufficient time, to ensure opportunity to prepare for the hearing. (3) The student appearing before the committee should have the right to be assisted in defense by an advisor of choice. (4) The burden of proof should rest upon the officials bringing the charge. (5) The student should be given the opportunity to testify and to present evidence and witnesses. The student should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against the student unless the student has been advised of their content and of the names of those who made them, and unless the student has been given an

opportunity to refute unfavorable inferences that might otherwise be drawn. (6) All matters upon which the decision may be based must be introduced into evidence at the proceeding before the committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted. (7) There should be, where possible, a verbatim record, such as a tape recording, of the hearing. (8) In the event that the student is disciplined other than by the regularly constituted Academic Affairs Committee, the student shall have the right to a complete hearing before the committee. The decision of the committee shall be final, subject to the student's right of appeal to the president of the University and to the Board of Trustees of the University.

Code of Student Conduct

Introduction

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

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

Application of Law

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

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

General Conduct Regulations

A. Introduction

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

B. Conduct Rules

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

1. Damage to Property

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

2. Firearms and Other Deadly Weapons

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

3. Flammable Materials and Fireworks

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

4. Arson

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

5. False Fire Alarms and Misuse of Fire Equipment

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

6. Theft or Misappropriation

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

7. Disorderly Conduct

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

8. Sale of Textbooks

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

9. Forgery

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

10. Keys

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

11. Misuse of Telephone

No student shall abuse telephone privileges.

12. Disruption of Normal Activity

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

NOTE: To remain in the vicinity of activity which threatens to disrupt or is disrupting normal University functions may have serious legal and disciplinary implications. Bystanders as well as more active participants may be charged with jointly engaging in an enterprise that is prohibited by law. Students should accordingly avoid the scene of any disruption or potential disruption. In any case, failure to leave when asked to disperse by University or law enforcement officials will result in disciplinary and/or legal action.

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

13. Drugs

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

NOTE: The University always stands ready to do everything within its power to help any students who want help in breaking an involvement with drugs. See also the University policy below.

14. Alcohol Policy

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

University Drug Policy

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

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

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

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

Grievance Policy

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

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

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

Procedure

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

CONSTITUTION STUDENT GOVERNMENT ASSOCIATION UNIVERSITY OF SOUTH CAROLINA SALKEHATCHIE REGIONAL CAMPUS

PREAMBLE

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

ARTICLE I. THE ESTABLISHMENT OF STUDENT GOVERNMENT

Section 1. Name

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

Section 2. Jurisdiction

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

Section 3. Franchise

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

ARTICLE II. THE LEGISLATIVE DEPARTMENT

Section 1. Name

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

Section 2. Composition

The Student Senate shall consist of two Houses. One of which shall be in Allendale, and the other existing in Walterboro.

The individual Houses shall each consist of the following: a vice president, a secretary, ten senators, and an additional senatorial seat for every 50 FTE students at the respective location.

The Vice President of each House shall be President of the House and preside over each individual House meetings. The Vice President shall have no vote unless they are equally divided.

In the case that there may be any future additional locations added to the USC Salkehatchie campus, each location shall have a house with the same functions and structure as the two present houses.

Section 3. Meeting and Quorum

The Student Senate shall convene at least once a month. Three-fifth's of the Student Senate shall constitute a quorum. A quorum is necessary before the Student Senate can conduct business.

The General Session shall convene four times per year. These meetings shall be in September, December, February, and April. The first meeting shall be at the location of the President's enrollment. All other General Session meetings shall rotate in location.

Section 4. Duties and Powers

The Student Senate shall have the power to pass any laws that shall be necessary and proper for carrying into execution this constitution in order to conduct an efficient Student Government Association and Study Body.

A three-fourth vote of the Student Senate shall override a presidential veto.

The Student Senate shall establish its own rules and procedures for conducting business.

The Student Senate shall have the sole power to bring impeachment proceedings against an official of the Student Government Association who has exceeded the powers granted to the office by the Constitution.

ARTICLE III. THE EXECUTIVE DEPARTMENT

Section 1. Composition

The executive offices shall consist of the following:

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

Section 2. Duties and Powers of President

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

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

The President shall have no vote in the Student Senate.

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

The President may call special sessions of the Senate.

