Student Handbook and Code of Conduct

2010-2012

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FOREWARD

The Division of Student Affairs is pleased to provide you with the newly revised SC State Student Handbook. This publication will provide you, the student, with information relative to the rules, regulations, customs and traditions of the University as well as some tips on the right way to perform your duties and responsibilities to ensure that your tenure at SC State will be successful.

This handbook contains information to assist you in understanding the expectations of this University and to prepare you for the world of work. It will also serve as a resource to guide you to successful completion of your college career.

It is hoped that this handbook will be use to enhance your appreciation for the history of the University and improve your human relation skills in our global society.

As time passes, it is recognized that this handbook will be updated to meet the changing needs of the University ands its student body. The university reserves the right to change any provision listed in this handbook through normal channels. Every effort will be made to keep students advised of such changes. Members of the faculty, staff, administration and students are encouraged to make recommendations for these changes and improvements to the Office of Student Affairs, Donma Administration Building or through the student affairs homepage (www.scsu.edu/StudentAffairs).
MISSION STATEMENT

SC State University, a senior comprehensive teaching institution, is committed to providing affordable and accessible quality undergraduate and graduate degree programs. This public university with a student population between 4,000 and 5,000 is located in Orangeburg, an area that has a traditional rural, agricultural economy which has expanded to include a business and industrial focus that is national and international in scope. SC State University’s 1890 land-grant legacy of service to the citizenry of the state is ensured through its collaborative efforts with local, rural, and statewide businesses, public education, colleges and industry. This symbiotic relationship provides a catalyst that spurs a reciprocal economic and social growth for the University, state, nation and the international community-at-large.

SC State University, founded in 1896 as a historically Black co-educational institution, embraces diversity among its students, faculty, staff and programs. While maintaining its traditional focus, the University is fully committed to providing life-long learning opportunities for the citizens of the state and qualified students of varied talents and backgrounds in a caring and nurturing learning environment.

SC State University, through instruction, research and service activities, prepares highly skilled, competent, economically and socially aware graduates to meet life’s challenges and demands that enable them to work and live productively in a dynamic, global society. The University offers sixty baccalaureate programs in the areas of applied professional sciences, engineering technology, sciences, arts, humanities, education and business. A small number of programs are offered at the master’s level in teaching, human services and agribusiness, and the educational specialist and doctorate programs are offered in educational administration. Faculty and students participate in research that stimulates intellectual growth, enhances and facilitates student learning and adds to the scientific knowledge base of the academy. Service activities, which are provided through programs related to agriculture, adult and continuing education, research, cultural arts, small business development and other special interest areas, are designed to enhance the quality of life and promote economic growth. These efforts, supported by various applications of technology, are achieved in a climate of mutual trust and respect through methods of scholarly inquiry and scientific research.

The SC State University Mission Statement was approved by its Board of Trustees on December 2, 1997.
A Message to the Students

Welcome to South Carolina State University! Thank you for allowing us the opportunity to provide you with a quality education that will prepare you for your future. We are here to prepare you for living and working productively in society. It is our goal to ensure that once you leave this campus, you go on to make positive contributions to society armed with the education you receive from SC State.

We have been in the business of educating students for over 113 years and we are proud that you will continue this legacy of excellence. Upon completion of your tenure at SC State, you will join the ranks of many graduates who came before you and have left their indelible marks on the institution and the communities they serve.

I ask that you take advantage of this handbook by reading and reviewing its content. It has been prepared as a roadmap to assist you with policies and procedures related to student conduct. Your positive conduct is critical to your success as student at SC State.

I offer to each of you best wishes for a successful collegiate experience.

Sincerely,

George E. Cooper
President
Dear Student:

Welcome to South Carolina State University (SC State). On behalf of the faculty, staff, students, administration, and alumni, I would like to express to you how excited we are that you have chosen SC State as the institution to continue your education.

SC State prides itself on being a community of learner and believes that learning is a lifelong process and EDUCATION IS A JOURNEY AND NOT A DESTINATION. With this in mind, we expect that all students will conduct themselves as scholars and seek excellence in both their academic and personal development. We believe that every student is an important member of the University community and will be respected and appreciated for his or her uniqueness.

The educational experience is not confined to the classroom but is inherent in your everyday experiences. Your classroom work, time spent in the lab(s) or library, participation in group discussions, clubs and organizations, athletic events, and your attendance at workshops and seminars are all a part of your total educational experience. I encourage you to take full advantage of every possible opportunity to enhance your learning and develop yourself as scholars, while moving closer to your life goals.

Your college experience will be filled with challenges in and out of the class, but we have assembled some of the best professors and staff members to assist you in your educational journey. There will be many demands on your time, you must decide how best to utilized your time, to ensure that you are productive and get the very best out of this experience. This is the time for you to do your very best and make SC State, your family, and your community proud of you. You should not do anything that will dishonor you, because if it dishonors you, it will dishonor the University and your family.

Please enjoy this experience and remember that your participation at SC State will be better if you understand the policies and procedures that govern the University environment. Thanks for joining the SC State University Community and Remember this is “A New State of Mind”.

Sincerely,

[Signature]

Charles N. Smith, Ed.D.
Vice President for Student Affairs
BOARD OF TRUSTEES

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MRS. MARTHA S. SMITH, Governor’s Designee
PEOPLE TO KNOW

ADMINISTRATIVE COUNCIL OF THE UNIVERSITY

President
Dr. George E. Cooper  (803) 536-7013
Lowman Hall, 3rd Fl  GCooper1@scsu.edu

Vice President for Academic Affairs
Dr. Joyce Ann Blackwell  (803) 536-7180
Donma Admin Bldg., Ste. 210  jblackwe@csu.edu

Vice President for Financial Affairs & Management Information Systems
Mr. John E. Smalls  (803) 536-8998
Lowman Hall, 1st Fl  JeSmalls@scsu.edu

Vice President for Student Affairs
Dr. Charles N. Smith  (803) 536-8190
Donma Admin Bldg., Ste 202  csmith10@scsu.edu

Vice President for Institutional Advancement
Mr. Anthony Holloman  (803) 516-4871
Donma Admin Bldg., Ste 105  jepps7@scsu.edu

Vice President for Research, Economic Development and Public Services
Dr. Garlen Wesson  (803) 516-4989
131 John W. Matthews Bldg  gwesson@scsu.edu

1890 Extension Administrator
Mr. Delbert Foster  (803) 536-8460
1890 Office  Dfoster@scsu.edu

Assistant Vice President for Sponsored Programs
Mr. Elbert Malone  (803) 536-8213
Belcher Hall Rm. 410  MALONE@scsu.edu

ACADEMIC AFFAIRS

Vice President for Academic Affairs
Dr. Joyce Ann Blackwell  (803) 536-7180
Donma Admin Bldg., Ste 210  jblackwe@scu.edu

Interim Associate Vice President for Academic Affairs
Dr. Christine R. Boone  (803) 536-8449
Donma Admin Bldg., Ste 212  boonec@scsu.edu
Interim Assistant Vice President for Academic Affairs
Dr. Learie Luke  (803) 516-4974
Donna Admin Bldg  lluke@scsu.edu

Interim Dean, College of Education, Humanities & Social Sciences
Dr. Ronald Speight  (803) 536-7071
105A Turner Hall  rspeigh2@scsu.edu

Chair, Department of Education
Dr. M. Evelyn Fields  (803) 516-4718
226A Staley Hall  efields@scsu.edu

Interim Chair, Department of Human Services
Dr. Cassandra Sligh-Dewalt  (803) 536-7075
202B Turner Hall  CSligh-Dewalt@scsu.edu

Interim Chair, Department of Visual & Performing Arts
Dr. Tolulope O. Filani  (803) 536-7176
300A Fine Arts Center  TFilani@scsu.edu

Chair, Department of English & Modern Languages
Dr. Ghussan R. Greene  (803) 536-8808
201B Turner Hall  ggreene@scsu.edu

Chair, Department of Social Sciences
Dr. Benedict N. Jua  (803) 536-8969
315 Nance Hall  BJua@scsu.edu

Dean, College of Business & Applied Professional Sciences
Dr. Robert T. Barrett  (803) 536-8980
109 Belcher Hall  Rbarret1@scsu.edu

Chair, Department of Accounting, Agribusiness & Economics
Dr. Barbara L. Adams  (803) 536-8214
324 Belcher Hall  BADAMS@scsu.edu

Chair, Department of Business Administration
Dr. Gerald Gonsalves  (803) 516-8434
ggonsalv@scsu.edu

Chair, Department of Family & Consumer Sciences
Dr. Ethel G. Jones  (803) 536-8958
203 Staley Hall  Egjones@scsu.edu

Chair, Department of Health Sciences (Speech Pathology and Audiology)
Dr. Gwendolyn W. Wilson  (803) 536-7063
gdwilson@scsu.edu

Chair, Department of English & Modern Languages
Dr. M. Evelyn Fields  (803) 516-4718
226A Staley Hall  efields@scsu.edu

Interim Chair, Department of Visual & Performing Arts
Dr. Tolulope O. Filani  (803) 536-7176
300A Fine Arts Center  TFilani@scsu.edu

Chair, Department of English & Modern Languages
Dr. Ghussan R. Greene  (803) 536-8808
201B Turner Hall  ggreene@scsu.edu

Chair, Department of Social Sciences
Dr. Benedict N. Jua  (803) 536-8969
315 Nance Hall  BJua@scsu.edu

Dean, College of Business & Applied Professional Sciences
Dr. Robert T. Barrett  (803) 536-8980
109 Belcher Hall  Rbarret1@scsu.edu

Chair, Department of Accounting, Agribusiness & Economics
Dr. Barbara L. Adams  (803) 536-8214
324 Belcher Hall  BADAMS@scsu.edu

Chair, Department of Business Administration
Dr. Gerald Gonsalves  (803) 516-8434
ggonsalv@scsu.edu

Chair, Department of Family & Consumer Sciences
Dr. Ethel G. Jones  (803) 536-8958
203 Staley Hall  Egjones@scsu.edu

Chair, Department of Health Sciences (Speech Pathology and Audiology)
Dr. Gwendolyn W. Wilson  (803) 536-7063
gdwilson@scsu.edu
Director, Department of Health Sciences (Nursing)
Dr. Georgia Arnold  (803) 536-8506
garnlod@scsu.edu
119D Turner Hall

Program Coordinator, Department of Health Services (Physical Education)
Dr. Patricia A. Frye  (803) 516-4896
331D Turner Hall

Chair, Department of Military Services
LTC Orestees Davenport  (803) 536-8878
104 Soldier Hall

Dean, College of Science, Mathematics & Engineering Technology
Dr. Kenneth D. Lewis  (803) 536-8860
107 Crawford Hall

Chair, Department of Civil and Mechanical Engineering Technology
Dr. Stanley N. Ihekweazu  (803) 536-8392
110 Crawford Hall

Chair, Department of Industrial and Electrical Engineering Technology
Dr. Hasanul A. Basher  (803) 536-8474
102 Crawford Hall

Chair, Department of Mathematics and Computer Science
Dr. James E. Keller  (803) 536-8675
317 Nance Hall

Chair, Department of Biological and Physical Sciences
Dr. Judith D. Salley-Guydon  (803) 536-8509
212A Hodge Hall

Dean, School of Graduate Studies
Dr. Thomas E. Thompson  (803) 536-8266
TThompson@scsu.edu
Donma Admin Bldg., Ste 204

FISCAL AFFAIRS

Vice President for Fiscal Affairs
Mr. John E. Smalls  (803) 536-8998
JeSmalls@scsu.edu
Donma Admin Bldg

Assistant Vice President for Fiscal Affairs
Mr. Joseph Pearman  (803) 536-8542
Jpearman@scsu.edu
Lowman Hall, 1st Fl
Budget Director
Mr. Gary E. Cathcart (803) 516-4549 gcathcart@scsu.edu
Lowman Hall, 1st Fl

STUDENT AFFAIRS

Vice President for Student Affairs
Dr. Charles N. Smith (803) 536-8190 csmith10@scsu.edu
Donna Admin Bldg., Ste 202

Assistant Vice President for Enrollment Management
Mr. Antonio Boyle (803) 536-7186 aboyle@scsu.edu
Crawford Zimmerman

Interim Director of Career Services
Mr. Joseph Thomas (803) 536-8577 jthoma21@scsu.edu
Belcher Hall Room 114

Director of Counseling & Self Development
Dr. Cherilyn Taylor (803) 536-7245 ctaylo37@scsu.edu
Counseling Center

Director of Financial Aid
Mrs. Sandra Davis (803) 533-3712 sdavis@scsu.edu
Crawford Zimmerman Suite 151

Director of Health Center
Ms. Pinkey Carter (803) 536-7055 pcarter@scsu.edu
Brooks Health Center

Director of Judicial Affairs
Mrs. Geniffer J. Bookhardt (803) 536-8954 gbookhardt@scsu.edu
Earle Hall

Director of Housing & Residential Life
Mr. Lamar Coleman (803) 533-3750 lcolemal@scsu.edu
Earle Hall

Director of Multicultural Affairs
Mrs. Carolyn Free (803) 536-8402 cfree@scsu.edu
Nix Hall Room 112

Director of Student Life & Leadership
Ms. Lillian Adderson (803) 536-7057 ladderso@scsu.edu
Student Center Room 142
Interim Chief, University Police
Chief Michael Bartley (803) 533-3803 mbartle1@scsu.edu
Campus Police

INSTITUTIONAL ADVANCEMENT

Interim Vice President for Institutional Advancement
Mr. Anthony Holloman (803) 516-4871 aholloma@scsu.edu
Donna Admin Bldg., Rm 105

Assistant Vice President for Institutional Advancement
Mr. Rodell Lawrence (803) 536-8771 rlawren1@scsu.edu
Crawford Zimmerman-Complex 260

Director, Alumni Relations
Mrs. Adrienne Clinton (803) 516-4546 AClinton@scsu.edu
Crawford Zimmerman-Complex 261

Director of University Relations
Mrs. Erica Prioleau-Taylor (803) 533-3617 esprioleau@scsu.edu
Crawford Zimmerman-Complex 262-A

RESEARCH, ECONOMIC DEVELOPMENT, AND PUBLIC SERVICES

Vice President for Research, Economic Development and Public Services
Dr. Garlen Wesson (803) 516-4989 gwesson@scsu.edu
131 John W. Matthews Bldg

Assistant Vice President for Sponsored Programs
Mr. Elbert Malone (803) 536-8213 MALONE@scsu.edu
Belcher Hall Rm. 410

1890 Extension Administrator
Mr. Delbert Foster (803) 536-8460 Dfoster@scsu.edu
1890 Office

ATHLETICS

Director of Athletics
Mrs. Charlene Johnson (803) 536-8712 cmjohnson@scsu.edu
Rowe Hall Room 113

Head Football Coach
Dr. Oliver “Buddy” Pough (803) 536-8717 OPough@scsu.edu
Nix Hall

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<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Head Men’s Basketball Coach</td>
<td>Mr. Timothy Carter</td>
<td>(803) 536-8586</td>
<td><a href="mailto:tcarte30@scsu.edu">tcarte30@scsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Nix Hall</td>
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<tr>
<td>Head Women’s Basketball Coach</td>
<td>Mr. Douglas Robertson</td>
<td>(803) 536-8716</td>
<td><a href="mailto:drobert1@scsu.edu">drobert1@scsu.edu</a></td>
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<tr>
<td></td>
<td>Athletics</td>
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<tr>
<td>Women’s Softball Coach</td>
<td>Ms. Donisha Johnson</td>
<td>(803) 536-8899</td>
<td><a href="mailto:djohn35@scsu.edu">djohn35@scsu.edu</a></td>
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<td></td>
<td>Nix Hall</td>
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<tr>
<td>Head Women’s Soccer Coach</td>
<td>Tudor Glad Bugariu</td>
<td>(803) 533-3620</td>
<td><a href="mailto:tbugariu@scsu.edu">tbugariu@scsu.edu</a></td>
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<td>Nix Hall</td>
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<tr>
<td>Head Women’s Bowling Coach</td>
<td>Mrs. Lorra Bailey</td>
<td>(803) 516-4857</td>
<td><a href="mailto:lbailey1@scsu.edu">lbailey1@scsu.edu</a></td>
</tr>
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<td>Nix Hall</td>
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<tr>
<td>Head Volleyball Coach</td>
<td>Mrs. Millicent Sylvan</td>
<td>(803) 533-3676</td>
<td><a href="mailto:msylvan@scsu.edu">msylvan@scsu.edu</a></td>
</tr>
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<td>Nix Hall</td>
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<tr>
<td>Head Tennis Coach</td>
<td>Mr. Hardeep Judge</td>
<td>(803) 536-8898</td>
<td><a href="mailto:Hjudge@scsu.edu">Hjudge@scsu.edu</a></td>
</tr>
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<td>Rowe Hall</td>
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<tr>
<td>Head X-Country/Track &amp; Field Coach</td>
<td>Mr. Tyree Price</td>
<td>(803) 536-8715</td>
<td><a href="mailto:tprice7@scsu.edu">tprice7@scsu.edu</a></td>
</tr>
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<td></td>
<td>Nix Hall</td>
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<tr>
<td>Golf Coach</td>
<td>Ms. Sandra Burris</td>
<td>(803) 533-3650</td>
<td><a href="mailto:sburris@scsu.edu">sburris@scsu.edu</a></td>
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<td>Athletics</td>
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<tr>
<td>Head Athletics Trainer</td>
<td>Mr. Craig Harward</td>
<td>(803) 536-8625</td>
<td><a href="mailto:charward@scsu.edu">charward@scsu.edu</a></td>
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<td>Oliver C. Dawson Stadium</td>
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ACADEMIC CALENDAR 2009-2010

FIRST SEMESTER - FALL 2009

April 1-July 15  WEDNESDAY — WEDNESDAY- Registration begins for Fall 2009 for all students.
June 30  TUESDAY -Deadline for freshman admission for Fall 2009
July 15  WEDNESDAY – Deadline for all students to pay tuition and fees for Fall 2009
July 15  WEDNESDAY – Class Schedules, Housing and Meal Plans will be dropped for nonpayment after 5 p.m.
August 14  FRIDAY- Faculty Workshops
August 14  FRIDAY- Freshmen Move In Day – New Student Orientation begins
August 15-17  SATURDAY-MONDAY-New Student Orientation (Mandatory)
August 16  SATURDAY – Residence Halls open for all returning students
August 17  MONDAY – General Assembly for Faculty and Staff (MLK) - Late Registration ends
August 18  TUESDAY – Classes begin. Drop/Add begin
August 21  FRIDAY - No change in Audit after this date
August 24  MONDAY - Last day for drop/add
Aug 26-Sept 14  WEDNESDAY-MONDAY — A grade of “WF” is awarded for withdrawal from courses. Tuition charges are incurred during this period.
Sept 1-30  TUESDAY – WEDNESDAY - Period for filing for graduation in May 2010
September 7  MONDAY—Labor Day Holiday. – NO CLASSES.
September 10  THURSDAY—Fall Convocation
September 11  FRIDAY – Last day for readmitted students to file for graduation in December 2009
September 15  TUESDAY—No change in Pass-Fail after this date.
September 15  TUESDAY—English Proficiency Exam for Undergraduate Students
Sept 15-Oct 29  TUESDAY – THURSDAY — A grade of “WF” will be awarded for a course if dropped during this period.
September 18  FRIDAY—Last day to submit grade changes from Spring 2009 and/or Summer 2009
October 3  SATURDAY — English Proficiency Examination for Graduate Students
October 1-9  THURSDAY-FRIDAY — Submit Senior Exit Survey Forms to Registrar’s Office. Period to Clear Graduating Seniors for December 2009
October 14-16  WEDNESDAY-FRIDAY—Mid-Term Examinations
October 16  FRIDAY—Last day for instructors to submit removal of Incomplete(s) from Spring 2009 and/or Summer 2009.
October 17  SATURDAY—Professional Comprehensive Examination for Graduate Students
October 19  MONDAY—Mid-Term Grades posted by faculty via WEB
October 24  SATURDAY – Subject Matter Comprehensive Examination for Graduate Students
Oct 27 – Jan 5, 2010  TUESDAY-TUESDAY—Registration begins for Spring 2010 for all students
October 29  THURSDAY— A grade of “WF” will be awarded for a course or the university if withdrawn after this date
October 31  SATURDAY – Homecoming
November 9-14  MONDAY-SATURDAY – Student Evaluation of Instruction.
November 22-29  SUNDAY-SUNDAY – Thanksgiving Holidays no classes (STUDENTS ONLY)
November 30  MONDAY - Classes Resume
December 2-3  WEDNESDAY - THURSDAY —Final Examinations for Graduating Students.
December 4  FRIDAY — Classes end. Faculty post final grades for graduating students via WEB
December 5-11  SATURDAY-FRIDAY—Final Examinations
December 12  SATURDAY — Commencement Convocation
December 14  MONDAY—Faculty post final grades via Web by 12 Noon

SECOND SEMESTER - SPRING 2010

Oct 27-Jan 5  TUESDAY – TUESDAY – Registration begins for Spring 2010 for all students
January 5  TUESDAY – The deadline to pay all fees for Spring 2010
January 5  TUESDAY – Class Schedules, Housing and Meal Plans dropped for nonpayment after 5 p.m.
January 6-11  WEDNESDAY-MONDAY – Late Registration begins for all students. A Late Registration Fee of $100 is charged.
January 6  WEDNESDAY – P General Assembly – MLK Auditorium– 9 a.m.
January 7  THURSDAY – Faculty/Staff Workshops
January 10  SUNDAY – Residence Halls open for ALL students at 9:00 a.m.
January 10-11  SATURDAY-MONDAY – New Students Orientation (Mandatory)
January 12  SATURDAY-Classes begin. Drop/Add begins
January 15  FRIDAY – No change in Audit after this date.
January 15  MONDAY—Holiday - Dr. Martin Luther King, Jr. – No classes
January 19  TUESDAY – Drop/Add ends
January 22  FRIDAY – Last day for readmitted students to file for graduation in May 2010
February 1  FRIDAY – Period to file for March 5 graduation in July 2010 and December 2010
February 8  FRIDAY—Last day for withdrawing from a course or the University without academic penalty
February 10  FRIDAY-No change of Audit after this date.
February 13  FRIDAY-No change of Audit after this date.
February 22  MONDAY—Last day for instructors to submit grade changes from Fall 2009
February 28  SUNDAY – Founders’ Day
March 8-12  MONDAY-FRIDAY – The period to clear students for May 2010 graduation
March 10-13  WEDNESDAY-SATURDAY—Mid-Term Examinations
March 14-21  SATURDAY-SUNDAY—SPRING VACATION begins after classes (STUDENTS ONLY)
March 15  MONDAY—Mid-Term Grades posted by faculty via WEB
March 22  MONDAY—CLASSES RESUME
March 22  MONDAY—A grade of “WF” will be awarded for a course or the university if withdrawn after this date
March 23  TUESDAY—English Proficiency Examination Undergraduates
March 23  TUESDAY - Last day for instructors to change Incompletes from Fall 2009
March 31- April 6  MONDAY—Mid-Term Grades posted by faculty via WEB
April 6  SATURDAY – Professional Comprehensive Examination for Graduate Students
April 10  THURSDAY-FRIDAY-Student Evaluation of Instruction
April 15-30  SATURDAY – Subject Matter Comprehensive Examination for Graduate Students
April 17  WEDNESDAY - THURSDAY – Final Examinations for Graduating Students
April 28-29  FRIDAY – Mid-Term Grades posted by faculty via WEB
April 30  SATURDAY – FRIDAY – Final Examination Period
May 1-7  FRIDAY – Commencement Convocation
May 7  MONDAY – Homecoming
May 10  FRIDAY – Commencement Convocation

REVISED 2/19/2010
FERPA

FERPA stands for the Family Educational Rights and Privacy Act. It is also referred to as the Buckley Amendment. FERPA is a federal law (20 U.S.C. section 1232g) that was passed by Congress in 1974 to protect the privacy of student education records. It also provides rights to access or amend those records.