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

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

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

Section 3. Duties and Powers of Vice Presidents

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

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

The Vice President shall assume all powers and responsibilities upon their election to office.

Section 4. Duties and Powers of Executive Secretary

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

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

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

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

Section 5. Duties and Powers of Executive Treasurer

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

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

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

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

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

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

Section 6. Terms of Office

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

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

ARTICLE IV. DUTIES OF THE HOUSE MEMBERS

Section 1. Duties of the House Secretary

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

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

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

ARTICLE V. LIMITATIONS OF POWER

Section 1. Non-Student Rights

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

Section 2. Student Government Association Limitations

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

Section 3. Speakers

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

ARTICLE VI. ELECTION PROCEDURES

Section 1. Time of Election

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

Section 2. Petitions

In order to run for any office created by this constitution, a student must inform the current officers of their intention to run for office.

Section 3. Qualifications

The officers elected to fill the offices created by this constitution must be full-time students and must be in good standing with the university at the time of their election.

A minimum grade point ratio of no less than 2.30 shall be necessary in order to become President or Vice President of the Student Government Association. This standard shall not apply to either the Executive Secretary or the Executive Treasurer of the Student Government Association.

Section 4. Elections

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

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

Vacancies in the executive department shall be filled by special election called by the President.

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

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

Section 5. Termination of Office

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

Section 6. Dual Office Holding

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

Section 7. Election Returns

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

ARTICLE VII. STUDENT RIGHTS

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

ARTICLE VIII. CHARTERING OF CLUBS

Section 1. Requirement

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

Section 2. Applications

All applications for charters must include the following information:

- (a) Name of club
- (b) Detailed purpose of the club
- (c) Organization structure
- (d) Adherence to alcohol policy of institution
- (e) The names of potential members

Section 3. Fees

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

ARTICLE IX. BUREAU OF THE BUDGET

Section 1. Composition

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

Section 2. Duties

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

Section 3. Approval

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

ARTICLE X. AMENDING OF CONSTITUTION

Section 1. Petition

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

Section 2. Student Senate Ratification

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

Section 3. Student Body Ratification

After a petition has been presented to the Student Government and received Student Government approval, it must then be presented to the Student Body for its approval. Approval of the Student Body shall be defined as a simple majority vote of said body. All petitions must meet Student Body approval. After the Student Body has ratified the petition it shall become an integral part of this constitution.

ARTICLE XI. RATIFICATION OF CONSTITUTION

Section 1. Electors

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

Section 2. Voting

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

Section 3. Date

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

USC Sumter

DEFINITION OF A STUDENT

For the purpose of this policy a “student” is defined as any person who is admitted, enrolled or registered for study at the University of South Carolina for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, the University of South Carolina are considered “students”. A person shall also be considered a student during any period that follows the end of either the Spring or Fall semester that the student has completed until the last day for registration for the next succeeding semester. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to orientation, placement testing, advisement, and registration.

CODE OF STUDENT CONDUCT

I. Introduction

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

This document addresses and governs the conduct of all students and student organizations. Violators are subject to local, state, and federal laws, as well as to the provisions listed herein.

Nothing herein is intended or shall be construed to limit or restrict the student's freedom of speech or peaceful assembly. Free inquiry and free expression are indispensable to the objectives of an institution of higher education; and to this end peaceful, reasonable, orderly demonstrations in approved areas shall not be subject to interference by members of the University community. Those involved in demonstrations, however, may not engage in conduct that violates the rights of other members of the University community.

These rules are not to restrain controversy or dissent, or to prevent, discourage, nor limit communication among faculty, students, staff, and administrators. The purpose of these rules is to prevent the abuse of the rights of others and to maintain public order appropriate to the University. In this regard, it shall be the responsibility of every student to obey the Code of Student Conduct, which includes the Code of Student Academic Responsibility and the Student Discipline Code.

Students whose official campus of record is a University of South Carolina campus other than Sumter, but who attend class(es) at USC Sumter are subject to USC Sumter policies and procedures. If a violation occurs on the USC Sumter campus, the USC Sumter Student Handbook will serve as the official procedural guide. Additionally, the official campus of record may choose to review the matter and/or impose sanctions.

II. Student Academic Responsibility

Under the Code of Student Academic Responsibility, students are on their honor not to cheat, lie, or steal. If they witness another student doing so, it is their responsibility to request that the student

report him/herself to the instructor of the course, and if this is not done, to report the individual and the circumstances to the Instructor, Department/Division Chair or Associate Dean for Academic Affairs.

Violations of this code include, but are not limited to, use of unauthorized notes during an examination, collusion with another student to obtain unfair advantage during a test or assignment, plagiarism, and other incidents, which reflect unethical or dishonest academic behavior. Students are required to properly acknowledge sources such as books, newspapers, magazines, journals, records, tapes, films, web sites, and interviews. Students may not present as their own the ideas, opinions, images, figures, language or concepts of another, including those of other students. Some specific uses of source material are:

Cheating: The use of unauthorized material or information from others to gain an unfair advantage during testing, assignments or evaluation.

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

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

Use of ideas: The use of an idea from a source must be properly acknowledged, even when ones' application of that idea varies from the source.

Use of figures, tables, charts, statistics, images, photographs, and other similar sources: These items must be fully acknowledged, and any changes must be clearly indicated.

If a student has received any kind of help (except that permitted by an instructor) in the preparation of a project, that help must be fully acknowledged. Papers and other materials bought from "term paper writing services," if submitted, as the work of anyone except the writing service, constitutes a violation of the principles of this document.

Instructors have the right to handle academic matters of integrity within their classroom. Instructors are expected to use the Code of Student Conduct when the integrity of the institution may be in question.

III. The Student Discipline Code

It shall be the responsibility of all students and student organizations to abide by the Student Discipline Code on and off campus. All non-academic conduct that infringes upon the rights or welfare of others is thus embodied in this Code. Violations of the Student Discipline Code are handled in the same manner as violations of the Code of Student Academic Responsibility.

Failure to Pay for Returned Checks: Violations include the failure of the student to pay for any returned checks, fines and/or late fees associated with application fees, tuition, books and other miscellaneous charges for goods or services on campus.

Violations of University Policy: Breach of policy, rules, and regulations, as well as parking and traffic rules.

Violations of Written University Policy or Regulations: violations include breach of student handbook, University catalog, or University bulletin rules and regulations, as well as parking and traffic rules.

Violations of Local, State or Federal Laws: violations include all local, state, and federal laws. Violators may face prosecution off campus, as well as disciplinary action on campus. Students charged with violations of local, state, or federal law off campus must report the incident to the Assistant Dean for Student Affairs within three class days.

Disruption of Operations of the University: violations include the restraint of another's freedom of movement, speech, assembly or access to University facilities; the disruption of classroom activities during periods of instruction, or any other form of disruption of University function.

Falsification of Records/Information: violations include a) causing or contributing to the completion of any official University record, document, or form dishonestly so as to supply incorrect or misleading information; b) reporting or providing false information to any University official; c) originating and/or circulating a false warning of an impending bombing, fire, or other catastrophe.

Failure to Comply with Directions of Officials: violations include the failure of a student to present proper identification to a University official acting in the performance of his/her duty; failure to comply with a reasonable request of a University official acting in the performance of his/her duties; supplying a false identity; or contempt of the subpoena or other order of the Discipline and Grievance Committee.

Use of Illegal Software: It is the policy of USC Sumter, in keeping with federal copyright laws, to prohibit the use, possession or distribution of illegal computer software on campus. Only properly acquired and appropriately copyrighted software may be used at any USC Sumter computer facility. Breach of this policy shall be considered a violation of the Code of Student Conduct and thus subject to disciplinary sanctions.

Possession or Use of Firearms or Dangerous Weapons on University Property: violations include the unauthorized possession on University property of any weapon such as a firearm, knife, explosives, fireworks, or dangerous chemicals, without the written permission of the Dean of the University.

Unauthorized Use or Possession of Alcoholic Beverages: USC Sumter clearly prohibits the unauthorized and/or unlawful possession, use, or distribution of alcoholic beverages by students or employees on University property or at any University activity.

Use, Possession, or Distribution of Narcotics or Illegal Drugs: violations include unlawful possession, use, or distribution of illegal drugs (for example, marijuana, amphetamines, cocaine, barbiturates, opiates, hallucinogens, etc.) by students or employees on or off campus. Students charged with drug-related offenses off campus must report the incident to the Assistant Dean for Student Affairs within three class days.