Any student who is or has been in attendance at South Carolina State University has FERPA rights. These rights are exercised by the student (even students under 18) in postsecondary institutions whereas in elementary and secondary schools the rights are exercised by the parents.

WHAT IS THE STUDENT’S RIGHT UNDER FERPA?

1. FERPA gives students four basic rights with respect to their education record:

   - The right to control disclosure of their education record
   - The right to review their education record
   - The right to request amendment of inaccurate or misleading portions of their education record
   - The right to file a complaint regarding non-compliance of FERPA with the Family Policy Compliance Office of the U.S. Department of Education.

Students do not have the right to inspect and review the following:

   - Financial information submitted by parents.
   - Confidential letters and recommendations placed in their files prior to January 1, 1975.
   - Confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors.
   - Education records containing information about more than one student.

WHAT IS A LEGITIMATE EDUCATIONAL INTEREST?

A University may disclose education records to school officials with a legitimate educational interest in the information or document without the student’s consent. SC State defines a school official as “a person employed by the University; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another University official in performing his or her tasks.” A school official has a legitimate educational interest if “the official needs to review an education record in order to fulfill his/her professional responsibilities.”
WHAT IS NON-DIRECTORY INFORMATION?

Non-Directory information is considered confidential by FERPA and cannot be released without the student’s consent. Non-Directory Information includes:

- Education records
- Enrollment records
- Student work (exams, papers, reports, projects, etc.)
- Grades
- Class Schedules
- Disciplinary files
- Financial aid information
- Student employment records
- Academic Progress

WHAT IS “DIRECTORY” INFORMATION?

Under FERPA, a higher education institution may define some education record information as “directory information” and not confidential under FERPA. South Carolina State University has defined directory information as follows:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

IMPORTANT NOTE - Although directory information can be disclosed under FERPA, the South Carolina Family Privacy Protection Act (FPPA) prevents public institutions from disclosing personal information to third parties who intend to use it for commercial solicitation. If you receive requests from third parties for names, addresses, phone numbers or other directory information related to students in your department, be sure to contact the General Counsel’s office or the Office of Institutional Research before disclosing the information as violation of the FPPA is misdemeanor.

REVISED 2/19/2010
BRIEF HISTORY OF SC STATE

The Constitutional Convention of 1895 enacted provisions authorizing the Legislature to create the College by a severance of the state’s interest from Claflin University. In pursuance of such authorization, the General Assembly in 1896 enacted statutes providing for the establishment of a normal, industrial, agricultural and mechanical college. The same Legislature provided for the appointment of a Board of Trustees, an administration, a faculty, and for the adoption of rules and regulations to govern the operation of the College. Pursuant to this organization, a faculty composed of 13 South Carolinians was chosen by Dr. Thomas E. Miller, a former Congressman from South Carolina, who had been appointed as the first President of the College; and on September 27, 1896, the doors of the institution were opened to a land-grant college. The College plant consisted of 135 acres, eight small buildings, a small dairy herd, and a few farm animals. Because of the meager facilities, academic instruction was mostly given on logs hewn from the campus wilderness, in the tradition of the Mark Hopkins ideal college. These logs were later made into lumber for the first dormitory and classroom buildings.

SC State, located in the city of Orangeburg which is 40 miles east of the state capital at Columbia, is only a five minute walk from the heart of the city. The University owns 160 acres of land. An additional 286 acres are located at Camp Daniels in Elloree, South Carolina. This property, however, is not included in the total amount of land owned by SC State.

FACTS ABOUT SC STATE

Date Established: 1896

Type of Institution: 4-year Public Institution

Degrees Offered: Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Bachelor of Social Work (B.S.W.), Master of Arts (M.A.), Master of Arts in Teaching (M.A.T.), Master of Business Administration (MBA), Master of Education (M.Ed.), Master of Science (M.S.), Education Specialist (Ed.S.), Doctor of Education (Ed.D.)

Traditions: New Student Orientation, University 101, Fall Convocation, Founders’ Day, Smith-Hammond-Middleton Service of Rededication, Cultural Enrichment in the Humanities, Commencement Convocation

Colors: Garnet and Blue

Mascot: Bulldog
THE DIVISION OF STUDENT AFFAIRS
STUDENT LIFE

The Student life and Leadership Office endeavors to develop in each student a respect for the dignity and worth of the individual; a desire and capacity for critical reasoning; an appreciation and understanding of scholarship and creativity; an appreciation of diversity; the ability to communicate and a continuing desire for knowledge. Co-curricular events, activities and programs are considered to be appropriate outlets for the attainment of these goals. Therefore, to protect these goals and the rights of students, faculty and staff, the following rules, regulations and procedures for the orderly conduct of student life activities, programs and services have been established. For more information on Student Life, call (803) 536-7057, or visit: www.scsu.edu/studentaffairs/studentlifeandleadership.aspx.

FINANCIAL AID

The Office of Financial Aid (OFA) coordinates all financial assistance offered to SC State students and is charged with the responsibility of assuring that federal, state and institutional policy are operationally effective. The philosophy is to provide access and choice to students who without such aid would not be able to attend SC STATE.

The assistance available includes grants, scholarships, loans, and student employment. Students must apply annually and exhibit satisfactory academic progress to continue to receive financial aid. For more information, contact the Office of Financial Aid located in Crawford Zimmerman, Suite 150, (803) 536-7067 or via email at financialaid@Scsu.edu.

CAREER DEVELOPMENT

The Career Center, located in Belcher Hall (2nd Floor- Suite 250), provides services to facilitate a smooth transition from student to productive citizen. The center provides career-counseling, employer recruiting services, graduate and professional school information, placement credentialing, internship-cooperative education program and a career resource center. The Career Center also provides group and online services to students, alumni, and stakeholders. For more information on any services offered by the Career Center, call (803) 536-7033, or visit: www.scsu.edu/currentstudents/careercenter

COUNSELING SERVICES

The Counseling and Self-Development Center is accredited by the International Association of Counseling Services (IACS). The center’s aim is to address the psychological and developmental needs of SC State students. The mission of the Counseling and Self-Development Center is to provide quality mental health and testing services that enable students to define and accomplish their personal goals while coping with stressors which may arise over the course of their matriculation. The Center is located on campus (adjacent to Brooks Health Center).

Confidentiality Policy: The Counseling and Self-Development Center maintains strict confidentiality of all client information in accordance with APA ethical standards and IACS accreditation standards of practice.
The Counseling and Self-Development Center is adjacent to the Brooks Health Center, behind Bradham and Manning Residence Halls. The hours of center operation are Monday through Friday from 8:30 a.m. – 5:00 p.m. To schedule an appointment, contact the center at (803) 536-7245. In the event of an after hours or weekend crisis or emergency, please contact University Police at (803) 536-7188. For clinical emergencies, contact the Orangeburg Area Mental Health Center at (803) 536-1571 or (803) 664-2015. For medical emergencies, please contact either the Regional Medical Center at (803) 395-2200, or The Family Health Center Urgent Care Facility at (803) 531-8960, for immediate assistance or intervention.

In addition to general counseling services for mild adjustment concerns, intervention for more severe pathology is also made available to students in the following modalities:

- Individual counseling to address issues such as personal goal attainment, interpersonal relationship building, social adjustment, time management, etc.
- Group counseling to foster problem-solving through shared experiences and learning from others; university to screen and assess mental health and
- Psychological testing for students and staff of the learning outcomes, capacities, and/or deficits.
- Campus and community outreach programs on topics relevant to student learning outcomes, growth, and development as they matriculate (e.g., stress management, suicide prevention, alcohol and drug education, etc.).
- Psychiatric services are available to students whose presenting concerns warrant clinical intervention. Evaluations for the prescription of psychotropic medications, as well as monitoring of the effects of these prescribed medications are provided to students in need of this service. The center has retained, on a part-time basis, a psychiatrist to render these services to students.
- Consultative services are available to the entire university community upon request

OFFICE OF JUDICIAL AFFAIRS

The Office of Judicial Affairs (OJA) is charged with oversight of the student judicial system. The mission of OJA is to foster students’ learning and development that reflects enforcement of standards of conduct in an educational environment. OJA also administers the SC State University Student Code of Conduct and Policies through investigation in conjunction with the University Police Department and adjudication of general conduct complaints; coordination of mediation referrals; interpretation of the Student Code of Conduct and Policies for faculty, staff, students and other stakeholders; and administrative support to the Division of Student Affairs general conduct cases. Additionally, OJA supports student engagement and involvement through the administration of Counseling and Self Development Center, Sodexo food services and facilities, SC State Fleet Management and Student Support Service referrals.

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities are an important part of the student body. Providing equal opportunities for students with disabilities is a campus-wide responsibility and commitment. In accordance with ADA laws and requirements, the university provides support services for students with disabilities through the Office of Disabled Student Services. This office is housed within the Counseling and Self-Development Center. Among the services provided are
counseling, advocacy and, when necessary, referral for appropriate management of the students’ needs. Referral sources include Brooks Health Center and the local South Carolina Department of Vocational Rehabilitation. Requests for additional information concerning services provided by the Office of Student Disability Support Services may be obtained by calling (803) 536-7245 or by visiting the office which is housed in the Counseling and Self-Development Center located behind Bradham and Manning Residence Halls.

- Referral services are offered to students who present with long-term clinical concerns which, due to limited staffing resources, cannot feasibly be addressed at the Counseling and Self-Development Center.

HEALTH SERVICES

Brooks Health Center is a nurse directed facility with the mission to contribute to the holistic educational experience of students at SC State by ensuring they have access to quality affordable episodic and preventive health care, promotion of preventive care, healthy lifestyle behavior and wellness. Under the Division of Student Affairs, Brooks Health Center plans, develops, implements and evaluates a health care program which includes the following:

- Assessment, diagnosis, treatment and/or referral for acute episodic illness or health concerns by medical and professional nurse providers.
- Access to “Self-Care” resource for treatment of minor complaints in a timely manner.
- Collaborate and coordinate the health care needs of students with chronic/life threatening illnesses.
- Health activities and programs to education and empower SC State students regarding health concerns and issues relevant to the college age population. Brooks Health Center will refer students for additional care/services to on or off-campus facilities such as (a) Speech and Hearing Clinic, (b) the Counseling and Self-Development Center, (c) the South Carolina Department of Vocational Rehabilitation and (d) The Regional Medical Center.

The Hours of Operation for Brooks Health Center are:
Monday – Friday: 8:30 a.m.–5:00 p.m. For additional information or the solicitation of services, please call (803) 536-7053 or visit the Center which is located behind Manning and Braham Halls.

MANDATORY STUDENT SICKNESS AND ACCIDENT INSURANCE

It is mandatory that all students have Sickness and Accident Insurance. For those with equal or comparable health and accident insurance through their parent/guardian, employer or spouse, you should have the name of insurance company and numbers readily available for emergency situations. However, should you need or desire additional supplemental insurance coverage, a basic health and accident insurance plan, available especially for SC State students through Pearce & Pearce, Inc. for a fee of $150 (domestic) and $193(international). For further information, please contact Brooks Health Center/803-536-7053 or visit the webpage at www.studentinsurance.com
INTERNATIONAL STUDENT SERVICES

International student services are provided by the Office of Multicultural Affairs, Division of Student Services. The Office assists international students in adjusting to life at SC State and facilitates their transition to full active participation in campus life. This is done through advocacy, immigration advising, and serving as the primary liaison for community contact, governmental agencies and university departments that interface with international students.

The Director of Multicultural Affairs serves as the Principal Designated School Official (PDSO) for the United States Immigration and Customs Enforcement (USICE), Department of Homeland Security for all immigration matters on behalf of the University and F-1 students.

The Student and Exchange Visitor Information System (SEVIS) is an internet-based application that facilitates timely electronic reporting and monitoring of international students and exchange visitors (EV) and their dependents in the United States. SEVIS enables colleges/universities, schools, and program sponsors to transmit electronic information to the Department of Homeland Security and the Department of State throughout a student’s program while in the United States. SEVIS allows the PDSO to submit updates to DHS that require adjudication, and create and update student and dependent records. F-1 students are required to inform the PDSO of such matters as: a local address, a change of address, change of non-immigration status, program extension, reinstatement, change of status, transfer of schools, change in financial information and program information (a change in major). Employment (on campus and off campus), curricular practical training (CPT), Optional Practical Training (OPT) and Drop Below Full Course must authorized by the PDSO.

All F-1 students are required to report to the Office of Multicultural Affairs immediately after registration of each semester of enrollment.

For additional information, visit the Office of Multicultural Affairs in Nix Hall, Room 112 or phone (803) 536-8402.

STUDENT LIFE AND LEADERSHIP

The Office of Student Life and Leadership seeks to complement the academic program of studies, promote a sense of community and enhance the collegiate experience of students through the coordination of social, cultural, intellectual, recreational, spiritual and governance programs.

The Office oversees such program areas as Leadership Training, Student Organizations, Student Government Association, Student Union Board, Student Publications, Greek Affairs, Religious Life, and the K. W. Green Student Center.

Planning, implementation and leadership assistance is provided for the Student Government Association, Homecoming, Bulldog fest, Campus Activities Board (CAB), Religious Life Counsel, Miss SCSU & Court, Pep Squad, and the Commuter’s Club.

Other responsibilities include the coordination of leadership retreats, the Awakening Lecture series, concerts, step shows, recreational games, and the campus facilities usage and management of the K.W. Green Student Center.
KW GREEN STUDENT CENTER

Kirkland W. Green Student Center is open to all SC State’s students, faculty, staff and alumni as well as guests of these individuals or the University. It is expected that all groups and individuals using the Student Center facilities will abide by Student Center policies and procedures and conduct themselves in a manner befitting members of a university community. Those who willfully mistreat the facilities or whose conduct is disruptive to the normal operation of the Center will be asked to leave the building. Continued violations may result in the permanent loss of Student Center privileges.

Policies

1. Smoking is not permitted in the Student Center common areas.
2. No gambling of any nature is allowed in the Student Center.
3. Animals are not permitted in the Student Center with the exception of those assisting visually or physically impaired.
4. Skates or skateboards are not allowed in the Student Center.
5. Vehicles are not allowed in the Student Center with the exception of those being used by the physically impaired.
6. Bicycles are not allowed in the Student Center.
7. Appropriate clothing including shirts and shoes must be worn at all times in the Student Center.
8. Alcoholic beverages are not permitted in the Student Center.
9. Vendors are not permitted in the Student Center unless prior approval has been granted.
10. Children (non-students under the age of 16) must be accompanied by an adult/student when visiting the Student Center.
11. No basketballs, footballs, tennis balls, etc. are to be thrown or bounced in the Student Center.
12. No candles or other open flames may be used in the Student Center without prior approval.
13. Dances are not permitted in the Student Center.
14. Playing of cards and other board/table games are allowed only in game room.
15. Student conduct rules, city code, statues of the State of South Carolina and federal laws apply in the Student Center.
16. Hair braiding is not allowed in the Student Center.

INTRAMURAL SPORTS

Intramural Sports’ mission is to provide activities and programs that enhance wellness, fitness and healthy lifestyles of students, and faculty/staff at SC State.

The Intramural Sports Program is one of the largest co-curricular activity programs that complement the formal academic curriculum. It offers extensive opportunities to currently enrolled SC State students, faculty, staff and their spouses/partners to engage in a number of competitive and structured activities each year. Participation in the program is voluntary and determined solely by interest. Participation can provide one with opportunities to have fun, learn new sports, meet people from other cultures, test one’s physical ability as well as offer a break from the academic routine. Team sports generally take on a league structure and a post-season tournament to determine champions. Special events range from one-day to several day
tournaments. In most events, skill levels and divisions are established to allow competition for men’s, women’s and co-educational teams. Varsity sports athletes may not participate in the intramural sport that coincides with their varsity sport (ex. football players – flag football; basketball players – basketball; softball players – softball, etc.)

The Intramural Sports Program is a department of the Office of Student Affairs. The Intramural/Recreational Gym (Dukes Gymnasium) contains the Intramural Office, basketball/volleyball court, a small weight room facility, and with outdoor courts located next to Mitchell Hall for free play. For further information, please call (803) 536-7247.

UNIVERSITY POLICE

GUIDELINES FOR STUDENT SAFETY AND SECURITY

The University Police Department maintains responsibility for protecting life and property, crime prevention and traffic control at SC State. Officers are available to assist students 24 hours a day.

Security request for events or student activities at the University must be submitted two weeks prior to the event.

The University Police Department is located on Goff Avenue. For assistance or more information, call the following numbers:
Campus Police.......................(803) 536-7188 & 516-4111
Chief of Police.......................(803) 533-3740 or 536-7069

VEHICLE REGISTRATION AND PARKING

SC State assumes no responsibility for the care and/or protection of any vehicle or its contents while it is parked on Campus. Valuables should not be left in parked vehicles at any time, and vehicles should be locked when not in use. Thefts or damages that occur on campus should be reported to the University Police Department for investigation.

A parked vehicle is one that is standing, whether occupied or unoccupied. Parking is prohibited at fire hydrants, in fire lanes, driveways, alleyways, sidewalks, walkways or grass lawns. Curb cuts, service drives or trash pickup area may not be blocked at any time.

Any student (including freshman) transporting personal belongings in an unregistered motor vehicle, during registration or final examination periods, may only load or unload personal belongings for 20-minute periods at his resident hall, and may park the vehicle in his/her residence hall parking lot. If the vehicle remains unregistered, it must be moved from SC STATE property before midnight of the last day of registration.

EVENING SAFETY STANDARDS

The Evening Safety Standards is to ensure the safety and security of our students, faculty and staff as well as our campus community by taking proactive measures.

The goals of Evening Safety Standards are to revitalize and uphold the firm standard of respect and integrity in the SC State Community. If at any time, the Evening Safety Standards
policy is dishonored, disciplinary actions will be imposed. The fundamentals of the standards are as follows:

- Basketball court will be locked by campus police at 11PM
  - After hours violations: students will be issued trespass notice from basketball court and handled judicially – non-students will be issued trespass notice and a warrant will be issued if the trespass notice is violated after warning.
- Visitation is over at 11:00pm – Residential halls will be closed at 12am. Thursday nights, residential halls will close at 2:30AM on Saturday after home games – no movement should occur after 3:00am.
- Students must be in their Assigned residential hall by 12:00AM.
- Residents and guests must not loiter.
  - No loitering in the breezeways, halls or lobbies. Residence Life staff will assist with clearing breezeways; residential security officers and university police will clear parking lots (particularly Hugine suites and university village).
- Residence Life and Housing staff will be posted in all residential halls from 11:30PM – 2:30AM to monitor the lobby. The RSO will conduct building security checks.
- Student Organization parties held on campus must conclude at midnight.
- Student organization parties held on campus must conclude at midnight.
- Notify ODPS (Orangeburg Department of Public Safety) and OCSO (Orangeburg County Sheriff’s Office) for illegal parking.

The University has implemented Evening Safety Standards along with Emergency Call Boxes, Surveillance Cameras and enhanced patrol techniques. We believe that these measures are only a part of what will continue to make this campus safe. Further steps include awareness on the part of all students, faculty, staff and visitors.

PROTECT YOUR PROPERTY

- Lock your office door whenever you leave--even if you are going to be "right back".
- Keep your purse/wallet in a locked desk or cabinet.
- When leaving a classroom, your table in a library or your seat in the cafeteria--even if going away for a minute"-- take your purse/wallet with you.
- Don't assume that leaving your books unattended will mean that they will be there when you get back; books are a high-theft item as well.
- Don't bring large sums of money or valuables on campus.
- Purchase the student theft insurance (red and white brochures available in residence life and housing)

In addition to these, University Police is available to share the following personal safety tips:

SAFETY TIPS:

1. BE AWARE! Know your surroundings.
2. LOOK AROUND! Avoid dark areas where you don’t see many people.
3. Don’t walk alone. Go with friends.
4. Tell someone where you are going and who you are going with.
5. Be aware that men and women may interpret nonverbal behavior, including dress, differently than you do.
6. Stay aware! Don’t let your guard down.
7. Communicate clearly. Loud enough for others to hear if you are afraid.
8. DON’T TALK TO STRANGERS! Call SC STATE Police for an on campus escort after dark.
9. Review the Tips website http://www.scsu.edu/CampusPolice/tips.htm
10. Call SC State Police at 516-4111 in case of Emergencies.

ARREST POLICY

SC State students and student organizations are expected to abide by both University regulations and local, state and federal laws. While University regulations are not meant to duplicate general laws, there are some ways in which the lawful interest of the University community coincides with the broader public interests of general laws.

Therefore, students or student organizations who commit offenses against local, state or federal laws are subject to University disciplinary action when their conduct violates University standards.

After a review of the available information about the case, a decision will be made as to whether University disciplinary charges will be brought against the student immediately or whether the University will wait for the outcome of the criminal proceedings prior to deciding if University disciplinary charges are appropriate. If disciplinary charges are brought against a student as the result of an arrest or conviction, appropriate disciplinary procedures, as outlined in the student Code of Conduct, will be followed.

Students who are apprehended and charged by the enforcement agencies with a felony on or off campus are required to inform the Vice President for Student Services of such matter.

When a student is arrested (on or off campus), the University may bring disciplinary charges; if the student’s behavior is also a violation of a University regulation, or if the behavior is judged to be inimical to the pursuit of the recognized mission of the University. When the Vice President for Student Affairs is informed of the arrest of a student, a letter will be sent to the student requiring him/her to meet with the Vice President or a designated staff person to discuss his/her status with the criminal courts and his/her status with the university.

ALL RULES AND REGULATIONS REMAIN IN EFFECT DURING BREAK PERIODS AND HOLIDAYS.

Notes of explanation placed on vehicles will not be honored. No unauthorized person may alter, deface, knock down or remove official parking or traffic signs or erect parking signs. Abandoned vehicles, or vehicles that appear to be abandoned, are subject to tow. Storage of vehicles on SC State property is prohibited.

Vehicle will be Towed/Impounded for the following reasons:
- Has three (3) tickets or fines of $120.00
- Is blocking traffic or creating a hazard.
- Belongs to a person whose on-campus parking privileges have been revoked.
- Is parked in a designated tow-away zone.

REVISED 2/19/2010
Is illegally parked in a handicapped space or curb cut.
Is illegally parked in a reserved space.
Is illegally parked in a fire lane, a fire hydrant or in front of or beside a dumpster or at a yellow curb.
Is illegally parked in that it impedes pedestrian or vehicular traffic.
Is apparently abandoned.
Is involved in a crime or is potential evidence.
Would be left unattended due to the arrest of the driver.
Any and all charges against the vehicle must be satisfied prior to releasing the vehicle. Wrecker services removing vehicles from the University are entitled to payment as authorized by South Carolina Statute & Municipal Ordinance and The University Police Department.

MOTORCYCLES

Registered motorcycles and motorbikes must be parked in vehicle spaces only. Such vehicles will be removed and impounded by the University at owner’s expense and are subject to all parking rules and regulations applying to four-wheel vehicles.

PARKING ZONES

The University’s parking areas are zones that bear the following designation: Student, Faculty Staff and Reserved. A valid and correctly displayed permanent decal is required. White lines indicate student parking spaces. Orange lines indicate faculty/staff parking spaces. Yellow or red curbs and lines indicate no parking. Parking is not permitted at curb cuts. Gravel parking is permitted only in clearly defined areas.

FACULTY/STAFF PARKING

Parking assignments for faculty/staff are available in parking spaces designated faculty/staff, with orange colored lines, provided the faculty/staff member has a current parking decal that is displayed properly. Parking for faculty/staff is no permitted in any other parking spaces.

Reserved parking for faculty/staff with assigned numbers is available in spaces designated faculty/staff, with orange-colored lines. Faculty/staff with reserved parking privileges should have their reserved spaces renewed on or before July 15 of each year. After August 31, reserved parking space not renewed will be available for assignment to other faculty/staff. The reserved parking spaces and the reserved decal for 12 months will be $120.00.

Faculty/Staff with assigned reserved parking may register ONLY one primary vehicle for that space. If an occasion arises which makes it necessary to park a substitute vehicle in the reserved space, the University’s Police Department must be notified and a temporary parking permit must be secured and properly displayed.

A faculty or staff member who provides a motor vehicle for use by a son or daughter, or spouse who is a student will be required to have the appropriate student decal on the vehicle. The vehicle must be registered in accordance with the regulations governing student motor
vehicle regulations. These students, and All Other Students, will park only in the designated areas for students Monday through Friday from 7:30 a.m. until 7:30 p.m.

**STUDENTS (GRADUATE, EVENING, DISTANT LEARNING, PART-TIME, ETC.) PARKING IN FACULTY/STAFF LOTS**

Student parking in Employee (Faculty/Staff) Spaces are allowed 7:30 p.m. and 7:30 a.m., Monday through Friday and Friday 7:30 p.m. through 7:30 a.m. Monday morning provided the vehicle has a current student decal or permit. Student parking permit for 12 months will be $60.00.

**TOWING/IMPOUNDING**

Towing and release of important vehicles are in accordance with the City of Orangeburg Code of Ordinances. Owners of such vehicles assume all risks involved and will be required to pay all costs in the removal, and impounding of such vehicle.

**EVENING STUDENT PARKING**

Evening students who wish to utilize campus-parking facilities may obtain a student decal. Decals are valid in faculty/staff and student lots between 7:30 p.m. and 7:30 a.m., Monday through Friday, and from 8:00 a.m. Saturday to 7:30 a.m. Monday, unless otherwise indicated.

**VISITORS PARKING**

Visitors to the campus may be issued temporary parking permits by the Police Department. Organizers of meetings/conferences/workshops/tests on the campus must secure permits for visitors, in advance of that particular activity, from the Department. Call (803) 536-7188 or (803) 533-3907 or fax information to (803) 536-7163.

**IMPOUNDING**

A vehicle will be towed for the following reasons:
1. When the vehicle constitutes a traffic hazard;
2. When the driver or owner is injured, dead or arrested and cannot personally care for the vehicle;
3. When the vehicle is used as evidence in a crime;
4. When the vehicle’s presence on SC State’s property constitutes trespassing;
5. When a stolen vehicle is recovered; and
6. When the vehicle is parked in unauthorized area.

**PICK-UP SPACES**

Orange spaces marked ‘Pick-Up’ are for University Service Vehicles Only.
TRAFFIC REGULATIONS SPEED LIMIT

Unless otherwise posted, the University’s speed limit is 15 miles per hour, and 10 miles per hour at pedestrian crossings. All operators of vehicles are expected to operate vehicles in a manner commensurate with road and weather conditions.

PEDESTRIAN CROSSWALKS

Pedestrians shall have the right of way at designated crosswalks at all times. City ordinances and state laws apply on city streets, that traverse the Campus, as well as on campus roads and streets.

VIOLATIONS, PENALTIES, FINES AND APPEALS

Penalties and/or fines are payable in person or by mail to the Cashier’s Office, located in Wilkinson Hall. (DO NOT SEND CASH THROUGH THE MAIL).

Parking Violations……All Regular Fines $25.00
Handicapped (Space/Curb Cut) Fines $125.00
Penalties for all other vehicle violations will be imposed in accordance with the State Law.

NON-PAYMENT OF FINES

For delinquent violations not paid or appealed after the fifth business day from the date issued, the fine will double.

Students, Faculty and Staff who fail to meet their financial obligation to the University may have their parking privileges revoked and their vehicle impounded. In addition, students who fail to pay their financial obligation to the University before the end of the semester will not be allowed to register for school or secure a transcript or diploma until the obligation has been cleared.

APPEALS

The Parking Ticket Appeals should be made within five (5) business days after the date of issuance (except Saturdays, Sundays, and holidays. Otherwise, the right of appeal is forfeited. The Parking Ticket Appeals Committee will hear the appeals of employees, students, and visitors. Appeals information is printed on all parking tickets.

DISABLED VEHICLES

In the event a vehicle breaks down or runs out of fuel while on campus, all reasonable steps should be taken to remove the vehicle from the street or other places where it may create a hazard.

The University Police Department should be notified of the location of the disabled vehicle.
NEW STUDENT ORIENTATION

New Student Orientation is a two-part program designed to introduce new students to the academic community, assist them with the acclimation process, and assist them with their understanding of the purpose and value of higher education. The program consists of a series of activities centered on SC State academic programs, policies, procedures, campus life, and campus services. Orientation introduces students to the university’s organizational structure and essential university personnel.

Orientation Week, the first part of the program, is held prior to the first week of the semester. University 101, Introduction to the University Community, the second part of the program, is a one-semester course that is held on Tuesdays and Thursdays at 1:00 p.m. throughout the semester. Both parts of the program are required for all new students. New students with more than 30 semester credit hours are required to attend the Orientation Week activities only.

Orientation Week, the first part of the program, consists of a series of student-focused activities, including a reception hosted by the University’s President and First Lady, as well as academic and social activities designed to assist students with their transition to the collegiate environment. Additionally, a select group of upperclassmen, Student Orientation Leaders (SOLs), will be available to assist students with their transition processes.

University 101, the second part of Orientation, is a required one-semester General Education Curriculum (GEC) course that is designed to provide new students with personal, social, and academic empowerment skills to increase their probability for success as collegians. The course focuses on the University’s history, traditions, and organizational structure; personal and social development skills; academic procedures and regulations; career explorations; and policies and procedures governing students’ code of ethics.

New Student Orientation provides students with enabling skills to make informed academic, personal, and social decisions about their collegiate tenure at the University.

UNIVERSITY 101

University 101 is a one-semester general education course designed to assist students with transition from their high school experiences to the collegiate environment. The course seeks to aid students with the development of empowerment skills and to aid students to become knowledgeable about the University’s history, traditions, policies, and procedures. University 101 is required for all new and for transfer students with less than 30 semester credit hours.

Upon completion of University 101, students should be able to demonstrate their oral and written competence of the University, personal assessment, fundamental study skills, and personal social development.

Additional requirements for University 101 include Cultural Enrichment in the Humanities.

CULTURAL ENRICHMENT IN THE HUMANITIES

Cultural Enrichment in the Humanities is a university-wide effort designed to expose students to cultural activities, venues, events, and programs to enhance the undergraduate educational experience. All students enrolled in University 101 are required to participate in three Cultural Enrichment experiences as graded activities in the course.
Mandatory activities include Fall Convocation, the Founders’ Day Program, and the Smith-Hammond-Middleton Service of Rededication in the spring semester. In addition to the mandatory activities, the instructor selects one additional activity for students to attend, and the student selects one additional activity to attend with the approval of the instructor.

OTHER EXPECTATIONS

Each student is expected to wear dressy attire at all Cultural Enrichment activities. Each instructor will require an assignment to provide structured time for students to reflect, talk, and write about their experiences.

All assignments and/or documentations to verify attendance will be integrated into the course in the form of papers, journal entries, discussions, test questions, or some instructor specified requirement.

Additional announcements for university-wide cultural enrichment activities are available through the University’s website: www.scsu.edu.

UNIVERSITY FALL CONVOCATION

Fall Convocation is a university-wide program designed to welcome and introduce new students to SC State. All students enrolled in University 101 during the fall semester are required to attend Fall Convocation.

FOUNDER’S DAY

The Founders’ Day Program is a university-wide program designed to celebrate the 1896 founding of SC State as a land-grant institution. The Founders’ Day Program is usually held on Sunday. All students enrolled in University 101 during the spring semester are required to attend the Founders’ Day Program.

SMITH-HAMMOND-MIDDLETON SERVICE OF REDEDICATION

The Smith-Hammond-Middleton Service of Rededication commemorates the lives of the three young men, Henry R. Smith, Samuel Hammond, Jr., and Delano B. Middleton, who were fatally shot on February 8, 1968 in the pursuit of human dignity. Annually, the University and the nation commemorate February 8, 1968.

COMMENCEMENT CONVOCATION

Commencement ceremonies are held twice each year during the months of May and December.
**STUDENT ORGANIZATIONS**

**REGISTERED STUDENT ORGANIZATIONS**

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<td>Alpha Kappa Psi</td>
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<td>Health and Physical Education Majors Club</td>
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<td>Henderson Davis Players</td>
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<td>*Honda Campus All Star Challenge</td>
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<td>Honors Program</td>
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<td>Mays I Club</td>
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<td>*Mays II Club</td>
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<td>Student Orientation Leaders Program</td>
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<tr>
<td>*Student Publications</td>
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<td>*Tau Alpha Phi Honor Society</td>
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<td>Ujimaa</td>
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<tr>
<td>United Voice of Christ Gospel Choir</td>
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<tr>
<td>Unity or Gay-Straight-Alliance (GSA)</td>
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</tbody>
</table>

*NOTE: The organizations that have an asterisk next to their name are not active for the 2009-10 academic school year.
STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is comprised of all enrolled undergraduate students of SC State. These students elect officers from among their peers to represent them in the conduct of student governance.

The Executive Branch of the Student Government Association consists of the President of the Student Body; the other elected executive officers, elected Campus Activities Board Officers, appointed committee chairpersons and the class presidents.

The Legislative Branch of the Student Government Association is the Student Senate. The membership of the Senate is composed of five student senators elected from each of the four classes and five non-voting representatives. The Vice President of the Student Government Association serves as President Pro Tempore of the Student Senate.

The Judicial Branch of the Student Government Association has the authority to hear cases involving alleged violations of university rules and regulations by students. Cases are referred to the Student Government Judicial Board by the Vice President for Student Affairs.

All students are encouraged to become involved in their Student Government Association. For information visit the Student Government Association Office at K.W. Green Student Center or call (803) 536-7149.

ADVISORS TO STUDENT ORGANIZATIONS

Each student organization is required to maintain an advisor who is a full-time employee of SC State. An organization may have more than one advisor; however, each advisor must sign an Advisor Consent Form during the annual registration process and be approved by the Office of Student Life and Leadership.

At least one (1) advisor must be present at all functions to include meetings that the group is participating in. It is also mandatory that all regularly scheduled meetings are held on campus at an approved location.

The advisor’s responsibility is to counsel and advise the officers and members of the organization in all matters of management, operations and programming.

Advisors are generally selected by the members of the organization; however, the Office of Student Life and Leadership will provide assistance to an organization seeking an advisor. Class advisors are approved by the Vice President for Student Affairs.

Residence hall association advisors are appointed by the Director of Residence Life.

ADVISOR CONSENT FORM

A form completed and signed by any and all persons who plan to serve in an advisory capacity to the organization.

NOTE: Advisors to student organizations must be full-time employees of the University unless a special waiver is granted.

ANNUAL REGISTRATION OF STUDENT ORGANIZATIONS

To be recognized officially by the University, all chartered student organizations must complete an annual registration process. Annual registration affords the student organization the
privilege to conduct approved fundraisers and to reserve campus facilities for meetings, programs and activities, as well as any other privileges and recognition given to student organizations as part of the university community, during the course of the year.

The deadline for student organizations to pre-register for the academic year is July 1st. Registration must be completed by September 30. An organization’s failure to register by that deadline will result in loss of privileges to operate on the university campus.

The registration process includes submission of the following forms/reports:

NOTE: A MANDATORY meeting of all student organizations will be held each Fall and Spring Semester. One advisor and two officers and one member must be present.

**ANNUAL REPORT**

An evaluative summary of the organization’s activities during the previous year. Note: The annual report must be submitted to the Office of Student Life and Leadership on or before April 30th.

**ANNUAL REGISTRATION FORM**

A form providing names, local/campus addresses, email addresses, and telephone numbers of key organizational officials and other pertinent information will facilitate effective communication with the organization throughout the year. Organizations are expected to update this information as changes are made.

**MEMBERSHIP ROSTER**

This is a listing of all active members of the organization for the year. This form should be updated as membership increases/decreases.

NOTE: All student organizations must have a minimum of ten (10) members enrolled at the University unless a special waiver is granted. Members must maintain a 2.0 grade point average.

**EVENT PROPOSAL**

A form providing the name of the event, date, time, location, theme, expected attendance and benefits to the organization/university. A program description of the event along with the student learning outcome must be listed before approval can be granted. Approval/denial of the organization’s event proposal request will be provided in writing and signed by the Coordinator for Student Activities or the Director of Student Life.

**POSTING**

The publicizing of the events and/or programs of student organizations and departments is a necessary part of insuring the success of these activities. For the orderly conduct of these efforts, postings may be electronically generated with an approval stamp from the Office of Student Life and Leadership. No posting should be on any windows or doors. Paper flyers and announcements should be posted on University designated bulletin boards or on Bulldog Connection to advertise events, programs and services.
GUIDELINES FOR POSTING

Announcements of general interest to the student body of the University by registered student organizations, academic units or university departments can also be submitted electronically.

Notices for campus events should not be posted to the Bulldog Connection bulletin board or distributed until a Facility Usage Request form has been completed and approved.

All announcements shall indicate the name of the university organization or department, which is sponsoring the event, date, time and location.

All materials can be posted electronically.

Organizations/departments wishing to have materials posted on the Student Center Plaza Kiosks should submit the request and necessary information to the Office of Student Life and Leadership.

Requests for placement of banners should be made in advance to the Office of Student Life and Leadership.

Under no circumstances shall any notices be placed, written or painted upon any surface (interior or exterior) including, but not limited to, trees or shrubs, poles, signs, doors, widows, walls, sidewalks or other campus structures.

The consumption of alcoholic beverages is prohibited and cannot be promoted on notices.

If the name of a non-University organization is to appear on any material to be posted (electronically) due to a co-sponsorship with a university organization, content must include the university organization as the primary source. All forms of media to include electronic postings, posters, newspaper ads, banners, table tents, or public service announcement should communicate the university organization as the primary source as well.

All materials for (electronic) posting must be submitted to the Office of Student Life and Leadership 10 days prior to the date of the event for approval.

All electronic posted material must include the Student Life and Leadership Office approval stamp or the posted will be revoked and the program or activity will be cancelled.

Violations of any of the aforementioned will be addressed through appropriate disciplinary channels.

OFFICERS ACADEMIC/FINANCIAL CLEARANCE FORM

Form providing the names and release signatures of officers for the purpose of determining academic/financial/disciplinary eligibility to hold office.

NOTE: All officers of a student organization except first semester freshmen must maintain a semester and cumulative 2.5 grade point average and be in good financial and disciplinary standing with the University. Student Government Association Officers must maintain a minimum semester and cumulative 3.0 grade point average and be in good financial and disciplinary standing with the University.

Pan-Hellenic Council organization officers and Campus Activities Board Officers must maintain a 2.7 grade point average. Members must maintain the grade point average articulated by their membership organizations to become a member and maintain that grade point average to be active on SC State’s campus and be in good financial and disciplinary standing with the University.
REQUEST FOR WAIVER (AS APPLICABLE)

A form to be completed and submitted by those organizations that do not meet the minimum membership and/or advisor eligibility requirements.

All forms/reports should be completed and submitted to the Office of Student Life and Leadership in K. W. Green Student Center.

Student organizations that fail to meet the annual registration deadline must submit a special request for consideration of late registration to the Office of Student Life.

CHARTERING STUDENT ORGANIZATIONS

When students wish to organize for a specific purpose or to accomplish certain goals, they are encouraged to seek a charter as a duly recognized organization of SC State. Chartered organizations are afforded the privilege to be recognized as a part of the official university community; to be listed in the student handbook to conduct approved fundraisers; and to reserve campus facilities for meetings, programs and activities.

Prior to seeking a charter, students involved in the proposed organization should consult with the Director of Student Life or a designee to discuss the proposed organization’s statement of purpose; to determine whether a chartered organization (may be inactive) with the same purpose already exists; and, if it is determined that no such organization exists, to discuss the procedures and guidelines for chartering the organization.

At the end of the consultation, the proposed organization will be issued a letter of temporary approval for the proposed group to reserve space on campus and to organize until submission of the necessary forms to seek a permanent charter. The temporary approval is revoked after sixty (60) calendar days from the date of issue.

REQUIREMENTS FOR SEEKING A CHARTER

To seek a permanent charter as a student organization, the proposed group must:

1. Complete and submit a Petition for Charter to include the name of the proposed organization; a brief statement of purpose; the names of students to be listed as charter members of the organization and the name(s) of the faculty/staff advisor(s).