Theft, Unauthorized Possession, or Damage to Property: violations include larceny, property damage, theft, unauthorized borrowing, or cases involving acts of felonious larceny or theft on or off campus.

Hazing and/or Threats: Any action taken, or situation created, intentionally, whether on or off campus or on the Internet to produce mental or physical discomfort, embarrassment, harassment, ridicule, or suffering. Such actions and situations include creation of excessive fatigue; physical and

physiological shocks; wearing apparel in public that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery, morally degrading or humiliating games and activities; and any other activities not consistent with the rules and regulations of USC Sumter.

Disorderly Conduct or Lewd, Indecent, or Obscene Conduct: violations concerning personal conduct-including fighting, threatening behavior, public disturbance, drunk and disorderly conduct, public indecency by act or word, or use of the internet/e-mail in a manner unacceptable by University or community standards.

Abuse of Trust: violations include the knowing abuse of any elective or appointive position of trust or responsibility, including misuse of a student organization's funds or properties, or is in a conflict of interest involving the activities of a student organization.

Aiding or Abetting: violations include activities which constitute any assistance or encouragement in the infraction of any of the above provisions of the Code.

Environmental Concerns: The University of South Carolina Sumter is committed to environmental protective measures for land, water, and air resources. It is the responsibility of each student to properly dispose of personal trash in the receptacles provided within the buildings and on the grounds. Leaving trash in classrooms, lobbies, recreation or office areas, discarding cigarettes on the grounds, and waste or damage to any natural resource on or off campus are examples of violations of the Code of Student Conduct related to environmental concerns.

III. Student Disciplinary Procedures

A. Ordinarily, proceedings for student conduct violations before the Disciplinary/Grievance Committee are initiated by an Assistant/Associate Dean or a member of the Student Life Staff. However, any member of the University community may initiate disciplinary proceedings. The allegation must be submitted in writing to an Assistant or Associate Dean or to the Director of Student Life. The Director of Student Life may call an individual conference with the accused student to discuss the scope and general nature of the alleged offense. Upon investigation, the Director of Student Life decides whether a formal charge will be brought against the student or student organization. A student charged with infractions is summoned for a pre-hearing interview with the Director of Student Life or a designee to explain the disciplinary procedures and options for resolution of the disciplinary charges. A student charged with infractions who is to appear before the discipline/grievance committee will be sent a written notice by the chair of the committee to appear at the scheduled hearing. This notice will include:

1. A written notice of the charge(s) brought forward.
2. The general nature of the charge
3. The time and place of the hearing
4. Notice of his/her rights to have representation if desired (however, only USC students or employees may participate in the proceedings)
5. Notice of his/her rights to call witnesses in his/her behalf, and to be confronted with and question witnesses against him/her.

B. The charged student will have the following options for resolution to the disciplinary charge(s):

1. Plead not guilty to the charge(s) and have a regular hearing before the Discipline/Grievance committee where a determination of responsibility is made and recommendations are made to the Dean of the University.
 2. Plead not guilty to the charge(s) and request an administrative hearing before the Director of Student Life or a designee of the Assistant Dean for Student Affairs where a determination of responsibility will be made and recommendations are made to the Dean of the University.
 3. The Director of Student Life or designee may decline to hear the case. Plead guilty to the charge(s) and elect for the Discipline/Grievance committee to recommend appropriate sanctions to the Dean of the University.
 4. Plead guilty to the charge(s) and elect for the Director of Student Life or a designee of the Assistant Dean for Student Affairs to recommend appropriate sanctions to the Dean of the University. The Director of Student Life or designee may decline to hear the case.
 5. Failure to respond to charge(s) and/or fails to appear for a required pre-hearing interview will constitute forfeiture of the above options. At the hearing, a determination of responsibility will be made with or without the accused student being present. Recommendations will be made to the Dean of the University and final disposition will be made to the student in writing.
- C.** If a student desires the presence of a witness, it is the student's responsibility to ensure that the witness appears. Any written statement presented must be dated, signed by the person making it, and witnessed by a University employee. Written statements will be given less weight than spoken testimony because of the inability to question the individual for more information.
- D.** It should be clearly understood that there is a fundamental difference between the nature of student discipline and that of criminal law. Regardless of the above options exercised for resolution of charges, the discipline of students within the University community must be consistent with the educational mission of the institution.

The Discipline and Grievance committee may elect to place "holds" on diplomas and/or transcripts of students involved in disciplinary proceedings pending the final outcome of the disciplinary charges.

The Dean of the University receives all recommended sanctions from the discipline/grievance committee for disciplinary violations. The Dean of the University has the authority to accept, reject, amend or impose different sanctions/penalties for violations of the code of student conduct in accordance with the penalties listed in the Student Handbook.

If the student wishes to appeal the decision of the Dean of the University, a letter of appeal must be addressed to and received by the Vice Provost and Executive Dean for Regional Campuses and Continuing Education within ten (10) business days of the Dean of the University's decision. The next step in the appeals process involves an appeal to the President of the University.

V. Penalties

Students should be aware of the range of penalties that may be assessed for infraction of rules and regulations governing conduct within the University community. The following is a summary of present penalties showing examples of the types of offenses for which each may be assessed. All penalties may be imposed either singly or in combination.

Major penalties (suspension, up to and including expulsion)

Penalties are recommended by the Discipline/Grievance Committee, with the approval of the Dean of the University or other body empowered by the Dean. Any person under one of these penalties is not in good standing with the University for any purpose, including transfer to another institution.

Probation

A period during which a student is under an official warning that his conduct is in violation of University rules, regulations or policies. While these violations are not serious enough to warrant a form of suspension, the student under probation is not considered in good standing (within the institution) and his continued enrollment is contingent upon good citizenship for the probationary period. While on disciplinary probation, a student may face specific limitations on his or her behavior and or university privileges (see conditions). Subsequent violations of university rules, regulations, or policies are likely to result in more severe sanctions, up to and including suspension from the university.

Conditions

Limitations upon a student's behavior and/or university privileges for a specific period of time, or an active obligation to complete a specified activity. Failure to abide by or fulfill conditions is likely to result in more severe sanctions, up to and including suspension from the University.

Restriction

Limitations upon a students' privileges for a period of time. For example, this penalty may include denial of the right to represent the University in any way, denial of parking or certain library, recreational, activity or other privileges.

Reprimand

An official rebuke making misconduct a matter of record in University files for a period of time, which may extend throughout a student's enrollment for a degree.

Other Specific Penalties

(a) Work hours, assessed for certain offenses in which supervised work benefiting the University community is deemed appropriate; (b) orders to make restitution, issued when a student has engaged in conduct injurious to property of another for which monetary damages may be ascertained. For example, this penalty may be assessed in cases of property damage, theft, fraud or deception, or misappropriation; (c) remuneration, fines, and/or additional charges assessed as punitive measure for certain types of offenses representing injury to the University as a whole or to numbers of persons within the University community.

Persons found guilty of any of the following offenses may receive penalties up to and including suspension from the University: (a) serious acts of malicious vandalism; (b) possession or use in any way of any kinds of firearms or weapons (concealed or not concealed) without authority or under prohibition of law; (c) starting or being in any way responsible for starting a fire on University property; (d) theft, forgery, fraud or other dishonest acts of any kind including the possession or sale of books without permission of the owner(s); (e) possession of stimulant, depressant, narcotic, or hallucinatory drugs or other agents having potential for abuse, unless

possession is legal; (f) selling, bartering, exchanging and giving away of stimulant, depressant, narcotic or hallucinogenic drugs or other agents having potential for abuse to any person not intended to possess them or not legally entitled to their possession or use; (g) serious violations of laws pertaining to consumption of alcoholic beverages; (h) disruption of normal activities of the University, or any conviction in a court of law for offenses of the nature which deals with interruption of normal operation of the University of South Carolina Sumter or other educational institutions; or of a kind involving activity which would constitute a danger to the health, safety or property of individuals within the University community or constitute similar danger to the welfare of the institution generally; (i) willful possession, ignition or detonation of anything which could cause damage by fire or other means to persons or property at the University; and (j) unauthorized possession or duplication of master keys.