2. Submit a copy of the proposed organization’s constitution and bylaws. The structure of a student organization shaft is decided solely by that organization, provided it abides by the Student Code of Conduct and other university rules and regulations, applicable state and federal laws.

3. Have at least 10 members who are duly enrolled students at SC State at the time the charter is granted with a 2.0 semester and cumulative grade point average (GPA).

4. Submit a completed Advisor Consent Form for each faculty/staff advisor of the proposed organization. The advisor(s) must be full-time employee(s) of SC State at the time the charter is granted.

5. Submit a Registration Form for Student Organizations providing information about meetings and officers.

6. Submit a completed Academic/Financial Clearance Form to determine grade point and financial disciplinary eligibility of the officers of the proposed organization. All officers
of student organizations must have a minimum grade point average of 2.5 up to a 3.0 depending on the organization and be in good financial and disciplinary standing with the University. Members of student organizations must maintain a 2.0. Pan-Hellenic Council organization members and Campus Activities Board Officers must maintain 2.7 and must maintain the grade point average articulated by their membership organizations to become a member and maintain that grade point average to be active on SC State’s campus.

**STEPS TO CHARTERING**

1. All required forms/information should be filed with the Office of Student Life and Leadership no later than November 1 of the fall semester or no later than March 1 of the spring semester. No petitions for charters are accepted during intercessions or summer sessions.
2. The petition (including all submitted information) is reviewed by appropriate staff of the Office of Student Life. The Office of Student Life may request additional information, clarification or adjustments to the petition, as appropriate. Recommendation for recognition from the Director of Student Life is required for further action.
3. The Petition for charter and constitution are forwarded to the Student Senate for review. Approval by vote of a senate majority is required.
4. The Petition and constitution are forwarded to the Student Government Association President. Confirmation signature is required.
5. The petition and constitution are forwarded to the Vice President for Student Affairs. Approved for the issuance of a charter is required.

**DISTINGUISHED GUEST POLICY**

In keeping with the role of the University as its intellectual environment where a variety of viewpoints can be presented for discussion, examination and review, SC State encourages student organizations to extend invitations to distinguished speakers to appear on the campus.

The University recognizes, too, that the appearance of distinguished guests to the campus may require extraordinary measures to insure both the protection of the dignitary and the well-being and safety of university students, faculty and staff.

The value of inviting distinguished guests to the University may require the temporary interruption of normally scheduled activities. While every attempt will be made to minimize any inconvenience to students, faculty and staff, the University reserves the right to take appropriate action to provide a secure environment for all present on the campus during such an appearance. Advance notice of schedule and operational changes will be published and distributed well in advance of the special event, whenever possible.

The University also recognizes the rights and responsibilities of students, faculty and staff to participate in these special events. While acknowledging the rights of assembly and free speech, the University reserves the right to control the environment by time, manner and place restrictions in order to provide for the well-being of all persons.

The University makes clear to the academic and larger community that the appearance of any speakers on the campus of SC State does not imply the endorsement or approval by the University of the views expressed by the speaker or the sponsoring organization.
PROCEDURES FOR INVITING DISTINGUISHED GUESTS

As soon as possible prior to extending a formal invitation to a distinguished guest to speak at the University, but no later than two weeks prior to the proposed event, groups must submit a completed Facility Usage Request Form to the Office of Student Life and Leadership or appropriate designee to request university space for the proposed event. As an attachment to the Facility Usage Request Form, the group should provide written notification of its intent to extend an invitation to a distinguished guest. The written notification must include:

1. The name of the sponsoring organization and the name of the speaker to be invited;
2. The proposed topic of the lecture, speech or address; and
3. A brief biographical sketch of the proposed speaker.

If further information is needed, it will be requested within 48 hours of receipt of the request. Action on the request will be taken as soon as possible but no later than 5 working days after all requested information has been received by the Office of Student Life and Leadership. Approval of the request may be denied if it is determined that the speakers’ appearance poses a potential threat for unlawfulness or will not be in the best interest of the University. Decisions of the Director of Student Life and Leadership may be appealed to the Vice President for Student Affairs.

FACILITY USAGE REQUESTS

The facilities of SC State are designed, primarily to support the classes, activities and meetings of the students, faculty and staff of SC State. However, as a part of its public service mission, the University allows community groups and individuals to utilize facilities of the University to the extent that non-university use does not interfere with university-related activities. Priority for use of university facilities is given in the following order:

1. University-wide events;
2. Activities sponsored by university departments and student organizations; then
3. Non-university sponsored events.

The system for use of facilities is used to facilitate the most equitable use of space at SC State.

Reservations for the use of facilities by campus-based groups (departments and registered student organizations) must be made online. Requests for use of university facilities by non-campus based groups and individuals must be sent in writing to the office of Facilities Management.

Generally, reservations for events may be made for any day and time that the University is operational and for as far in advance as the university calendar is set. The exceptions to this are:

1. Student organizations may not reserve space for any events in the next academic year until registration as a recognized student organization has been certified by the Office of Student Life.
2. Student organizations may not reserve space for any times declared as official university examination periods.
3. Reservations for non-campus based groups and individuals are accepted for the period of August – December after May 15 and for the period of January – July after October 15.
PROCEDURES

Reservations may be completed online by student organizations and other campus-based groups only through submission of the Facilities Usage Request Form. The Facilities Usage Request Form should be completed with specific information on requested facility, room, date and time. Set-up requirements and requests for special arrangements should also be included.

To change a request, the requestor must go online to cancel the original Facilities Usage Request Form and re-submit a new online request. All changes must be made five (5) working days in advance of the activity. Changes requested after that time may result in changes to the sponsoring group.

If, after a department or organization makes a reservation, it finds that the space is no longer needed, the use of the facility must be cancelled. Failure to notify the appropriate designee of a cancellation may result in temporary loss of facility usage privileges and/or chargers to the department/organization.

The University reserves the right to deny use of facilities for a group or event if it is programmatically or operationally infeasible to accommodate or if the group or event is in conflict with university policies or regulations.

FUNDRAISERS

The following guidelines and procedures have been established to ensure that student organization fundraising activities are conducted in accordance with university policy and state law.

DEFINITION

A fundraiser is defined as any activity, event, project or program conducted by an organization that involves solicitation of funds from persons other than its members.

GUIDELINES

Only registered student organizations shall be permitted to hold fundraising activities. Each registered student organization is permitted to conduct two (2) approved fundraisers during each academic semester. (Summer sessions are not included).

- Fundraising activities are approved during a specified period of time. All requests for a fundraiser must be submitted two (2) weeks prior to the said activity.
  Organizations should not begin any solicitation of funds until written approval of the fundraising request has been received.
  No door-to-door solicitation shall be permitted in any university building including, but not limited to, residence halls.
  Off campus dances and/or parties as fundraisers are not permitted.
  Organizations that wish to set up tables to solicit may do so only in the designated areas:
    --TV Lounge and/or Plaza of K. W. Green Student Center;
    --Lobby of Crawford-Zimmerman Service Complex
    --Designated areas of Cafeterias

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Facility Usage Forms and fundraising request forms must be approved prior to setting up a table for solicitation.
Organizations wishing to sponsor dances or parties as fundraisers must utilize the guest registration system for persons, who are not SC State students to be permitted to attend. Guests can be registered with the Office of Student Life and Leadership located in K. W. Green Student Center.
Organizations are required to maintain records of receipts and expenditures for a period of three years and shall make such records available upon request by the appropriate university official.

PROCEDURES

Registered student organizations wishing to request approval to conduct a fundraiser should submit a completed Request for Fundraiser Form, signed by both the president of the organization and an advisor at least two (2) weeks prior to planned activity or project. Forms can be obtained in the Office of Student Life and Leadership or online.
As appropriate when university facilities/space will be used in conjunction with the fundraiser, Facilities Usage Request Forms should be submitted online and the Request for Fundraiser form should be submitted to the Office of Student Life and Leadership.
Approval/denial of the organization’s fundraising request will be provided in writing and signed by the Coordinator for Student Activities or the Director of Student Life.
Once approved, the organization can proceed with its plans. Any changes to the approved fundraising request should be cleared by the Office of Student Life and Leadership.
Requests that are denied will include the reason(s) for the denial. Requests can be resubmitted once the identified reasons are addressed.

HAZING POLICY

The university administration of SC State considers the hazing of students by fellow students to be contrary to the mission of the University and, as a matter of policy, prohibits such activities.
Hazing is defined as any action required or taken or any situation created intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule to members or prospective members of any organization or group, official or unofficial. Such activities and situations include, but are not limited to: paddling, hitting or beating in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities; wearing publicly, apparel which is conspicuous and not normally in good taste; engaging students in public buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities or study and any other activities which are not consistent with the regulations and policies of SC State.
Voluntary participation, voluntary assumption of the risks and hardships of the activity or lack of injury suffered do not constitute acceptable defenses to the charge of hazing. Any student seeking membership who subjects him/herself to acts of hazing is subject to the same penalties as members who commit hazing infractions.
Any student or students participating in the act of hazing shall be subject to the appropriate university disciplinary action as outlined in the Student Code of Conduct. The student or
students may also be reported to local authorities in accordance with the South Carolina Hazing Law.

PAN-HELLENIC COUNCIL

ADVISOR TO PAN-HELLENIC COUNCIL ORGANIZATIONS

Each Pan-Hellenic organization is required to obtain at least (2) advisors to work with the undergraduate chapter of SC State. It shall be mandatory that both advisors are members in good standing financially and otherwise with the local Orangeburg chapter. It is preferred that the primary Advisor be a University employee. Should a local chapter not exist, undergraduate chapter executive officers must meet with the Director of Student Life and Leadership or Pan-Hellenic Council Coordinator for extenuating circumstances. It is required that the advisors successfully complete the organization’s Advisor Training requirements. Certificate of completion must be on file in the Office of Student Life and Leadership. Each advisor must sign an Advisor Consent Form during the annual registration process and such be approved by the Office of Student Life and Leadership. At least one (1) advisor must be present at all functions that the group is participating in. It is also mandatory that all regularly scheduled meetings are held on campus at an approved location.

MEMBERSHIP INTAKE

Pan-Hellenic Council fraternities and sororities are an integral part of campus life at SC State. These organizations can contribute significantly to the quality of student life through their missions and founding principles of leadership, team building, community service and academic excellence.

Since these qualities are also projected in student development, SC State expects these organizations to uphold the high standards of the University and abide by all applicable university policies and regulations governing their behavior.

It is understood that Membership Intake is a vital and ceremonial part of fraternal organizations. In addition, Membership Intake, as developed by each of the respective organization, is designed to be a valuable educational process that is free from negative, destructive or violent behavior.

It is mandatory that an advisor be present at all meetings. Meetings without an advisor are in violation of the University’s policy and student(s) participating are subject to judicial proceedings.

All students interested in seeking membership in a Pan-Hellenic Organization must participate in the Pan-Hellenic Interest Meeting and pay a fee of five dollars ($5.00) for such participation. This meeting announcement will be posted on the activity calendar and Pan-Hellenic Council website. As a part of the eligibility criteria at SC State only students who are in attendance will be given the opportunity to be considered for memberships in Pan-Hellenic Organization.

PROCEDURES AND GUIDELINES FOR PAN-HELLENIC ORGANIZATIONS

Membership Intake for Pan-Hellenic Council Organizations at SC State for the Spring Semester of each year will be communicated by the Office of Student Life and Leadership. All activities, dates, and locations up to and including intake as well as post-intake activities (i.e.,
education/training, “new member presentations”) and all academic/financial clearance forms must be communicated and presented with the Membership Intake package provided to the Office of Student Life and Leadership two weeks prior to the beginning of the Membership Intake process. All Membership Intake activities, including but not limited to, “new member presentations” and education and training, must be included as a part of the organization’s original calendar.

No student should engage in a formal or informal interest group, pay fees or perform any assignments prior to written approval from the Office of Student Life and Leadership.

Any organization requiring special consideration must submit a written request to the Director of Student Life and Leadership.

After an Organization has received written approval to participate in intake, immediately after the recruitment/selection phase, each organization must submit a copy of the Academic/Financial Clearance Form signed by each prospective member. No student should be allowed to proceed in the membership intake program until he/she has been cleared academically and financially by the University. Clearance that the student is in good disciplinary standing is also required.

All activities must be scheduled on Facility Usage Forms signed by the chapter president and an advisor and approved by the Office of Student Life. Activities not included as a part of the Membership Intake calendar will not be approved.

A student must meet the following minimum SC State requirements to be eligible for Membership Intake:

1. Be registered as a full-time student at SC State at the time he/she is being considered for Membership Intake.
2. Earned a minimum of 29 credit hours. Transfer students must have completed a minimum of 15 or the 29 hours at SC State.
3. Have a semester and cumulative grade point average required by the Pan-Hellenic organization of choice regarding Membership Intake for the semester as well as a cumulative and maintain through graduation to remain active.
4. Be free of debt to the University.
5. Be in good disciplinary standing.

No Membership Intake activities should be scheduled during official examination periods and/or University recognized holidays.

All Membership Intake activities should be conducted on campus. If any Membership Intake activities are schedule off campus special permission must be granted by the Office of Student Life and Leadership.

There shall be no membership intake activities from 11pm to 8am or during class hours of 8am-5pm.

Only active members of the SC State chapters of the organization (duly enrolled undergraduate students in good standing) should participate in the Membership Intake program. Active members and/or advisors are expected to report any violations to the Office of Student Life and Leadership and/or University Police.

Members and advisors are expected to adhere to all university policies, local, state and national laws. Violations should be reported to the Office of Student Life and/or University Police immediately.

All Student Organizations current members who anticipate a Membership Intake process or an initiation of new members must attend an Anti-Hazing Workshop sponsored by the Office of Student Life prior to the beginning of any programs or activities.
Once selected, all new members must participate in an Anti-Hazing Workshop sponsored by the Office of Student Life and Leadership.

Each organization is required to give each person attending its recruitment activity (informational) a copy of the University’s Hazing Policy. Copies can be obtained from the Office of Student Life and Leadership.

Violations of new member guidelines will result in disciplinary action including, but not limited to probation, suspension, revocation of charter and individual expulsion. Visitors will also be reported to local authorities.

**TRAVELING/GENERAL TRAVEL**

Students who refuse to complete required waiver agreement form shall be excluded from the event or activity.

**CLUB ACTIVITY TRAVEL**

Students participating in a club activity are required to complete Form WA. Signed forms shall be retained in the office of the Asst. Vice President for Finance and the office of Student Affairs.

**ATHLETICS TRAVEL**

Students participating in athletic/sports programs are required to complete Form WA. Signed forms shall be retained in the office of the Asst. Vice President for Finance and the office of Athletics.

**EDUCATIONAL PROGRAMS TRAVEL**

A. Voluntary In-state
   Field Trip participation: Students who participate in voluntary field trips must complete Form WA. Signed forms shall be retained in the office of the Asst. Vice President for Finance.

B. Out-of-State Field Trips: All students participating in an out-of-state field trip or excursion whether voluntarily or required must complete Form WA. Signed forms shall be retained in the office of the Asst. Vice President for Finance.

C. In-State Field Trips: Students required to participate in field trips as a requirement of a course are not required to sign a waiver agreement form. Students required to report to other locations as a requirement of a course are not required to sign a waiver agreement form.

D. Office initiating waiver agreement form shall retain signed forms on file for one year from the date of the field trip/excursion. Waiver of Liability, Assumption of Risk, and Indemnity Agreement
   - Students participating in athletic/sports programs
   - Students who voluntarily participate in a school event or activity/excursion (not a course required field trip/excursion).
- Students participating in an out-of-state field trip/excursion as a requirement for a course.

**REQUIREMENTS**

A. Students will be furnished meal money when traveling on approved trips. **All students are to be provided meal money at the rates established. Departments are not authorized to deviate from the prescribed rates.** Arrangements may be made with Dining Services to provide box lunches for up to two meals, if appropriate, to decrease the costs of the meal allowance for the initial 24-hour period. The reimbursement for In-State and Out-of-State travel will total $20 a day and will be computed based on the following missed meals:

- Breakfast $5
- Lunch $6
- Dinner $9

B. SC State faculty and staff traveling with student groups may make a decision to receive the same amount as the students and receive their meal money in advance, as part of the student process, or they may elect to file a Travel Reimbursement after the trip and claim the rates applicable to state employees.

C. It is the responsibility of the sponsoring department to compute the amount of meal money to be provided to each student in accordance with the guidelines noted above. The total to be distributed to each student will be noted on the Student Meal Money Receipt and submitted with the Cash Advance Recapitulation Form.

D. Cash Advance Request Form must be completed and presented to the Account’s Payable Office fourteen (14) days prior to the trip. The sponsoring department may pick up the check on the day before the trip if the trip is on a weekend or will begin prior to the opening of the Accounts Payable Office. Meal money should be completely distributed and each student is required to sign for the receipt of the money. Any undistributed cash must be turned unto the Cashier’s Office within 72 hours of returning from the trip. The original Student Meal Money Receipt Form, along with the receipt from the Cashier’s Office is to be attached to the Cash Advance Recapitulation form and submitted to the Accounts Payable Office no later than seven (7) working days.

**REQUIRED FORMS**

Student Meal Money Receipt and Cash Advance Recapitulation: documents how much each students is to receive and to document that each student received that amount.

**DEFINITION OF FORM WA**

Waiver of Liability, Assumption of Risk, and Indemnity Agreement

- Students participating in athletic/sports programs
- Students who voluntarily participate in a school event or activity/ excursion (not a course required field trip/excursion).
- Students participating in an out-of-state field trip/excursion as a requirement for a course.
WHO’S WHO

SC State nominates students annually for inclusion in Who’s Who Among Students in American Universities and Colleges. This program seeks to honor outstanding campus leaders for their scholastic and community achievements.

Students applying for nomination to Who’s Who must be a senior and have a minimum of 2.7 cumulative GPA. They are selected for nomination by a university appointed committee.

These students are selected based on their academic achievement, service to the community, leadership in extracurricular activities and the potential for continued success.

SC State students join an elite group of more than 1,800 institutions that participate in Who’s Who which was founded in 1934. For more information, visit the Office of Student Life and Development or call (803) 536-7057.

INTERCOLLEGIATE ATHLETICS

The University is a charter member of the Mid-Eastern Athletic Conference (MEAC) and sponsors a comprehensive intercollegiate athletic program for both men and women.

Male athletes participate in seven (7) varsity sports on the National Collegiate Athletic Association (NCAA) Division I level - with football competing on the Division I-FCS (Football Championship Subdivision) level, while females compete in ten (10) sports, all on the Division I level.

Varsity sports for men include football, basketball, indoor/outdoor track and field, cross-country, tennis and golf. Women compete on the varsity level in basketball, cross country, tennis, volleyball, indoor/outdoor track and field, softball, bowling, soccer and golf.

Students are encouraged to attend all athletic sporting events and may refer to the activities calendar for time and dates of athletic events. All on-campus athletic events are open to students at no charge. For more information, call (803) 536-7242.

BULLDOG ONE CARD

The Bulldog OneCard is a declining balance program for SC State students that work exactly like the use of a regular credit card, only in reverse. The difference is that money is deposited on the account prior to any expenditure. Upon receipt of money, an account is set up especially for the user with an identification card. All transactions are instantly recorded and the remaining balance of the account is display on the receipt at the point of sale. To make a purchase at any of the locations, simply present your SC State Bulldog OneCard to the cashier. Participating locations are: The Walnut Room (faculty and staff), athletic events (full-time students), yearbook pickup, lyceum, library services, door access (coming soon), SC State campus bookstore/Follett Books, The Pit, Truth Hall- Pete’s Arena, and Washington Dining Hall. For more information on OneCard, contact the OneCard Office located in Crawford-Zimmerman Complex Room 219, or call (803) 516-4868 OR (803) 533-3715.
DINING SERVICES

The Department of Food Services/Sodexho Food Service provides students twenty wholesome meals each week in the dining facility, J.I. Washington Cafeteria.

All students living in university residence halls are required to pay for the University’s meal plan.

Non-boarding students may purchase meals on an individual basis. Fees are posted at the cafeteria. Regular dining hours are:

WASHINGTON DINING HALL

<table>
<thead>
<tr>
<th>Hours of Operation</th>
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<tbody>
<tr>
<td>Monday – Friday</td>
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<tr>
<td>Hot Breakfast</td>
<td>7AM – 9AM</td>
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<tr>
<td>Continental Breakfast</td>
<td>9AM – 10:30AM</td>
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<tr>
<td>Lunch</td>
<td>11AM – 2PM</td>
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<tr>
<td>Dinner</td>
<td>430PM – 7:30PM</td>
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<tr>
<td>Saturday – Sunday &amp; Holidays</td>
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<tr>
<td>Breakfast</td>
<td>9AM – 10:30AM</td>
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<tr>
<td>Brunch</td>
<td>10:30AM – 2 PM</td>
</tr>
<tr>
<td>Dinner</td>
<td>5PM – 7 PM</td>
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The Department of Food Services/Sodexho Food Service also operates The Pitt and Pete’s Arena. The Pitt is a fast food restaurant located at K.W. Green Student Center. Students can obtain delicious menu items at The Pitt using their Bulldog OneCard or on a cash basis. The hours of operation are: Monday-Thursday 11AM – 11PM and Friday 11AM – 8PM. Pete’s Arena is a fast food restaurant located in Truth Hall. Students can obtain delicious menu items at Pete’s Arena using their Bulldog OneCard or on a cash basis. The hours of operation are: Monday-Thursday 11AM – 10PM (closed Friday-Saturday) Sunday 5PM – 1 PM.