The following offenses normally subject a student to penalties up to and including probation upon an appropriate finding of guilt: a) making false fire alarms or causing them to be made, or misusing fire safety equipment, b) misuse of telephones or abuse of telephone equipment, c) failure to make satisfactory settlement to the University whether such indebtedness be in fees or loans owed or in fines or restitution charges unpaid, or in any other form, d) misconduct associated with consumption of alcoholic beverages, and e) general misconduct and behavior which disturbs the academic community or its members, especially when such conduct is repetitive. Repeated or particularly serious instances of any of the foregoing may result in suspension.

VI. Retention of Student Discipline Records

- A.) These procedures and guidelines are established to govern the release, screening, retention, and destruction of the educational discipline records of USC Sumter students.
- B.) Records subject to this policy include but are not restricted to:
 - 1. Written information and documentation filed with the Student Life Office by a USC Sumter student, faculty, staff or University official.
 - 2. Student Discipline/Grievance Committee records of proceedings and recommendations.
 - 3. Student Academic Grievance reports and decision statements.
 - 4. The Dean of the University's sanctions and/or conclusion on cases referred from the Student Discipline and Grievance Committee.
- C.) Disposition Instructions:
 - 1. Student Academic Grievance reports, decision statements, discipline reports, and summaries are maintained by the Records Office (separate from academic files) for six (6) years from date of conclusion.
 - 2. The student records of cases which have been resolved with a sanction less than suspension or expulsion will be maintained in the Records Office for a period of six (6) years from the date of the last offense or until the student named has received the degree(s) he or she was pursuing at the time of the last offense (Baccalaureate, Master, or Ph.D.). When a disposition date has been reached, records in all formats are to be destroyed. (Note: Statistical data may be retained but all information that would identify an individual must be removed).

3. Records whose discipline sanction was suspension or expulsion will be permanently maintained in the Records Office. At the end of the six (6) years, records may be microfilmed and "hard copies" may be destroyed. The office of record will be the Records Office, and access to these records will be allowed only by written permission from the Assistant Dean for Student Affairs or designated representative.
4. Screening of Records:
 - a.) Upon resolution of a case, a disposition date will be assigned and placed in a prominent place on each case file by the person responsible for maintaining the case files.
 - b.) Files will be screened annually by a designated representative.
 - c.) Screened records will be separated into the categories, according to the guidelines established above.
 - 1.) Current records
 - 2.) Records to be destroyed
 - 3.) Records to be permanently maintained
 - (d) No personally identifiable records will be kept after the record has been designated for destruction.
5. Destruction of Records:
 - a.) All paper records will be destroyed by shredding, burning, or other similar certain means.
 - b.) Destruction of records will be accomplished by a designated representative.
 - c.) Statistical files may not reflect the identity of an individual.
 - d.) Non-paper artifacts will be disposed in a manner that will insure the artifact cannot be traced to an individual or any discipline case.

USC Union

1. Definition of a “Student”

For the purpose of this policy a “student” is defined as any person who is admitted, enrolled or registered for study at the University of South Carolina for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, the University of South Carolina are considered “students”. A person shall also be considered a student during any period that follows the end of either the Spring or Fall semester that the student has completed until the last day for registration for the next succeeding semester. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to orientation, placement testing, and registration.

2. SGA Constitution

Article I

The Student Body

Section 1: Name

The name of this organization shall be called the Student Government Association (SGA) of the University of South Carolina, Union.

Section 2: Jurisdiction

All students, full and part time, currently enrolled at the University of South Carolina Union are considered members of the student body and shall be subject to this Constitution and to its bylaws.

Section 3: Franchise

- A. All students currently enrolled at USC Union shall be entitled to vote in the general and special elections of the SGA.
- B. Student Rights and Freedoms information is presented in the current USC Union Bulletin.

Article II

Executive Branch

Section 1: Executive Powers

All executive powers of the SGA shall be vested in a President and Vice President who shall compose the executive branch of the Student Government Association. The Vice President, elected representatives, and appointed members of the SGA will have full voting privileges related to policies and procedures within the SGA, as well as voting privileges in general and special elections.

Section 2: Duties and Powers of the President

- A. Call and preside over meetings of the SGA and represent the student body at special functions.
- B. Appoint all SGA temporary and standing committee chairpersons.
- C. Appoint committee members as the official representatives of the student government, in all matters pertaining to the students.
- D. Call executive sessions (closed meetings for executive officers).
- E. Together with the Director of Student Affairs and an SGA Advisor, develop a budget for the expenditure of Student Activities Fund, which will be submitted to the Student Affairs Committee. All other student organizations will coordinate their budget submissions with the Director of Student

Affairs. The Director of Student Affairs will then submit all budgets to the Student Affairs Committee, which will, in turn, submit its recommendations to the Regional Campus Dean.

- F. Have voting privileges in case of tie vote.
- G. Coordinate SGA budget expenditures with the Director of Student Affairs.
- H. Write SGA assessment report and review data from previous year's assessment report.

Section 3: Duties and Powers of the Vice President

- A. Assist the SGA President in his/her duties.
- B. Assume the duties of the President in his/her absence and/or in his/her inability to perform.
- C. Advise the President with respect to the appointment of committee members and chairs.
- D. Assist the President in developing the SGA budget for submission to the Student Affairs Committee.
- E. Maintain a record of all minutes at every meeting of the SGA, and submit them accordingly.
- F. Be responsible for all records of the SGA to be deposited at the end of each school year with the Director of Student Affairs.

Article III

Student Government Association

Section 1: Legislative Powers

All legislative powers of the student body shall be vested in the SGA. The SGA shall be the legislative body and its statutes shall have a binding effect on all students.

Section 2: Composition of the SGA

- A. President of Student Body
- B. Vice President of Student Body
- C. Senators: No more than seven elected Senators from each respective class
 - a. Freshmen: students with fewer than 30 semester hours credit.
 - b. Sophomores: students with 30 or more semester hours credit.

Section 3: Powers and Duties of the SGA

- A. Power to recommend any rules or regulations which are necessary and proper for the efficient conduct of the SGA and student body.
- B. Enact by majority vote, bylaws to this Constitution, to be known as Student Body Statutes.
- C. Propose, by two-thirds vote, amendments to this Constitution.
- D. To keep the student body informed.
- E. Open all meetings to the entire student body.
- F. Establish its own meeting time and rules of procedure unless said time conflicts with existing University policy and procedure.
- G. Provide a structure for class representation.
- H. Establish all rules and arrangements in conducting elections; disseminate same to student body and campus administration.

Section 4: Powers and Duties of SGA Senators

- A. Serve on appointed committees.
- B. Represent the student body at SGA meetings.
- C. Vote on proposed items.

- D. Assist in the development of the SGA Budget.
- E. Assist in the appointment of candidates for Executive office.
- F. Promote student involvement in SGA.
- G. Act as an advocate for students in their respective classes.

Section 5: Committees

Two student representatives shall serve on the following committees:

- A. Academic Affairs Committee: Student representatives are subject to review and approval of this committee.
- B. Financial Affairs Committee: Student representatives are subject to review and approval of this committee.
- C. Student Affairs Committee: The SGA President and Vice President shall serve on the Student Affairs Committee except in cases that would constitute a conflict of interest as judged by the chair of the Student Affairs Committee. In such cases, the Director of Student Affairs will appoint substitute student representative(s).

Article IV: Requirements for Office

Section 1: SGA Executive Officer and Senator Status Requirements

- A. SGA executive officers and senators shall be full-time students (i.e., enrolled in at least 12 hours at USC Union during their term of office.)
- B. The SGA President and Vice President must have completed a minimum of 12 credit hours in the USC system.

Section 2: SGA Executive Officer and Sophomore Senator Grade Point Requirements

- A. Each senator must have and maintain a minimum 2.00 GPA scholastic average (based on the 4.00 system) at the time of election.
- B. Each executive officer must have and maintain a minimum 2.00 GPA scholastic average (based on the 4.00 system) at the time of election.

Section 3: Freshman Senator Grade Point Requirements

In the case of Freshman Senators, a 2.00 GPA scholastic average (based on the 4.00 system) must be attained on the basis of fall semester work. If such a GPA is not attained, the SGA is obliged, under removal from office article, to remove the senator and appoint a new senator.

Section 4: SGA Executive Officer Limitations

An SGA executive officer may not simultaneously hold any other major office within any chartered student organization at USC Union. Major offices are to be defined as president, vice president, secretary, treasurer, or their equivalents.

Section 5: SGA Executive Officer and Senator Candidacy Restrictions

No student may be a candidate for any office who is under penalty imposed by the University for misconduct or on academic probation.