CATERING SERVICES

The Department of Food Services/Sodexho Food Service also provides catering services to recognized university entities (registered student organizations and departments). For additional information about Food Services, call (803) 536-7030.

STUDENT PUBLICATIONS

The Office of Student Media part of the Office of University Relations and Marketing consists of three publications including: The Collegian, the student newspaper; The Bulldog, the student yearbook; and Stated Magazine, the sole student media (non-academic related) magazine publication. Student media also consists of WBTV which provides television programming. The various forms of student media constitute a valuable tool in the establishment of an atmosphere of free and responsible discussion. Publications serve as a means of bringing student concerns to the attention of the administration while allowing students to formulate opinions on various campus and world issues.
The University provides sufficient editorial freedom and sufficient autonomy for students to maintain their integrity of purpose as vehicles for free iniquity and freedom within the academic community.

As is the standard for all media, the editorial freedom of student editors and managers correlate with journalistic guidelines that include avoidance of libel, 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. Students must abide by University policy on student publications.
2. Only for proper and stated cause should editors and managers be subject to removal and then by orderly and prescribed procedures.
3. All University published and financed publications should indicate on the editorial page that the opinions expressed within the publication are not necessarily the opinions of the University or the student body.

The University has established the Board of Student Publications to provide clarification of the role of student publications; to establish standards for the student press and to determine the limitations on external control of the student press operations. The Board includes:

1. The Director of University Relations and Marketing
2. The Director of Student Life and Leadership
3. The Advisor to The Collegian and The Bulldog
5. Three faculty/staff members of the University appointed by the President.
6. Three students recommended by the President of the Student Government Association.

The right to submit articles or letters to the editor is offered equally to all officially enrolled students of the University without regard to race, color, national origin, religion, age, physical disability, or gender. However, all materials submitted must follow University policy, be signed and give clear identification of the author.

Material which is salacious, obscene or vulgar, or which ridicules or demeans religious, minority, racial groups or human infirmities will not be accepted.

WSSB-FM RADIO STATION

SC State owns and operates WSSB-FM. This facility serves as a laboratory for broadcasting courses and affords students the opportunity to put theory into practice.

The mission of WSSB-FM is to give the University an outlet for the presentation of enrichment programs of an academic, cultural, artistic and informational nature.

As a public broadcasting facility, the station provides timely information and events within the Orangeburg, Calhoun and Bamberg county areas through interviews and public service announcements. WSSB-FM, with 80,000 watts, the most powerful non-commercial college radio station in the state, welcomes comments and suggestions from its listeners in order that their needs might be served. For more information, call (803) 536-8196.
RESIDENTIAL LIFE & HOUSING

RESIDENT STUDENT RIGHTS AND RESPONSIBILITIES

It is the mission of Residence Life and Housing office to cultivate a living and learning community that is conducive to students’ holistic development while advocating integrity and academic achievement. The Division of Student Affairs and Department of Residence Life and Housing are responsible for promoting positive community standards and responding to violations of policies published in two areas: The Student Code of Conduct Regulations and University Housing Policies and Standards (Residence Guide to Living). Students are advised to read both sources of information to understand expectations for their behavior while in or on the premises of University residence halls. Students who violate terms of their housing contract, the Student Code of Conduct, or other housing policies may be subject to disciplinary action. Regulations may be changed, or new ones may be added, in the best interest and protection of persons and property. Residents will be advised promptly of such changes and/or additions through normal channels of communication.

YOUR RIGHTS

A resident’s right to sleep or study takes precedence as it relates to noise and its volume. All students are expected to respect the rights of others by refraining from making loud noises or causing other disturbances that may interfere with study or sleep. All residents are expected to respect 24-hour courtesy hours. Regardless of the time or day, if a student makes a reasonable request of another student to be less noisy, that student should comply. Quiet hours are in effect from 8pm - 10am Sunday through Thursday. On Friday and Saturday, quiet hours are from 12 midnight - 10am. During exam periods, quiet hours are extended to 24 hours. This regulation also applies to residence hall and area lobbies. In the event that a group makes a disturbance (e.g. card or game playing, watching TV, or yelling loudly), staff may request violators to leave immediately.

Note: All sound systems and stereos must be kept inside and speakers must be kept out of window areas, balconies, etc. Loud use of stereos, radios, televisions, computers, etc is strictly prohibited and headphones are strongly encouraged. Musical instruments may be used in the residence halls only in designated places, and for properly scheduled events. Music students and band members are expected to use practice rooms available elsewhere on campus.

YOUR RESPONSIBILITIES

1. Residents are held responsible for reasonable care and upkeep of all housing facilities including the good order, safety, and cleanliness of space leased. Accumulation of trash and/or materials in apartments or common areas that could constitute a fire or safety hazard is not permitted. All University controlled housing is subject to scheduled health, safety, and maintenance checks. An authorized staff member will make periodic checks of facilities after adequate advance notice to residents. Where there is due cause, premises may be entered without notice. At checkout, students are expected to return their rooms to the conditions in which they found or better. Violations of this or any related policy may result in a fine,
disciplinary action, and/or appropriate cleaning fee with the possibility of housing contract termination (removal from housing).
2. Residents will be required to sign an Apartment or Room Condition Report upon initial occupancy. Upon vacating a room or apartment the condition of that space will be checked against the initial report. The findings of this report are expected to be in the condition in which the resident found it in or better. Residents will be required to pay for damage other than normal wear and tear and may be subject to disciplinary action. (This includes damage to furniture, equipment, or structural aspects of the area) Grades, transcripts, diplomas, and/or registration materials may be withheld pending final settlement of damage charges.
3. Roommate contracts are completed by all roommates, suitemates, and apartment-mates in undergraduate housing when moving in together. The roommate contract outlines specific living agreements. Violating the terms of a roommate, apartment mate, or suitemate contract previously agreed to as evidenced by the signatures of the occupants of the room and/or suite is considered a violation of residence hall regulations. In Hugine Suites and University Village, the “Head of Household” is identified when the roommate contract is completed.
4. Roommate contracts are completed by all roommates, suitemates, and apartment-mates in undergraduate housing when moving in together. The roommate contract outlines specific living agreements. Violating the terms of a roommate, apartment mate, or suitemate contract previously agreed to as evidenced by the signatures of the occupants of the room and/or suite is considered a violation of residence hall regulations. In Hugine Suites and University Village, the “Head of Household” is identified when the roommate contract is completed.

APPEALS

Charges issued through processes other than the resident student conduct system may be appealed to the Residence Life and Housing Facilities Liaison or designee. A written request should be submitted within thirty (30) days of the billing date. All appeals will be heard and/or responded to on or before the last Friday of each month.

ROOM RESERVATIONS

Applications for room reservation may be obtained from the Housing Office or via the Residence Life and Housing website. In order to receive a housing assignment, first-year students must pay the acceptance fee (non-refundable) prior to receiving an assignment. Upperclassmen must pay their Room Reservation Fee (non-refundable) prior to the specified spring deadline. All students must pay all university fees prior to the specified deadline prior to the start of the semester. The room reservation fee for returning students is $150.00. The reservation fee is applied to room rate for the upcoming semester. Upperclassmen will only be able to receive an assignment by participating in the room selection process advertised each spring. First-year students are encouraged to pay their acceptance fee early, as spaces are assigned on priority of receipt. Once all vacancies have been filled, the Housing Office will announce that the assignment process has closed. The overall housing processing is not based upon preference but the needs of the total residential student population.

REVISED 2/19/2010
FRESHMEN HOUSING POLICY

All unmarried freshmen or students who have completed less than twenty-four (24) semester credit hours, who are under the age of 21 at the time of their enrollment, who do not live with parent(s) or guardian(s) within a 40 mile radius are required to live in University-owned housing for the fall and spring semester.

Students, who are enrolled and have not been exempted from the residency requirements, will automatically be billed for two (2) semesters of on-campus housing rent and subject to disciplinary sanctions. Only the Vice President for Student Affairs or his designed may allow exemptions on a case by case basis.

To request an exemption from the housing policy, please complete the Request for Exemption from the Housing Requirements form. The deadline for submitting this form and receiving a response before the first day of class is July 31st. Any request received after this date is not guaranteed to receive a response before the first day of class and will be charged the two semester on-campus housing rent.

All students living in University-owned housing are required to participate in the Meal Plan for the fall and spring semester.

APARTMENT AND ROOM PERSONALIZATION

All provided University furniture must remain in the room. Some students may wish to supplement or complement these furnishings. Cinder blocks are not allowed in the halls at all. Please contact your Residence Educator or Area Coordinator for guidelines on supplementing or complementing your room. Plans for building any furnishings such as lofts must be approved in writing prior to the construction. Liquid-filled furniture is not permitted because of the extra weight and danger of damage to property.

Room alterations without written approval of the Residence Life and Housing Staff are not permitted. Any large pieces of furniture beyond a desk chair that are not apart of the standard room must be approved via email through the Residence Educator or Area Coordinator. Any alteration to the room that will change the structure or surfaces (furniture, walls, doors, ceiling, windows and floors) is prohibited. This includes but is not limited to: decals, wallpaper/borders, stickers, tape, nails, and tacks. Posters should be hung only with approved materials. Contact a residence hall staff member if you have questions. Other than curtains, no stickers, decals, flags, posters, should be placed in the Residence Hall windows without prior approval of the appropriate residence hall staff. Any violations of these standards may result in possible restitution for damage and other judicial action.

KEYS TO UNIVERSITY RESIDENCE HALLS

Students are responsible for the security of their room keys. Students are not allowed to loan their key to anyone at any time. If a student is locked out of his/her room, a building staff member may escort a resident to their assigned room and unlock the door for the student or a backup key may be obtained from the appropriate building’s office. Family Housing keys are distributed by the Community Advisor. If the backup key is not returned within 72 hours or this is the third lockout on file for the academic calendar year, the lock will be changed without prior notification to the student and the student will be billed for this service. Students who are certain
their key is lost may request an emergency lock change. Students must show their key and/or ID at the desk upon entrance in to their residence hall. Any student who abuses the key/lockout system may face judicial action.

INSPECTIONS AND SEARCHES

There will be a maximum of four announced Health and Safety Inspections per semester. Typically there will be two assessment points where fines could be levied. However, Residence Life reserves the right to perform a Health and Safety Inspection anytime that the health or safety of an individual or the community as a whole is potentially at risk (ranging from cleanliness to hazardous appliances/materials or illegal activity). Residents are expected to maintain good order and respect the property, peers, and the institution as a whole. The presence of a resident to conduct a Health and Safety Inspection is not necessary. Also see searches.

SEARCHES

The University respects a resident’s right to privacy and the ability and responsibility to control their own environment. However, at anytime this responsibility becomes questionable, the University reserves the right to enter residents’ room. Typically this is done only in case of emergency or just cause. This search will be done following these guidelines:

☐ If suspicion arises of illegal use of the room/suite (storing stolen items, alcohol, drugs, weapons etc.) or a violation of University policies, the student and appropriate University Personnel will be notified before examination of the premises occupied by students, the Vice President for Student Affairs, Director of Residence Life and/or their designee must indicate the nature/reason for the search and the objects or information sought. Campus Police will be requested to accompany the VP for Student Affairs, Director of Residence Life, Residence Educator, or designee during the search process.

☐ Except of cases of imminent danger, or if the resident cannot be located, the resident can be invited to be present and will be notified of the reason for examination and its findings.

☐ Personnel authorized by the Director of Residence Life may enter a room to inspect, correct, make repairs, or remove hazards to health or personal safety. Also see Health and Safety Inspections.

SOFT QUIET HOURS (EVENING SAFETY GUIDELINES)

Soft Quiet Hours is not intended to impede on any student’s freedom. The spirit of Soft Quiet Hours is to ensure the safety of our student body and our campus as whole by taking certain proactive measures. The goal of Soft Quiet Hours is to revitalize and uphold the firm standard of respect and integrity in the Bulldog Community. If at anytime, the Soft Quiet Hours policy is dishonored students and guest will be addressed accordingly.

1. All students must carry their SC State ID card on their person at all times and must display their SC State ID to all necessary campus officials when requested (Residence Security Officers, Gate Guardsperson, campus police, etc.)
2. At no time after dusk should any resident or guest be found loitering on campus. This includes hanging in front of Residence Halls, around the premises, on the balcony or in breezeways. _Campus sponsored events that will require outdoor participation will be taken into consideration when they occur. However, students are not to abuse these privileges._

3. At 12 midnight Sunday-Thursday (Friday-Saturday 1am) visitation ends. Residents returning to other residence halls should proceed directly to their rooms. Guest should quickly return to their means of the transportation and depart campus immediately. Loitering will be prohibited. _Residents are responsible for the behaviors of their guest._

4. All persons who desire to enter campus after “Soft Curfew” has begun each evening must possess their SC State ID

5. At 3am all doors to residence halls including the main entrance will be locked.

6. All residents who are en route to another destination once “Soft Curfew” begins are to do so expeditiously.

**APPLIANCES**

Appliances that are allowed are:

- **In Battiste, Hugine Suites, and University Village** microwaves, and refrigerators are allowed (in HS & UV no additional microwaves and refrigerators allowed other than the standard models that the apartment furnishes)

- **Battiste** small microwaves (1 per suite) not to exceed starting amps of 14 and running amps of 7.6

- **Battiste** (1 per suite) refrigerators no larger than 5.4 cubic ft.

- Irons with automatic shut-off

- Toasters, small coffee pots, curling irons with automatic shut-off

- Surge protectors, maximum two per double capacity room, one per single capacity room, maximum one per resident

- Small fans

**Appliances not allowed are (but are not limited to):**

- Sun/heat lamps
- Ceiling fans
- Air Conditioning units
- Halogen lamps
- Space heaters (unless approved by Residence Educator or Area Coordinator).

_Approved space heaters must exhibit an approval tag. All unauthorized heaters will be confiscated._

**COOKING OF FOOD**

Cooking of food in residence halls is restricted to areas where there are established kitchens. Cooking in the residence halls typically is reserved to the Hugine Suites and University Village. Cooking equipment is not allowed in other residence halls unless approved by the Residence Educator or Area Coordinator. Small microwaves, refrigerators (no more than
5.4 cubic feet), and coffee pots are allowed in Battiste Hall. All cooking equipment must be Underwriters Laboratories (UL) approved. All other cooking equipment is subject to approval by the Residence Life Staff.

EXTENSION CORDS/SURGE PROTECTORS

Extension cords and multiple socket plugs are prohibited. UL approved surge protectors with a circuit breaker and an on/off switch are approved for use in rooms or apartments. Only one surge protector may be plugged into a socket and at no time may one surge protector be plugged into another surge protector. No room is allowed more than two surge protectors. For rooms designed for single living, only one surge protector is permitted. Surge protectors must be located clear of flammable materials such as linen, clothes, walls, bedding, etc.

GRILLS

No gas or charcoal grills are allowed in any residence hall room, apartments, balconies, or porches. No grills of any type are allowed in traditional halls.

APARTMENT AND ROOM VACATING

When residents vacate their space, they must officially check out with the appropriate staff according to posted procedures. Failure to do so may result in additional charges or other penalties. Upon withdrawal, suspension, removal, or graduation from the University, residents must vacate their space in accordance with procedures outlined in their contract. At the end of each semester, residents must vacate their room or apartment within 24 hours of their last exam. Students removed from Housing for disciplinary reasons will not be entitled to a refund from their Housing contract and required to vacate the halls within two hours of the incident and must immediately schedule a time with the Residence Educator or Area Coordinator within 24 hours to remove all of their personal effects from the former assignment.

RESIDENCE LIFE INFORMATION AND POLICIES  To view more residence life information and policies visit: http://www.scsu.edu/studentaffairs/residencelifeandhousing.aspx.

SC STATE BOOKSTORE

The SC State Bookstore is located on the first floor of the Crawford-Zimmerman Service complex. The bookstore is your on campus provider for textbooks, general reference books, supplies, SC State paraphernalia as well as convenience items. The bookstore takes cash and check as well as MasterCard, Visa, American Express and Discover as forms of payment. Student Campus card is also a form of Payment.

You can avoid the wait by ordering books, supplies and merchandise on-line at www.scsu.bkstr.com. You can pay for items and have them shipped or you can pick up in the bookstore. Normal business hours are Monday – Friday from 9:00AM – 5:00PM. The bookstore is open some Saturday’s as well special events during the school year. The Bookstore is closed on Sunday. Any additional information can be obtained by calling (803) 536-7095 or emailing at: bmhutcherson@scsu.edu or 0035mgr@fheg.follett.com.
STUDENT RIGHTS & RESPONSIBILITIES
THE STATEITE CREED

As a member of the community of scholars at SC State, I
obligate myself to the pursuit of academic excellence, model
citizenship, and cultural and social inclusiveness.

As a Stateite . . .

I will assume personal responsibility for my intellectual,
cultural, and social growth.

I will practice academic integrity.

I will value the individualism and the dignity of all
people.

I will respect the rights and property of others.

I will work for the common good/ of SC State in both my
speech and actions.

As a SC State Scholar, I affirm and embrace the above
principles and ideals.
STUDENT CODE OF CONDUCT

ZERO TOLERANCE

ZERO TOLERANCE means the University prohibits all illegal and unauthorized possession and/or use of weapons (see item HH under Conduct Violations) or drugs and/or fighting/assault and battery that directly contributes to the emotional or physical detriment of University personnel or enrolled students. The zero tolerance policy is effective as it relates to on-campus activities and University sponsored off-campus activities. Any student found responsible for violating a Zero Tolerance Policy may receive the maximum sanction of suspension or expulsion from the University. Students who violate the Zero Tolerance Policy may be summarily (temporarily) suspended pending a hearing.

ALCOHOLIC BEVERAGE POLICY

Based on its concern for the welfare of all members of the SC State community and in keeping with the laws of the State of South Carolina, the Board of Trustees adopts this policy governing the student consumption of beer, wine and distilled spirits on the campus of SC State, in or at any University owned or controlled facility and at any University-related activities.

The possession and/or consumption of alcoholic beverages are permitted in the privacy of a student’s on-campus residence provided that each participant is twenty-one (21) years of age or more.

Alcoholic beverages will not be purchased, sold, served, provided or present at student social events.

Consumption of alcoholic beverages are prohibited in all public areas of University-owned or controlled facilities and grounds, including but not limited to, residence hall lobbies, studios, study rooms, community baths, kitchens, hallways, patios, roadways, the Student Center, dining halls and academic buildings.

Student organizations may not sponsor events involving the consumption of alcoholic beverages.

Individual students or student organizations, who violate SC State policies, state or federal laws, are subject to civil, criminal and University proceedings and sanctions. Violations of this Alcoholic Beverage Policy will be subject to University disciplinary proceedings, as outlined in the Student Code of Conduct and may be referred to appropriate local, state, or federal agencies.

The Board of Trustees also recognizes its obligation to educate the University community about alcohol use and abuse. Therefore, the Board encourages appropriate professional staff of the University to provide educational programs and activities and conduct research, which addresses both alcohol abuse prevention and alcohol-related problems and which promote alcohol-free experiences.

The Board of Trustees further recognizes that the University has a responsibility to create an atmosphere where students seeking assistance will be offered information on or referral to appropriate services that address the improper use of alcohol. Students may receive referral, educational and counseling services through the Counseling and Self-Development Center and Brooks Health Center.
ALCOHOL SANCTIONS

Under age 21 possession and/or consumption
- Open container of alcohol in public
- Hosting a party involving illegal use of alcohol
- Dispensing alcohol to minors
- Intoxication constitution of a public nuisance by being offensive to public order or decency

FIRST OFFENSE
- Disciplinary probation for one year
- Alcohol education
- $50 fine
- Parent notification

SECOND OFFENSE
- Deferred suspension from Residence Halls for one year
- Substance abuse referral
- $100 fine
- Parent notification

THIRD OFFENSE
- Suspension from Residence Halls for one year. The student will be held responsible for the full cost of the residence hall for the remainder of the academic year
- Suspension from the University for one year
- Parent notification

Over age 21 Possession and/or consumption
- Open container of alcohol in public
- Hosting a party involving illegal use of alcohol
- Dispensing alcohol to minors
- Intoxication constitution of a public nuisance by being offensive to public order or decency

FIRST OFFENSE
- Disciplinary probation for one year
- Alcohol education
- $50 fine

SECOND OFFENSE
- Deferred suspension from Residence Halls for one year
- Substance abuse referral
- $100 fine
THIRD OFFENSE
- Suspension from Residence Halls for one year

DRUG POLICY

The University will uphold the federal and state laws concerning the illegal use, possession, consumption, sale, trafficking, manufacturing, dispersing, and/or distribution of drugs, narcotics, controlled substances, counterfeit substances and drug paraphernalia. The illegal use, possession, sale or distribution, and consumption of drugs, narcotics, or other controlled substances or synthetic substances on University Premises or during University activities is prohibited. Students will be held accountable for any drug paraphernalia that tests positive for illegal drugs as result of ongoing field testing. Individual drug testing of any accused student is voluntary. Students who take this option do so at their own expense and must complete the test within 24 hours of the alleged violation for consideration by a campus judicial body. Any student found in violation of this policy will be referred to the Judicial System. Violations will result in the student being immediately suspended from the University for a minimum of one (1) year.

I. STUDENT RIGHTS AND RESPONSIBILITIES

SC State was established to provide for the transmission of knowledge, the pursuit of truth and the holistic development of students. SC State recognizes that students are members of the academic community and citizens of the community at large. As citizens, they enjoy the rights and freedoms granted to every citizen of the United States. It is also expected that students will balance their rights and freedoms with responsibility and respect for the rules and regulations of the University and the community.

Students attend SC State for the purpose of learning and participating in the activities of the University community. Students are expected to recognize the right and obligation of the University to establish and enforce reasonable rules for the good of the University community as a whole. A student who exercises his or her rights – a citizen, individually or as a member of a group, must assume full responsibility for his/her actions.

All students of SC State are expected to abide by local, state and federal laws and all published University policies and regulations. Violations of laws and regulations will be subject to disciplinary action by the University and/or the appropriate civil or criminal court.

II. AUTHORITY AND RESPONSIBILITY

Conduct policies are promulgated by the Board of Trustees of SC State. The President is responsible to the Board for the total operation of the University. As the chief executive, the President is vested with the authority to assign disciplinary cases to special hearing committees or officers as he and/or she deems appropriate.

The Vice President for Student Affairs, as the President’s designee in these matters, has responsibility for the operation of student conduct. This responsibility includes formulating, administrative decisions, and implementing operating procedures for the judicial consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal and educational manner. The Vice President for Student Affairs as outlined in the judicial process, delegates responsibility to administrative staff of the Division of Student Affairs to begin disciplinary proceedings.
III. APPLICATION OF LAWS AND OFF-CAMPUS ACTIVITIES

SC State is not beyond the reach of the criminal laws of the United States, the State of South Carolina and the City/County of Orangeburg. While the rules and regulations of SC State are not intended to duplicate general laws, there are some aspects in which the lawful interest of the University, as an academic community, coincide with the broader public interest treated in general laws.

Students or student organizations that commit offenses against the local, state and federal laws are subject to prosecution by those authorities and may be subject to disciplinary action under University rules when their conduct violates institutional standards. Students at SC State are subject to the provisions of the rules of student conduct while on the University premises or University-related premises when involved with of-campus University activities. Students will be held accountable to the rules of the University for their off-campus activities when it can be ascertained that the off-campus act has a direct detrimental impact on the University’s educational functions. Any disciplinary action imposed by the University may precede and be in addition to any penalty imposed by an off-campus authority.

IV. CONDUCT VIOLATIONS

The following constitutes the official record of general violations of conduct rules and regulations at SC State. The following are not designed to define prohibitive conduct in exhaustive terms. Additional rules and regulations may be adopted and will be promulgated through campus communication channels. A student or student organization responsible for misconduct shall be subject to sanctions authorized by this code. Misconduct or areas of prohibited behavior include, but are not limited to:

A. FILING FALSE REPORT
Any student who, knowingly or willfully, furnishes false information to any representative of the University in the execution of his/her duties, or to furnish false information in any way to the University.

B. IMPROPER USE OF UNIVERSITY DOCUMENTS
Any student, who forges, alters or uses any institutional documents or instruments of identification with intent to defraud.

C. DISORDERLY CONDUCT
Any student who disrupts or obstructs teaching, research, student proceedings, administrative proceedings, disciplinary proceedings or any other activities of the University.

D. SIMPLE ASSAULT
Any student who offers corporal injury to another by force, or force unlawfully directed toward the person of another, under such circumstances as to create a well-founded fear of imminent peril, coupled with apparent ability to execute the attempt, if not prevented.

E. ASSAULT AND BATTERY
Any student who subjects any person (s) to any form of physical abuse on University premises or at University-related activities.

F. FAILURE TO COMPLY WITH A LAWFUL ORDER
Any student who fails or refuses to comply with the lawful directions or instructions of University officials acting in performance of his/her duties.

G. LARCENY
Any student who steals property from the university or private property on University premises.

H. MALICIOUS INJURY TO PERSON AND/OR REAL PROPERTY
Any student who inflicts damage upon or in any way abuses or misuses institutional and/or private property on institutional premises.

I. UNAUTHORIZED TRESPASSING
Any student who gains unlawful or unwarranted entrance to any University building or any University premises.

J. EMBEZZLEMENT
Any student who embezzles or converts to his/her own use without proper authority, any monies entrusted to him/her by a University office or organization including the Student Government Association, Campus Activities Board and/or any officially recognized student organization.

L. VIOLATION OF ALCOHOLIC BEVERAGE POLICY
Any student who violates any provision of the South Carolina criminal code of Alcoholic Beverages.

M. UNAUTHORIZED OCCUPANCY
Any student who occupies the residence hall room of a member of the opposite sex or a member of the same sex without authorization, to be present in unauthorized areas within residence halls or to aid or abet in the commission of unauthorized occupancy.

N. VIOLATION OF VISITATION POLICY
Any student who violates either singly or severally any of the provisions of the established and approved visitation policy of SC State during such times when and at such places where said policy is in effect.

O. FIRE PREVENTION/ POLICE AND CONTROL EQUIPMENT
Any student, who misuses, tampers with or otherwise disturbs without proper cause, any fire prevention and alarm boxes, including but not limited to thermal detectors in the ceilings of university buildings. Violation of the fire code shall also apply to this section.

P. LOUD AND UNNECESSARY NOISE
Any student or group of students who make unapproved use of moving or stationary sound systems on campus in such a manner as would disrupt or disturb the normal functioning of the University.

Q. UNLAWFUL SOLICITATION/FUNDRAISING
Any student or group of students who violate any provision of the SC State Solicitation and Fund-Raising Policies.

R. OBSTRUCTION OF JUSTICE
Any student who destroys or alters evidence or prevents or attempts to prevent evidence from being offered before any judicial body or to deliberately lie or offer false testimony in any hearing or judicial action.

S. PETS PROHIBITED
Any student who has a pet of any kind in any University building except those considered to be seeing-eye dogs.

T. VIOLATION OF SECURITY OF RESIDENCE HALL
Any student who enters a residence hall after closing hours without proper authorization or without the assistance of the residence hall security person. It shall be unlawful to aid or abet anyone entering a residence hall after closing hours. It shall also be unlawful for
any person to leave the residence hall through any exit other than the designated
entry/exit door.

U. VIOLATION OF OVERNIGHT GUEST POLICY
Any student who violates any provision of the SC State Overnight Guest Policy.

V. HARASSMENT
Any student, who taunts, challenges or provokes any student or University official,
subject another to offensive touching, make repeated communications in repeatedly
course language or engage in any other coarse or alarming conduct serving no legitimate
purpose.

W. LITTERING
Any student who intentionally or recklessly causes to be blown, scattered, spilled,
thrown, placed or otherwise disposed, any litter on the property of SC State or property
on which University events are held.

X. HAZING
Any student who violates any provision of the South Carolina criminal code as relates to
hazing.

Y. FIREWORKS
It shall be unlawful for any student to possess, ignite or detonate any fireworks or other
flammable materials which could cause damage to person or property by fire, explosion
or similar means on University premises or property on which University events are held.

Z. SEXUAL HARASSMENT POLICY
Any student who violates any provision of the SC State Policy on Sexual Harassment.

AA. UNAUTHORIZED USE OF UNIVERSITY
Any student or group who uses the name or insignia of SC State, without proper
authorization.

BB. COMPUTER ABUSE
Any student who misuses computers on University premises including, but not
limited to, plagiarism of programs; misuse of computer accounts, unauthorized destruction of files;
creation of illegal accounts; possession of unauthorized passwords and disruptive or
annoying behavior on the University’s computer systems.

CC. UNLAWFUL TELEPHONES
Any student who makes or assists in making unauthorized telephone calls or otherwise
misuse or abuses telephone equipment, including but not limited to, possession of
unauthorized account numbers.

DD. ARSON
Any student who ignites a fire or, in any way be responsible for igniting a fire, with
destructive intentions, on University premises.

EE. SALE OF TEXTBOOKS
Any student who sells a book that (s) he does not own without prior authorization from
the owner of the book.

FF. TAMPERING METER
Any student who alters, tampers with or bypasses a meter, which has been installed on
University premises for the purpose of measuring the use of electricity or gas or water.

GG. GAMBLING
Any student who participates in any form of gambling on University premises or at any University related activities in accordance with South Carolina law, raffles and games of chance are considered to be unlawful.

HH. WEAPONS: POSSESSION AND UNLAWFUL POSSESSION
Any student who uses, possesses or stores any weapon on University premises or at University-sponsored activities without authorization. Weapon means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including but not limited to, all firearms, pellet guns, BB guns, bludgeons, metal knuckles, switchblade knives and knives designed for the purpose of offense or defense. Any student found with a weapon will be subject to summary suspension, subsequent expulsion from the University and criminal prosecution.

II. GENERAL STATUES
Any student who commits any act which is a violation of a criminal law of the United States, a law of the State of South Carolina or a local ordinance.

JJ. ACADEMIC MISCONDUCT POLICY
Any student who violates any provision of the University Academic Misconduct Policy.

KK. VIOLATION OF DRUG POLICY NARCOTICS AND CONTROL SUBSTANCES
Any student who violates any provision of the SC State Drug Policy as related to SC criminal code.

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

A. INITIATION OF CHARGES
The Vice President for Student Affairs or designee bears the responsibility for the initiation of disciplinary procedures against a student for alleged misconduct. Any member of the University community may register a complaint in writing with the Vice President for Student Affairs against a student for alleged violation of University Policy. A report filed by the University Police Department constitutes a complaint. The Vice President for Student Affairs or a designee will review instances of reported misconduct to determine if disciplinary proceedings should be initiated. In the absence of sufficient information as determined by the Vice President or designee, a complaint will be dismissed. In the case of dismissal, the Vice President or the designee shall inform all appropriate persons within five days (excluding weekends and holidays) from the date that the complaint is filed.

B. NOTIFICATION OF CHARGES
Once it is determined that disciplinary proceedings will be initiated, the accused student will be notified in writing and asked to appear for a Pre-Hearing conference. Through this written notification, a specified date and time (outside of the student’s academic schedule) will be assigned for the student to meet with Judicial Officers. The accused will be considered properly notified when the letter has been delivered to the student’s address as indicated in the most current records in the Office of Records and Registration/Residence Life and Housing.

C. PRE-HEARING CONFERENCE
The judicial Process consists of two stages: 1) Hearing/Administrative Hearing and 2) Judicial Hearing. An explanation of the charges against the accused will be provided. The student will be presented options for resolution of the disciplinary charges. The student may offer relevant information to the Vice-President for Student Affairs or a designee.

After the student has been advised of the allegation(s), the student shall indicate whether an Administrative Hearing or a Judicial Board Hearing is preferred. However, a Judicial Officer has the authority in all cases to designate whether an Administrative Hearing or Judicial Board Hearing will be held notwithstanding the student’s request.

If an Administrative Hearing is requested, the student has accepted responsibility for his/her involvement in the incident during the Administrative Hearing and has agreed to allow the Judicial Officers to impose sanction(s) based on evidence and information gained during the Administrative Hearing.

During the interval of time between the Pre-Hearing/Administrative Hearing and the Judicial Board Hearing, the Vice-President for Student Affairs or a designee should be contacted concerning questions.

D. FAILURE TO RESPOND
If the student does not appear for a Pre-Hearing Conference, after being notified in writing, a letter scheduling a hearing will be sent to the student. If the charged student has been properly notified of the charge and hearing date, and still does not attend the scheduled hearing, the hearing will be conducted by the Vice President for Student Affairs or a designee and a determination will be made based upon the available information.

E. DISMISSAL OF CHARGES
If the Vice President for Student Affairs or his designee determines as a result of the Pre-Hearing Conference that insufficient information exists to justify a hearing, the charge will be dismissed. The Vice President or designee shall inform all appropriate persons within five days (excluding weekends and holidays) from the date of the Pre-Hearing Conference.

F. OPTIONS FOR RESOLUTION OF DISCIPLINARY CHARGES
The options available to accused students for resolution of disciplinary charges are:
1. Plead not responsible to the charger(s) and request a hearing before the Judicial Board where a determination of responsibility will be made. If held responsible by the Judicial Board, an appropriate sanction will be determined.
2. Accept responsibility for the charge(s) and elect to participate in an Administrative Hearing to determine an appropriate sanction.
3. Accept responsibility for the charge(s) and elect for the Vice President for Student Affairs or a designee to determine an appropriate sanction. The Vice President for Student Affairs or designee may decline to conduct the hearing, if appropriate, in which case the matter must be heard by the Judicial Board.

G. JUDICIAL BOARD HEARING PROCEDURES
Student will be notified in writing of the date, time, and location for the Judicial Board Hearing. During a hearing, the accused student has the right to:
   a. Appear in person, hear all information presented and present any relevant information, call witness and ask questions of witnesses present at the hearing.
   b. Elect not to appear at the hearing, in which case the hearing shall be conducted in the accused student’s absence.
c. Refuse to answer any questions or make a statement; the hearing authority shall make its decision solely on the basis of information presented at the hearing.

d. All hearings shall be conducted in private sessions. All statements, information or comments given during hearing will be held in the strictest confidence by members of the Judicial Board, University staff, witnesses and advisors before during and after deliberation. These persons may be asked to sign a confidentiality statement.

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

f. All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. The taking of statements of witnesses may be done by discussion, though the testimony of each witness may be subject to question and rebuttal. Witnesses (except for the accused) shall be present during a hearing only during the time they are testifying. While written statements are admissible, the accused shall have the opportunity to question and rebut the testimony of the principle party, unless extenuating circumstances preclude this option.

g. The Vice President for Student Affairs or a designee is responsible for scheduling, coordinating and presenting all cases.

h. The Vice President for Student Affairs or a designee will make a tape recording of all hearings, where a student pleads not responsible or when an accused student requests it. The accused student shall have the right, upon request, to listen to the recording in the presence of a University staff member, as designated by the Vice President for Student Affairs.

VI. HEARING DECISION

Immediately upon completion of the hearing, the hearing authority shall, in private session, consider the information presented to determine responsibility or to drop the charges due to insufficient information. The hearing authority shall consider only the information presented at the hearing, and responsibility can only be determined by clear and convincing information.

In a Judicial Board Hearing, a majority vote of board members present shall be required to find the accused responsible and to assign a particular sanction. If responsibility is acknowledged or is determined prior to the determination of the sanction, the hearing authority can allow the introduction of written and/or oral statement(s) detailing the impact the violation caused on the victim. Information concerning any past disciplinary record of the accused student will be presented to the hearing authority in the presence of the accused student who can comment on the past record. This information will be presented by the Vice President for Student Affairs or a designee for consideration in determining an appropriate sanction.

VII. NOTIFICATION OF THE DECISION

Upon completion of the deliberation, the hearing authority will prepare a written recommendation of sanction(s) if any, and notify the Vice President for Student Affairs or a designee, who then is responsible for forwarding the official written decision to the accused. The hearing authority will make every attempt to do this within 48 hours after the completion of the hearing. The written decision in the form of a recommendation shall consist of the findings of fact, the determination of responsibility, the complete description of any sanction(s) imposed or the decision to drop the charge(s) due to insufficient information.
VIII. SANCTIONS

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

A. SERVICE OR SPECIAL ASSIGNMENT

This involves a project assigned to the student and will be designed by the hearing authority to be “case specific” (i.e., the project must be rehabilitative in nature, designed so that it is rationally connected to the type of offense committed). A description of the work assignment is provided by the hearing authority. The hearing authority may, in its discretion, take into consideration the academic endeavors of the student charged.

B. RESTITUTION

Restitution is an appropriate monetary reimbursement for actual damage to, destruction of, or misappropriation of University property or property of any persons resulting from conduct in violation of the Student Code of Conduct. The hearing authority will recommend appropriate restitution.

C. TERMINATION OF THE PRIVILEGES OF A REGISTERED STUDENT ORGANIZATION

This sanction constitutes the loss of any or all privileges of a registered student organization. Imposition of this sanction does not preclude disciplinary charges against individual members of the organization.

D. TERMINATION OF REGISTRATION OF A REGISTERED STUDENT ORGANIZATION

This sanction is the discontinuation of the registration of a registered student organization. This means the organization can no longer function for the time specified by the hearing authority. Imposition of this sanction does not preclude disciplinary charges against individual members of the organization.

E. REVOCATION OF CHARTER OF A STUDENT ORGANIZATION

This sanction is defined as the discontinuation of the charter of a student organization. This means the organization can no longer function as a recognized organization of the University either permanently or for a specified period of time. Once a charter is revoked, an organization must reapply for a charter to function at the University. Imposition of this sanction does not preclude disciplinary charges against individual members of the organization.

F. RESTRICTION

Restriction is defined as a student’s exclusion from a student’s exclusion from a specific facility or facilities such as a gym, the student center, the dormitories, or other area on campus for a specific period of time.

G. RESIDENCE HALL SEPARATION

This sanction is defined as removal of the student’s privilege to apply for and/or live in a particular University residence facility either permanently or for a specified number of semesters. In no case will separation be less than the remainder of the semester during which
the violation occurred. A student separated from a residence facility is not eligible for refund of unused room or board.

H. RESIDENCE LIFE EVICTION
This sanction is defined as removal of a resident from any University resident facility either permanently or for a specified period of time. In no case will eviction be less than the remainder of the semester during which the violation occurred. Students who are evicted from the residence community are prohibited from returning to or visiting any University residence facility or associated dining facilities. A student evicted from the residence community is not eligible for refund of unused room or board.

I. DISCIPLINARY REPRIMAND
This sanction is defined as an official notification by the Vice President for Student Affairs that is formally communicated by letter to the student. A conviction for any repeated offense during a period of one semester or a period otherwise stipulated will result in more severe action.

J. DISCIPLINARY PROBATION
This sanction is defined as a specified period of review and observation during which a student has been officially notified that conduct was inappropriate. During a period of disciplinary probation, a student may not represent the University in anyway. During this period, the student may not participate as an active member of any University-recognized organizations. In no case shall a probationary period be less than three months. A disciplinary probation may also involve a combination of other sanctions and/or conditions. During the probationary period, a conviction of a repeated offense or failure to meet conditions of the probation may result in suspension.

K. SUSPENSION
Suspension is defined as the disciplinary separation from the University for a specified period of time, involving denial of all student privileges during the suspended period. The suspension shall be effective on the date of the notice of suspension or later if so stated in the notice. The notice of suspension shall include the date and conditions upon which the student may petition for readmission. Conditions for readmission may include, but are not limited to: disciplinary probation for a specified period of time; non-residence in University residence facilities; restricted visitation to specified University facilities and written statement from an accredited mental health professional or medical doctor verifying the capability of the student to function successfully at the University. A student separated from the University by suspension may not enter University premises or University-related premises without prior approval from the Vice President for Student Affairs or a designee.

L. EXPULSION
Expulsion is defined as the permanent disciplinary separation from the University involving denial of all student privileges. Expulsion shall be effective on the date of notice of the expulsion, or later if so stated in the notice and shall be entered into the student’s permanent record (transcript). A student separated from the University by expulsion may not enter University premises or University-related premises without prior approval from the Vice President for Student Affairs or a designee.
IX. APPEALS

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

A. GROUNDS FOR APPEALS

An appeal may be sought on the following two grounds: 1. On a claim of error in the hearing procedure; or 2. On a claim of new evidence or information material to the case which was not available at the time of the hearing.

B. PROCEDURES FOR APPEALS

Appeals sought on the grounds of a claim of error in the hearing procedure must be presented to the Vice President for Student Affairs, specifically described in writing, within three days (excluding weekends and holidays) of the date of the written notification of the decision. The appeal authority will review the appeal within three days (excluding weekends and holidays) of receipt of the appeal.

Appeals sought on the grounds of new evidence or information material to the case not available at the time of the hearing must be presented to the appropriate appeal authority, specifically described in writing, within three days (excluding weekends and holidays) of the new evidence having been discovered. The appeal authority will review the appeal within five days (excluding weekends and holidays) of receipt of the appeal.

Any sanction imposed as a result of a hearing shall remain in effect during the process of appeal. The appeal authority has the authority, under extenuating circumstances, to defer the imposed sanction while an appeal is in process.

An appeal may be dismissed if not sought on proper grounds. If an appeal is upheld, the case, with procedural specification, shall be referred to the original hearing authority. Sanctions may not be increased as a result of an appeal.

Immediately, upon completion of its review of the appeal, the appeal authority will prepare a written decision and notify the Vice President for Student Affairs or a designee, who then is responsible for forwarding the written decision of the appeal authority to all appropriate persons.

C. DISCIPLINARY CHAIN OF COMMAND

The following is the disciplinary chain of command:
University Judicial Board Vice President for Student Affairs University Appeals Committee Vice President for Student Affairs Vice President for Student Affairs President.

X. SUMMARY SUSPENSION

A. Summary suspension is an action which require student to leave the University property immediately and not return during the suspension period, and/or comply with other stated conditions for a period. Summary suspension may be imposed upon a student by the Vice President for Student Affairs or a designee when there is reason to believe, based on available facts, that the student represents an immediate threat to the safety, health or welfare of him/herself, other persons or property. This summary action is warranted by potential or threatened danger or disruption, but is indicated when the serious nature or immediacy of the threat make it impractical to follow normal disciplinary procedures. A student may be
summarily suspended for a specified period of time or the suspension may be scheduled contingent upon certain events or conditions.