Section 6: Attendance Policy

Any SGA officer or senator who misses more than three scheduled SGA student events or SGA meetings (general or special) without a viable excuse (illness with medical documentation; death in immediate family with documentation; other documentation as established by the SGA) during an academic year will

be subject to dismissal from office by a majority vote of the Vice President and senators.

Article V

Term of Office

Section 1: Sophomore Senators

Sophomore senators for the next academic year shall be elected during the month of March.

Section 2: Freshman Senators

Freshman senators shall be elected during the month of September.

Section 3: Election of Executive Officers

No more than 10 days following the election of sophomore senators, the Director of Student Affairs or designee will convene a special meeting of the newly elected senators and the current senators. The Director of Student Affairs or designee will preside at this meeting. A President and a Vice President for the upcoming academic year will be nominated by this body. This group will meet no later than 14 days hence to elect a President and a Vice President. The Director of Student Affairs or designee will preside at this meeting. A simple majority will constitute quorum. All votes will be conducted by secret ballot. The election of each executive officer shall be a simple majority of the senators present.

Section 4: All Student Government Association Officials shall, upon the beginning of their term of office, take the following Oath of Office in the presence of witnesses:

"I, (official's name) do solemnly swear (or affirm) that I shall faithfully represent the interests of the Student Body of the University of South Carolina Union, that I will dutifully uphold and preserve the Student Body Constitution, and that I will faithfully execute the office of (name of office) for the (academic year) academic year."

- a. The oath shall be administered to the Executive Officers by the Director of Student Affairs on the day he/she is to take office.
- b. The Student Body President shall administer the oath to all of the SGA Senators.

Section 5: Executive Officer Termination and Assumption Date

All offices shall terminate on the last day of the spring semester. SGA executive officers and sophomore senators for the following year will assume office the next day.

Section 6: Office Vacancies

In case of vacancies in any elected office, except the President, the SGA executive officers and senators shall appoint a SGA member to fill vacant seats. Senators shall be appointed by the SGA officers and senators from the student body.

Article VI

Removal from Office

Section 1: Conditions for Removal

Any SGA officer or senator may be removed from office by majority vote of 60% of SGA senators for violation of the following:

- A. Absence from three or more scheduled meetings or events per semester.
- B. Violation of the Code of Student Conduct as established in the USC Union Bulletin.
- C. Conviction by the Student Affairs Committee of a violation of academic honesty.
- D. Failure to meet afore stated GPA requirement.

- E. Documented violation of the Carolinian Creed as established by the University of South Carolina.
- F. Dereliction of duties.
- G. Conviction of a felony as defined by the state of South Carolina Code of Laws.

Section 2: Procedure for Removal

- A. A motion must be made by a SGA officer or senator for removal.
- B. The Chairperson of the Student Affairs Committee shall be notified within 24 hours and must appoint a committee, not to include the person who brought forth the motion, of no more than five no less than three SGA senators to conduct a hearing no less than seven days from the formation of said committee. The chairperson of the Student Affairs Committee shall preside over this hearing.
- C. The accused and accuser shall be allowed to state his or her case and provide evidence to support his/her position.
- D. The committee shall then make a recommendation to the SGA executive officers and senators, who may, by majority vote, enact or reject the committee's recommendation.
- E. No more than one motion may be made against a SGA officer or senator per semester.

Article VII Amendments

Amendments to the SGA Constitution may be proposed by two-thirds vote of the SGA executive officers and senators, or by petition signed by not less than ten percent of the student body. A proposed amendment shall become effective when ratified by a two-thirds majority of those voting in a campus-wide election. All amendments shall be voted on within 14 days, excluding holidays and exam periods, after being proposed. Any proposed amendment must be publicized on the Student Government's bulletin board not less than seven days before the election in which it is to be considered. No amendment shall become effective until recommended by the SGA and the Student Affairs Committee.

Article VIII Ratification

The Constitution shall take effect upon proper ratification by a two-thirds majority of those voting in a campus-wide election and by the approval of the Student Affairs Committee.

Voter Registration

Legislation requires certain agencies to assist with voter registration efforts. The following web sites are provided to address this requirement.

South Carolina State Election Commission

<http://www.state.sc.us/scsec>

National Voter Registration Application

<http://www.fec.gov>