B. When a student is summarily suspended, (s)he is given a copy of the Student Code of Conduct and written notification explaining the reason for and duration of the suspension, as well as any conditions that may apply. A student notified of such summary action shall, upon written request, be given an opportunity to meet with the Vice President for Student Affairs or a designee within five days (excluding weekends and holidays) from the date of the request. It is not the purpose of this meeting to hear information concerning responsibility of pending or possible charges against the student. Rather, this meeting shall be held to consider only the following information related to the Summary action:

1. The reliability of information alleging a student’s misconduct, and
2. Whether the conduct or surrounding circumstance reasonably indicate the student’s presence on campus poses an immediate threat to the safety, health or welfare of persons or property.

C. Following the imposition of summary suspension, standard University disciplinary procedures shall be provided as expeditiously as possible. Unless circumstances render the implementation of standard disciplinary procedures impossible or unreasonably difficult, these procedures shall be initiated within ten days (excluding weekends and holidays) from the effective date of the summary action.

D. Any student who is summarily suspended and returns to University property and/or violates other stated conditions during the specified period shall be subject to further separate actions and may be treated as a trespasser. Permission to be on University property for a specific purpose must be requested and obtained in writing or by telephone prior to any conduct contrary to the suspension or conditions. Said permission may be granted by the Vice President for student Affairs or a designee.

XI. DISCIPLINARY FILES – RETENTION AND ACCESS

Disciplinary files are retained by the Office of Judicial Affairs. A student’s disciplinary file is not released outside the University without written consent of the student. Disciplinary information will be provided to individuals with the University who are determined to have a legitimate, educational interest in obtaining this information in accordance with the Family Education Rights and Privacy Act of 1974, as amended.

A student’s disciplinary file is retained for five years or until of no further legal or administrative value, whichever comes later then destroyed. In cases involving multiple sanctions, the maximum sanction imposed determines how long a file is retained before it is destroyed. Disciplinary files regarding expulsion are maintained permanently.

XII. UNIVERSITY JUDICIAL BOARD

A. The University Judicial Board can serve as both an original and an appellate hearing authority. In addition, the University Judicial Board serves as an advisory board to the Vice President for Student Affairs with regard to the formulation of appropriate policies relative to the operation of the Student Code of Conduct.

B. Any recommendation of the University Judicial Board shall be forwarded to the Vice President for Student Affairs for approval and implementation.

C. The University Judicial Board shall consist of the following members appointed by the President of the University: a Chairperson from the faculty; two faculty members
recommended by the Vice President for Student Affairs or a designee in consultation with the President of the Faculty Senate; two staff members recommended by the Vice President for Student Affairs or a designee and two students recommended by the Student Government Association President. The President of the University shall appoint alternate members to serve during holidays and summer sessions.
THINGS TO KNOW ABOUT ACADEMICS

REVISED 2/19/2010
COURSE LOAD

The regular course load for students is determined by the program in which they are registered and by the level of scholarship which they have attained. Generally, the regular course load ranges from fifteen to eighteen hours. A student registered for twelve or more hours is considered a full-time student. The privilege of carrying extra courses may be accorded to sophomores, juniors, and seniors. A student with an average grade of B or better may carry one extra course. Permission to carry one or more extra courses above the normal load, but not to exceed twenty-one credit hours, may be granted only with the prior written approval of the dean of the college and the departmental chair. This written approval must be submitted to the Registrar’s Office. (NOTE: Additional fees may apply to overload credit hours. See Fees and Expenses) The maximum number of semester hours for which credit will be granted during Fall and Spring semesters at SC State is twenty-one (21) (with approval). This includes credit ours taken for classes on campus, through cross registration, and as a transient student at another institution.

CLASSIFICATION OF STUDENTS

Classification of students is based on the total number of semester credits earned and transfer credits accepted for transfer students:

- **Freshman** - twenty-nine semester hour credits or less
- **Sophomore** - thirty semester hour credits,
- **Junior** - sixty semester hour credits, and
- **Senior** - ninety semester hour credits.

EXAMINATIONS

Regular examinations are held at the close of each semester. See Final Examination Schedule in the Schedule of Classes and Campus Guide for each semester.

COURSE EXAMINATIONS

The results of course examinations are given at the end of each term.

REEXAMINATIONS

Reexaminations for the purpose of removing a failure or raising a grade are not permitted. Reexamination is not permitted for failure of the English Proficiency Examination. Students failing the English Proficiency Examination must enroll in English 152 (Practice English).
DEFERRED EXAMINATIONS

A student with excused absences from examinations in one semester shall have the privilege of deferred or special examinations and must take the deferred examinations within the first nine weeks of the succeeding semester in which the student is in residence, provided the examination is taken at the convenience of the professor. If an examination is not taken within the first nine weeks of the succeeding semester in which the student is in residence, the incomplete grade automatically becomes an “F”.

CREDIT BY EXAMINATION

Credit by examination policies and procedures are designed to provide those undergraduate students who have acquired special skills or competencies through previous educational and/or work experiences are given the opportunity to exempt a course, or courses, requiring demonstration of those skills and competencies. Therefore, all undergraduate digressing students who are in good standing after having earned a minimum of twelve hours at SC State, and who feel that they have the requisite knowledge, skills and competencies may petition to receive credit by examination. To obtain information regarding pertinent policies and procedures and credit by examination, students should consult their academic advisor and the chair of the department which offers the course(s) concerned, respectively. Credit by Examination forms may be obtained from the Registrar’s Office. (See Student Handbook for further details.)

MINIMUM GRADE POINT AVERAGES

<table>
<thead>
<tr>
<th>Cumulative Quality Hours</th>
<th>Minimum GPA to Remain in the University On Probation</th>
<th>Minimum GPA Without Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-39</td>
<td>1.40</td>
<td>1.59</td>
</tr>
<tr>
<td>40-59</td>
<td>1.60</td>
<td>1.89</td>
</tr>
<tr>
<td>60-99</td>
<td>1.90</td>
<td>1.99</td>
</tr>
<tr>
<td>100 and above</td>
<td></td>
<td>2.00</td>
</tr>
</tbody>
</table>

Grade point calculations shall include only work pursued at SC State but total semester hours earned shall include all college level work wherever taken. Accepted Transfer credits plus Quality Hours are used to determine academic status for Transfer Students.

GRADE APPEAL PROCESS

A student may appeal a course grade if the student has evidence that the grade was assigned in a malicious, capricious, erroneous, or arbitrary manner. The steps that follow provide a guideline for the appeals process. All persons concerned with this process should make every attempt to adhere to the time schedule outlined in the process. No appeal will be entertained more than one year following the date the grade was assigned.
1. APPEAL TO THE COURSE INSTRUCTOR FOR REVIEW OF THE ASSIGNED GRADE
   a. Within three (3) weeks after the beginning of the next term, excluding Summer School, the student should discuss the assigned grade with the course instructor. If it is found that the assigned grade is incorrect in the judgment of the instructor, he/she will initiate the appropriate change. If the change is made at this point, the matter is concluded.
   b. If the course instructor is no longer with the University, the student should confer with the department chairperson who will then make every effort to receive written input concerning the matter from the former instructor regarding the grade, then the student may appeal the grade using the procedures that follow and the department chairperson will represent the interests of the instructor who issued the grade.

2. APPEAL TO THE DEPARTMENT CHAIRPERSON
   a. If the question of the assigned grade cannot be resolved between the student and the course instructor, the student may appeal in writing to the chairperson of the department in which the course was taught. If at all possible, the written appeal to the chairperson should be made at the end of the fourth week of the term. The student should also include all known information relating to the appeal with the written appeal. After receiving such an appeal in writing from the student, the chairperson shall review with the course instructor the substance of the student’s appeal and seek to determine its validity.
   b. If the chairperson determines that the assigned grade is, in his/her judgment inappropriate, the chairperson should recommend to the course instructor that the grade be changed. The course instructor may or may not concur with the chairperson’s recommendation.
   c. The chairperson will notify the student in writing, usually within ten (10) days of the appeal, to indicate whether or not the assigned grade will be changed by the course instructor. If the grade is changed to the student’s satisfaction, the matter is concluded. If the grade will not be changed, the chairperson will also advise the student of the right to appeal to the dean of the school within which the grade was assigned.
   d. If the grade will not be changed, copies of all written communications mentioned above should be sent by the chairperson to the dean of the school.

3. APPEAL TO THE DEAN
   a. If the grade is not changed to the satisfaction of the student at the departmental level, a student may appeal the assigned grade, in writing, to the dean of the school within which the course was offered. With the written appeal, the student should provide all information possible relating to the appeal. The written appeal to the dean of the school should usually be within one (1) week of receipt by the student of the notice from the department chairperson. The dean will meet with the student to discuss the facts and contentions pertinent to the grade appeal. The dean will also meet with the instructor and the chairperson to gather all relevant information concerning the course, its grade structure and the assignment of the grade to the student making the appeal. Following these meetings, the dean shall make a recommendation concerning the student’s appeal to the department chairperson and the course instructor. If this results in the change of grade to the student’s satisfaction the matter is concluded.
b. If the resolution to the student’s grade appeal is not obtained the committee shall conduct a hearing and shall review all pertinent information presented by the student, the course instructor, the dean and any others who may be called to assist the committee through the procedures outlined above. The dean shall request a review of the student’s appeal by a committee comprised of three (3) faculty members and three (3) undergraduate students, all of whom have voting privileges. This committee will be appointed by the dean unless a standing committee already exists.

**STATUS OF ACADEMIC PROBATION**

1. Students on academic probation are ineligible to hold elective positions or to represent the University in any official capacity.
2. Students on probation shall not be permitted to pursue more than fifteen academic hours per semester (nine hours during summer) during the regular academic year.
3. Students on academic probation are eligible for summer school enrollment.
4. Students in a probationary status remain eligible for financial aid.

**REMOVAL OF ACADEMIC PROBATION**

Students who are on probation may remain at the University and take a **maximum of fifteen semester hours during the regular term and nine hours during the summer term**. If students do not remove probationary status, after three consecutive semesters, they will be dropped from the University for Poor Scholarship. In order to continue on probation, a student must earn a semester grade point average of 2.00 at the end of the second semester probation or the student will be subject to academic suspension or dismissal.

**ACADEMIC WARNING**

A new student who does not meet minimum requirements for remaining at the University will be placed on Academic Warning after the first semester and/or summer of the first academic year (summer - if and only if matriculation begins summer prior to the first semester the student enrolls at the University). The student is allowed to continue enrollment the next semester and summer term.

**ACADEMIC SUSPENSION**

Students are suspended based on one of the reasons below:

1. Probationary status is for a maximum of three (3) consecutive semesters. At the end of the second semester of probation, a student must earn a semester GPA of 2.0. If the student does not earn a 2.0 semester GPA, the student will be suspended or dismissed from the University. The student who attains the 2.0 at the end of the second semester continues on probation and must achieve the minimum cumulative grade point average for remaining at the University;
2. If the minimum grade point average required for remaining at the University is not maintained (see minimum Grade Point Averages) the student will be suspended for one semester.
A new student who does not meet minimum requirements for remaining at the University the second semester of the first academic year will be placed on Academic Suspension. All students on academic suspension are eligible to attend summer school.

**ACADEMIC DISMISSAL (Required to Withdraw)**

Students who fail to maintain the minimum GPA twice or more during their academic tenure will be dismissed from the University. Students on academic dismissal are not eligible to attend summer school without petitioning the Academic Review Board.

**ACADEMIC APPEAL (Academic Review Board)**

**Readmission of Suspended Student**

A student who is suspended may not continue studies during the semester immediately following the semester in which the failure occurred. The student is eligible for readmission after the punitive period without petitioning the Academic Review Board, or present documented evidence of extenuating circumstance which may warrant a review by the Academic Review Board for an earlier readmission.

**Readmission of Dismissed Student**

After one semester following academic dismissal (excluding summer school), a student must petition the Academic Review Board for readmission. However, a student may present documented evidence of extenuating circumstance which may warrant a review by the Academic Review Board for an earlier readmission.

**Academic Review Board Readmission Guidelines**

Students readmitted by the Academic Review Board must adhere to the following guidelines for continuous enrollment:

1. Adhere to mandatory advisement.
2. Repeat appropriate courses as determined by advisors and register for no more than 15 hours.
3. Use services of the Counseling and Self Development Center and the Student Success and Retention Program.
4. Clear academic status; or
   Earn a semester GPA of 2.00.

Failure to achieve Number Four may result in permanent dismissal. Academic Petition forms are available in the Registrar’s Office.

**Academic Review Board Appeal Procedures**

Students appealing to the Academic Review Board must do the following:
1. Satisfy the punitive period before petitioning the Academic Review Board or present documented evidence of extenuating circumstances which may warrant an early review for readmission.
2. Obtain an Academic Petition Form from the Registrar’s Office.
3. Complete Part I of the Academic Petition Form and attach supporting documentation such as support letters, medical statements, obituaries, etc., as necessary.
4. Request an appointment with department chair/advisor for review of academic status, and approval of petition.
5. Submit petition to the Registrar’s Office on or before the 15th of April, July or November.
6. Return Academic Petition Form to:
   Office of the Registrar
   SC State
   2nd Floor Moss Hall
   Post Office Box 8104
   Orangeburg, South Carolina 29117-0001

   The Academic Review Board meets three times yearly – during the last week of April, July, and November or the first week in the respective month. Contact the Registrar’s Office at (803) 536-8405 for information on possible call meetings.

   **WITHDRAWAL FROM COURSE(S)**

   Withdrawal from a course during the late registration period will not be recorded on the student’s permanent record. From the last date of registration until the close of a term, a student’s may withdrawal from a course in accordance with established procedure is permitted. Students may be allowed to drop courses with the written permission of advisors. A course dropped the first four weeks of class is recorded as “Withdrawn” (W); a course dropped after the first four weeks of class work, but prior to the last six weeks of a semester (two weeks in a blocked course) is recorded as “Withdrew Passing” (WP), or “Withdrew Failing” (WF), depending upon the grade in the course at the time the course was dropped. If a student withdraws during the final six weeks (or two weeks if blocked) the grade is WF.

   **WITHDRAWAL FROM UNIVERSITY**

   A student desiring to withdraw from the University officially should complete a University Withdrawal Form. After the student has obtained the signatures of the various university officials designated on the form, the form must be submitted to the Registrar’s Office for final approval. A student may withdraw and receive academic progress in a class (WP ‘or WF) if documented evidence of extenuating circumstances is presented. A student withdrawing without following these procedures shall not be entitled to an honorable withdrawal. A University Withdrawal form may be obtained from the Registrar’s Office or the Web.
THE HONORS PROGRAM

Mission Statement:

To contribute to the University’s strategic plan and goal of attracting increased numbers of academically gifted and talented students and retaining these students until graduation through the creation of a community of scholars, thereby impacting the intellectualization of the entire campus and community.

Objectives:

- To provide a more rigorous academic curriculum based on a required core of honors general education curriculum courses, special-topic colloquia/seminars from freshmen year through graduation, to include discipline-specific honors courses, thereby increasing the challenge and stimulation for honors scholars;
- To provide a means for a rigorous educational experience focusing on the knowledge, cultural, and theoretical skills that will allow honors scholar graduates to be more successful in all aspects of life;
- To raise the bar for standards of university excellence that will foster academic achievement at SC State;
- To foster a university-wide collaborative and inter-disciplinary network of resources for retaining the best and brightest emerging leaders;
- To expose scholars to internship and study abroad opportunities;
- To create a living and learning environment that centralizes honors scholars and other high-achieving students with the goal of impacting the intellectualization of the entire campus and community.

The University Honors Program is designed to provide outstanding and creative students with opportunities for intellectual growth and achievement of the highest distinction. The small, challenging classes emphasize critical examination and appraisal of ideas.

At the freshman-sophomore levels, honors classes deal with the fundamentals and principles of subject-matter, to enhance the students’ analytical, cognitive, intuitive and critical thinking skills. The classes emphasize in-depth discussion and self-expression.

In the junior and senior years, students in the honors program are expected to experience sustained in-depth work in their majors. Most departments provide for qualified majors to work for graduation with departmental honors.

Academic opportunities offered through the Honors Program provide the best possible education for exceptional students. Opportunities, such as the following, exist for them:

1. Freshman Honors Colloquium
2. Departmental Honors
3. Senior Theses
4. Graduation with Departmental Honors
5. The Annual Honors Conference
6. The University Scholars Program
7. Honors Residential Housing

ADMISSION

Students wishing to enter the Honors Program must submit an Honors application in addition to that submitted for undergraduate admission to SC State. Honors Program applications are accepted year-round and usually are processed within one month of their completion.

The Honors Program admits students at various stages of their university education, including incoming freshmen, transfer students and on-campus students. Admission of students is based on outstanding high school or college academic achievement and aptitude, as indicated by one or more of the following: GPA, SAT, National Merit Semi-Finalist, or score of 4 and above on tests in the Advanced Placement Program of the College Entrance Examination Board.

ARMY ROTC

SC State’s Army ROTC (Reserve Officers’ Training Corps) is a program, which offers students the opportunity to graduate as commissioned officers and serve in the Active Army, Army Reserves or National Guard. It enhances a student’s education by providing unique leadership and management training along with practical experience.

ROTC helps students develop many of the qualities basic to success in the Army, or in a civilian career. The program gives students a valuable opportunity to build for the future. Army ROTC offers two-, three- and four-year merit-based scholarships. These scholarships pay full tuition at SC State, plus lab fees and other associated costs up to $16,000 per year. In addition, scholarship winners receive $1200 per year for books and a monthly tax-free stipend up to $500.

SC State enjoys a long and proud history. Since its beginnings in 1947, Bulldog ROTC has the distinct honor of commissioning over 2000 officers whom have served or are now serving in around the world. SC State has one of the most successful Army ROTC programs in the country. The program provides the premier leadership and management training for students to be successful not only in the military profession but also provides the leadership skills and attributes that are extremely important in corporate America. The Army’s ROTC program is a program of opportunity that instills the principles of academic and leadership excellence for the future leaders of tomorrow.

For more information, call (888) 257-1288 or (803) 536-7233.

POLICY ON ACADEMIC DISHONESTY

At the beginning of the fall semester, students receive a current copy of Dates & Data (Student Handbook) which contains the policy on Academic Dishonesty. Students should
PLAGIARISM

Plagiarism is defined by SC State as a form of academic dishonesty. Plagiarism is the use of intellectual material produced by another person without acknowledging its source. This includes, but is not limited to:

- Copying from the writings or works of others into one’s academic assignment without attribution, or submitting such work as if it were one’s own;
- Using the views, opinions, or insights of another without acknowledgment; or
- Paraphrasing the characteristic or original phraseology, metaphor, or other literary device of another without proper attribution.

Plagiarism is a serious violation of academic and student conduct rules and is punishable with a failing grade and possibly more severe action.

VETERANS AFFAIRS

All students receiving benefits through the Veterans Administration should maintain contact with the Office of Veterans Affairs. Enrollment certification must be processed for each term of enrollment. Each VA student or VA dependent must complete and submit a Veterans Affairs Certification Request Form to the Office of Veterans Affairs by June 1 for the Fall Semester, and December 1 for the Spring Semester. Changes in registration status and/or major must be reported immediately to the Office of Veterans Affairs. Failure to do so, will delay processing for benefits for the current term. For further information, visit the Office of Veterans Affairs in Moss Hall 202 or call (803) 536-8405. You may also visit the website [http://www.scsu.edu/admissions/registrarsoffice/veteransaffairs.aspx](http://www.scsu.edu/admissions/registrarsoffice/veteransaffairs.aspx) or Veterans Affairs.

MINORITY SCHOLARS PROGRAMS

Minority students, defined as non-black students, are encouraged to seek degrees from the University, under the South Carolina Higher Education Program for Access and Equity, in cooperation with the University. There are scholarships available for white residents of South Carolina applying to the Other Race Grants Committee.

For application forms and additional information, visit the Office Access and Equity Programs, in Nix Hall, or call (803) 536-7186.

MILLER F. WHITTAKER LIBRARY

The Miller F. Whittaker Library is centrally located on the University campus. Informal seating (carrels) and conference and study rooms accommodate individual and group study and research.

The library’s collection consists of more than 1.4 million holdings including books, newspaper, journals, federal and state documents, and microforms. The library adheres to the open-stack policy wherein students secure needed materials from the shelves for study or discharge circulating materials at the circulation desk. Competent staff members are available to assist and instruct students in the use of library resources services.
open-stack policy wherein students secure needed materials from the shelves for study or discharge circulating materials at the circulation desk. Competent staff members are available to assist and instruct students in the use of library resources services.

Millennium, the library’s online catalog, can be accessed through the campus-wide network or from the library’s web page. More than forty electronic databases and other resources are also available by accessing http://library.scsu.edu.

The library’s computer lab provides fifteen (15) workstations with access to Millennium. University approved software, e-mail, reference help, interlibrary loan, web databases, and PowerPoint. To log onto the computers in the library, students must have a username and password which can be obtained from the computer lab located on the first floor in Moss Hall. Proper SC State ID must also be presented.

INTERSESSION
Monday – Friday\8:30 a.m. – 12:30 p.m.; 2:00 p.m. – 5:00 p.m.
Saturday – Sunday Closed
FALL AND SPRING SEMESTER
Monday – Thursday\8:30 a.m. – 12 midnight
Friday\8:30 a.m. – 5:00 p.m.
Saturday\11:00 a.m. – 6:00 p.m.
Sunday\3:00 p.m. – 9:00 p.m.
SUMMER AND HOLIDAYS
Summer and holiday hours will be posted on the bulletin board located at the front entrance of the library.

CHIMES
Chimes alert readers to checkout materials one-half hour before closing. There are NO checkouts 15 minutes before closing time.

IDENTIFICATION
All library users must present proper SC State ID when checking out books.

LOAN PERIOD
General Collection - Four (4) weeks. NO RENEWALS
Reserve Materials - As indicated by instructor

FINES
Fines are imposed for the late return of books:
General Collection - $.25 per day
Reserves - $1.00 per hour after the first two hours
LOST BOOK(S)
Lost Books Fee - $75.00 plus the maximum late fee
Processing Fee - $10.00

It is the student’s responsibility to return books when they are due. The library is not under obligation to remind you of overdue books. In addition, students who lose books will be charged the accrued penalties from the Fines list above. If the lost book actual cost is more than $75.00 then you must pay that cost. The book may be replaced, but only with the exact book or the latest edition of the same book title.

RESERVES
Faculty Reserve Materials are located at the circulation desk. The loan period for Faculty Reserve Materials varies and is specified by each instructor. Reserve books indicated for
overnight checkout may be withdrawn one (1) hour before closing and must be returned before 9:00 a.m. the following morning.

SPECIAL COLLECTION, THESES, AND DISSERTATIONS
The Special Collection books are located on the lower level of the library. Students must ask the staff at the circulation desk to retrieve these materials which can be discharged for use. Theses and dissertations are located in the conference room next to the administrative office.

HISTORICAL COLLECTION AND ARCHIVES
Materials in the SC State Historical Collections and Archives are located on the mezzanine (3rd) floor. These materials are for in-library use only, Monday-Friday, 9:00 a.m. – 12:30 p.m. and 2:00 p.m. – 4:00 p.m. Call x-68627 for an appointment to visit the Historical Collections and Archives.

INTERLIBRARY LOAN
Requests for materials not in the library can be made using interlibrary loan services. For manual requests, visit the Interlibrary Loan Unit between 8:30 a.m. – 4:30 p.m. Monday – Friday or call extension 6-8637. Students are responsible for all expenses incurred in the borrowing transaction including postage, insurance, copying, and any other service charge levied.

The library has a reciprocal interlibrary loan borrowing agreement with Claflin University and Orangeburg-Calhoun Technical College. To request materials, you must present proper SC State ID at either one of the institutions. Students are responsible for the replacement of and any damaged or lost materials from the lending institution.

STATEWIDE LIBRARY BORROWING CARD
The Statewide Library Borrowing Card can be used at any of the more than sixty (60) participating institutions of higher education in South Carolina. The card is issued at the circulation desk with proper SC State ID. Students are responsible for the replacement of and for any damaged and or lost materials from the lending institution. Visit http://www.scsu.edu/library/stateborrowingguide.html for more information.

PASCAL Delivers
PASCAL Delivers is a rapid book delivery service for the patrons of all PASCAL member institutions. PASCAL Delivers begins with a single, web-based, unified catalog of library holdings. Library users search the PASCAL catalog, locate books in any member-library, submit an electronic request for delivery of a book to their home institutions, and receive those books within a few days. Pascal Delivers is part of the State-wide Electronic Academic Library. For more information call (803) 536-8637 or 536-8645.

REFERENCE HELP
Electronic reference help can be initiated from the library’s web page at http://library.scsu.edu) – click on Search Assistance, visit the Reference and Information Center or call one of the following extensions: 6-8640/6-8642. Staff is available to assist with students’ information needs until 10:00 p.m. Monday – Thursday.

CONFERENCE ROOMS
Conference rooms, for group study and/or meetings, may be reserved by calling the Circulation Unit at extension 6-8631/6-8645.

COPYING SERVICES
All copying services (copy machines and microfilm reader-printers) cost $.15 per page.

RULES AND REGULATIONS
Books should not be re-shelved but placed on book trucks provided on each floor. Reference books, government documents, periodicals, and newspaper are to be used in the library.
Conversation should be kept at a minimum in the library. Food, beverages, and smoking are not permitted in the library.

The elevator is available to users in wheelchairs, etc. The elevator key can be obtained from the staff at the circulation desk. The reference staff has resources for users with disabilities.

IMPROPER REMOVAL OR MUTILATION OF LIBRARY PROPERTY IS AN OFFENSE PUNISHABLE BY STATE LAW. (CODE: 16-13-330; 16-13-340) SECURITY SYSTEM

The 3M Security System I installed in the Miller F. Whittaker Library to protect all library materials. Materials not properly charged will set off an alarm and the turnstile will lock. Book bags and other items will be subject to inspection.

The ADT Focus Security System is installed in the Miller F. Whittaker Library to protect the library’s resources and equipment. The system protects all library points 24 hours a day. The unauthorized removal of library materials or concealment of library property is prohibited and subject to a penalty.

ADMISSION REQUIREMENTS

The Honors Program admits students at various stages of education, including incoming freshmen, transfer students, and on-campus students. Students are admitted based on outstanding high school or college academic achievements and aptitude as indicated by one or more of the following: GPA, SAT score, National Merit Semi-finalist selection, or a score of 4 or above on tests in the Advanced Placement Program of the College Entrance Examination Board.

INCOMING FRESHMEN

Generally, membership is automatically offered to all National Merit finalists, Presidential and General academic university scholars, who have at least

1. A SAT of 1100 or higher (or an ACT of 24 or higher)
2. A graduation ranking in the top ten percent of their high school class
3. Score of 4 above on tests in the Advanced Placement Program of the College Entrance Examination Board.

Current SC State Students

If you are already attending SC State, you may apply to the Honors Program if you have:
1. A cumulative GPA of 3.5 or above.
2. Completed a minimum of 12 credit hours at SC State.

* New members can apply through the last semester of their sophomore year. An admissions committee will conduct a selection process by reviewing and screening the following: credentials, three letters of recommendation from non-relatives attesting to the student’s potential for enriching the College, a personal essay, and an interview.
TRANSFERS

The SC State Honors Program welcomes eligible transfer students into its ranks. If you were a member of the Honors Program at another institution at the time of your transfer to State, you automatically eligible to join the Honors Program at SC State. If the transfer student was previously a part of the Honors Program at another institution, they must provide official academic transcripts and an official letter from the Dean (on letterhead) of that Honors College and submit it to the Director of SC State’s Honors Program. If you were attending a community college and were a member of Phi Theta Kappa, you are eligible to join the Honors Program upon admission to State (please provide the appropriate documents). Transfer students may be admitted to the Honors Program through the second semester of their sophomore year.

To maintain membership in good standing, a student must have a 3.25 cumulative grade point average, and should also carry a full-time load of at least 12 semester hours per semester. The Director will review eligibility at the end of each semester. Students who complete the general honors requirements maintain membership in the college by having at least a 3.25 cumulative grade point average at SC STATE, whether, or not they pursue departmental distinction.

To apply to the Honors Program, please call the Honors Program Office at 803-533-3710 or 803-533-3790.
Harriet A. Roland, Ph.D., Director
Honors, International & National Student Exchange Programs
SC State
Post Office Box 7
300 College Street NE
Orangeburg, South Carolina 29117
(w) (803) 533-3710/3790
(Fax) (803) 516-4515
POLICY STATEMENTS

REVISED 2/19/2010
SEXUAL MISCONDUCT

SC State is an educational community committed to common standards of integrity and respect for all of its members. Sexual misconduct will not be tolerated in the SC State community. Sexual misconduct can occur in many relationships and may involve sexual assault, sexual harassment, relationship violence, and stalking. This behavior interferes with the educational mission by:

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

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

A. Offensive Touching-The touching of an unwilling person’s intimate parts; touching an unwilling person with one’s own intimate parts; causing an unwilling person to touch another’s intimate parts.

B. Non-Consensual Sexual Assault-Unwilling or non-consensual penetration of any bodily opening with any objects or body part. Non-Consent is defined as any intrusive sexual activity that is not consciously assented to by a targeted individual. In particular, this includes sexually intrusive acts in which a targeted individual is in any way intoxicated (that is, under the influence of drugs and/or alcohol) or mentally or physically incapacitated.

C. Forced Sexual Assault- Requires the use of physical force and/or penetration. Coercion, the threat of immediate physical harm, the restriction of movement, and/or the administration of a drug, intoxicant or a physical substance that impairs the faculties of a person would all constitute forced sexual assault.

Guide for a student who has been sexually assaulted.

If a student is sexually assaulted, it is important that the victim go to a safe place and call the police (911 or 536-7188 for Campus Police). Making a report to the police does not require a victim to press charges, but she/he is encouraged to seek medical attention.

SEXUAL ASSAULT PROTOCOL

General Information
This protocol defines and coordinates the efforts of various campus departments in order to provide a caring and effective response to members of the SC State community who have been victimized.

What is sexual assault?

Sexual assault is any form of sexual penetration, oral, anal, or vaginal, where the victim does not or is unable to give knowing consent. Consent is willingly agreeing to specific sexual behavior through words, actions, and gestures. Communication of consent can be both verbal and nonverbal (tone of voice, facial expression, body language, etc). Nonverbal communication can contradict verbal communication; therefore the initiator of sexual behavior bears full responsibility to clarify any confusion about consent. Being under the influence of alcohol or drugs negates consent. Submission and silence are not consent. It is important to remember that sexual assault need not include penile-vaginal penetration. Victims of sexual assault do not need
to be unclothed during the assault. Over-the-clothes contact with a victim’s breast, vagina, or anus may also constitute sexual assault.

Sexual assault is also called rape. Acquaintance rape is sexual assault perpetrated by someone the victim knows. Date rape is a sexual assault that occurs while on a date.

Sexual assault often includes stalking. Stalking is a common behavior in abusive relationships and is often the strategy of sexual offenders. Stalking which is a crime, is legally defined as a pattern of willful, repeated following or lying in wait with the intent to make the victim fear for her/his safety. South Carolina Law §16-3-1700(B) interprets "stalking": someone else's words or actions which make you fear death, assault, injury, criminal sexual conduct, kidnapping, and property damage.

What should you do if a sexual assault happens to you?
Get to a safe place.
Relax—this is often the opposite of how you are feeling when you’re under pressure, but in order for your voice to remain calm and for your brain to “think”, you have to be as relaxed as possible.
Notify campus police (803-536-7188) or contact the local law enforcement office (911). The police will be able to assist you in getting medical attention or emotional support, in the collection of evidence, or in apprehending the perpetrator.
Do not bathe, douche, use the toilet, or change clothing.
Go to the local hospital (The Regional Medical Center- TRMC) emergency room right away. You will be provided a private room at the hospital. The SC State Police Department Investigator and Victim Advocate, members of the Sexual Assault Response Team, will accompany you to or meet you at the hospital.

Specific Procedures:
The local hospital (TRMC) will contact the SC State Police Department at 803-536-7188 and CASA at the 24-hour crisis hotline number (803-534-2448 or 800-298-7228). CASA is the established agency to contact for assaults in Orangeburg, Calhoun, and Bamberg Counties.
The hospital will ensure the correct law enforcement office has been contacted depending on the jurisdiction. If the assault happens on SC State Campus and/or its properties then Campus Police will be the lead agency on the case with the assistance of CASA and in some cases SLED (State Law Enforcement Division).
SC State Dispatcher will immediately send an Investigator and the Victim’s Advocate to meet with the victim at the hospital.
Registered nurses are trained to interview victims along with law enforcement.
The forensic evidence collection (rape kit) is authorized by the lead agency. The SC State Police Department Investigator and/or the Victim Advocate have the authority to authorize the rape kit. A rape kit should be done as soon as possible, but no later than 72 hours after the sexual assault has occurred. Evidence collection is time sensitive and will be taken to SLED for analysis by SC State Police Department.
CASA offers support services by linking the victim to available resources, including housing and counseling services. CASA does not provide transportation services.
SC State Police Department Investigator or Victim Advocate will make the appropriate referrals to:

- Brooks Health Center will provide medical services as deemed necessary.

- The Counseling and Self-Development Center will assist the victim in working through feelings that may surface well after the event, such as fear, sense of violation, relationship difficulties, and/or other issues. A person may experience flashbacks of the incident. The Counseling Center can provide information on and off campus resources.

- Residential Life and Housing will change the victim’s housing assignment following an incident of sexual assault, based upon the request and to the extent it is possible at the time.

- Judicial Affairs will be contacted if disciplinary action is necessary. The campus disciplinary system has a variety of sanctions available for violations. A member is trained to assist parties in this process and explain the University’s judicial procedures.

Confidentiality
All members of the SC State Sexual Assault Response Team are bound to protect the confidentiality of an assault victim. Their primary role is to ensure the victim is protected and that a through investigation is completed. All efforts must be made to show respect for the victims’ need for safety and control as their trust in others may be severely damaged. Those individuals providing services must be clear about the boundaries of confidentially in their communications. Any communication with a person viewed as an outsider by the victim can be experienced as a violation of trust. All information concerning an assault will be kept confidential and will only be shared with necessary parties.

Reporting Issues
Delayed reporting of sexual assault crimes is common and should never be used as a barrier to investigation or criminal prosecution. It is common for victims to report sexual assaults only after they have arrived at a safe location and/or after they have received the support of friends, family or others.

Education
Education and outreach can raise campus awareness and increase reporting of sexual assaults. The Counseling and Self-Development Center conducts outreach activities on a regular basis to educate the campus community on issues related to interpersonal violence.

How to Help
Talk, listen, respect, and be emotionally available to the person. Let the person talk about the incident, but don’t force a discussion. Understand that it is not the person’s fault.
SC State Sexual Assault Response Team
Jacqueline Blackwell- SC State Police Investigator
Geniffer Bookhardt- Director of Judicial Affairs
Pinkey Carter- Director of Brooks Health Center
Jennifer Townsend- Residence Life and Housing
Aisha Hitson- Residence Life and Housing
Tyosha Hutchinson-Student Life and Leadership
Patricia Middleton- Counseling and Self-Development Center
Elouise Muhammad-SC State Police Victim Advocate
Cherilyn Y. Taylor- Director of the Counseling and Self-Development Center

SUICIDE PROTOCOL

1. SC State constituent or contact identifies a student who has posed a threat of harm/danger to self/others. First responder contacts University Police - (803) 536-7188 or (803) 516-4111.

2. University Police responder assesses situation and (if necessary) consults with Vice President of Student Affairs/Residence Life & Housing Director to determine whether to:
   a) transport student to ER
   b) contact EMS for assessment/transport, or
   c) contact on-call Counseling and Self-Development Center clinician for follow-up care and/or immediate intervention

3. On-duty individual (e.g., RE/AC/AT) goes to hospital, notifies Counseling & Self-Development Center Emergency Services Coordinator if call has not already been made by University Police; Individual (RE/AC/AT) and Counseling & Self-Development Center Emergency Services Coordinator meet at the hospital.

4. Individual (RE/AC/AT) and Counseling & Self-Development Center Emergency Services Coordinator check in and exchange information about situation and student and contact the Brooks Health Center to determine whether there is any previous history of illness or any recent change in health status. Contacting RE/AC/AT and/or Counseling & Self-Development Center Emergency Services Coordinator collects and relays to relevant parties any information from RE, RA, friends, acquaintances, coaches or any significant person regarding previous health history or recent life changes, academic, athletic and/or personal.

5. Counseling & Self-Development Center Emergency Services Coordinator makes presence and relevant information known to hospital as key contact for SC State regarding student mental health crisis.

6. Counseling & Self-Development Center Emergency Services Coordinator will check in with student if possible and assess student situation.
7. Residence Life & Housing Director/Residence Educator/Athletic Director/Area Coordinator/Athletic Trainer will manage other student concerns if students and friends in attendance at hospital.

8. Counseling & Self-Development Center Emergency Services Coordinator will share info from student/hospital staff with Counseling & Self-Development Center Director and Residence Life & Housing Director/Residence Educator/Athletic Director/Area Coordinator/Athletic Trainer.

9. RL&HD/AD and C&SDC D will consult with VPSA to determine if student is capable of calling parents and updating them about the situation.

10. If so, RE/RL&HD/AC/AT/AD will talk with student about contacting parents. C&SDC ESC will support this effort by encouraging student and expressing seriousness of concern.

11. Once student has spoken to parent, RL&HD/AD and C&SDC ESC will be available to answer parent questions and confirm that call was made. -RE/AC/AT explains to parents the protocol for returning to SC STATE, framing situation and communicating serious concern for student. C&SDC D/ESC may talk to parents on the phone regarding mental health questions.

12. If student is not capable of calling parents, or refuses, C&SDC ESC and RE/RL&HD/AD/AC/AD alert VPSA. VPSA determines whether/by whom contact will be made to parents to update them of current situation. VPSA gets them in touch with C&SDC D/ESC to address mental health questions and facilitates explanation of basic SC State process for response and follow up to parents. C&SDC ESC works with hospital social worker, psychiatrist, or other medical professional on site to understand immediate treatment plan and communicate University protocol. (Student is not to return to campus without a C&SDC assessment and safety plan in place), including communication with C&SDC ESC when student is released from the hospital or transported to mental health facility(OAMHC). If hospital staff are unwilling to communicate this information, then C&SDC ESC works with student to have a plan in place so that C&SDC is updated as the situation evolves.

13. Once the student is out of immediate danger and a plan has been established, RL&HD/AD/AC/AT and C&SDC D/ESC assess whether someone should remain at the hospital (with a purpose for staying, e.g., meet parents who are on the way soon, wait for parents if still in the process of being contacted, student is not out of immediate danger and parents are not on site yet, friends are in the reception area and are in need of support, or student waiting for student to be transported to OAMHC or other aftercare facility, etc.).


15. RE updates supervisor (RL&HD).
16. AC/AT update supervisor (AD).

17. C&SDC ESC is responsible for initiating communication with other attending medical professionals, mental health agencies, as needed—as part of assessment and consultation process for the University. C&SDC ESC will explain to student what is needed from these professionals and agencies regarding documentation/phone calls/etc., as well as signed releases in order to provide as much information as possible for the assessment. This could last days, depending upon whether student is hospitalized.

18. C&SDC ESC will notify faculty of medical emergency (and if and when appropriate, can reassure student that email of a very general nature will go out—student is responsible for contacting faculty when able and arranging how and if work may be made up, etc.).

19. Once student is released from hospital, student should remain in care of parents or designated caregivers until student has been:
   - assessed by C&SDC ESC (includes documentation from other medical professionals, hospital, etc.)
   - RL&HD/AC/AT consults with C&SDC ESC to discuss safety plan and whether student can stay safe living on campus
   - If student may stay on campus, RL&H consults with C&SDC ESC to draft safety plan in preparation for meeting with student and parent(s). Safety plan addresses impact on community in addition to harm to self. Document is on file with C&SDC and RL&H databases and any other referral sources identified in plan (Author is RL&HD).
   - RL&HD/AD meets with student, parent(s), RE/AC/AT and C&SDC ESC to discuss status of student, facts of situation, concern for student and safety plan
   - If there is concern regarding student remaining on campus, RL&HD/AD and C&SDC ESC discusses situation with VPSA
   - If decision is that student is not safe to remain in school, VPSA, C&SDC D, and AD will meet with student and parent(s) to discuss facts, status, community implications, safety plan and resources off campus, and administrative recommendations/decision for student to withdraw him/herself from school

20. If student remains on campus, RL&HD and C&SDC ESC follow up with student regarding general wellbeing, progress and safety plan concepts.

21. RE/AC/AT follow(s) up with friends, community impacted by behavior.

22. If student does not remain in school, C&SDC ESC sends letter (authorized by VPSA) summarizing concerns, as well as criteria to be considered for possible reenrollment at a later time (by committee).

**Combative Student or Student Refuses Assessment**
If UP determines student to be combative or student refuses assessment, student may be placed under emergency detention without a warrant. Several UP officers may be required to assist with this process. If deemed necessary and appropriate, a UP officer will remain with the student until student is transported to the hospital for voluntary or involuntary admission.

RL&H/A and C&SDC should proceed with same steps as above, but understand that UP Officer is required to remain with student during “emergency detention without a warrant.” Whenever possible, UP should notify RL&H (RE)/AC/AT and C&SDC (ESC) on site of the “emergency detention” status, as well as whatever information UP has regarding next steps with student.

If UP remains with the student after RL&H RE/D/AC/AT and C&SDC ESC leave hospital with plan in place, UP should update C&SDC ESC/AD/RS&HD to inform them of status changes, movement to new facility, etc., and let C&SC ESC know when the officer is cleared from the incident (leaving facility). C&SDC ESC will then communicate with the appropriate medical professionals or hospital regarding #18 above.

C&SDC – Counseling & Self-Development Center
C&SDC D – Counseling & Self-Development Center Director
C&SDC ESC – Counseling & Self-Development Center Emergency Services Coordinator
RL&HD – Residence Life and Housing
RL&HD – Residence Life and Housing Director
RE – Residence Educator
A – Athletics
AD – Athletic Director
AC – Athletic Coach
AT – Athletic Trainer
UP – University Police
EMS – Emergency Medical Services
ER – Emergency Room
RMH – Regional Medical Hospital
OAMHC – Orangeburg Area Mental Health Center
VPSA – Vice President of Student Affairs

ARREST POLICY

SC State students and student organizations are expected to abide by both University regulations and local, state and federal laws. While University regulations are not meant to duplicate general laws, there are some ways in which the lawful interest of the University community coincides with the broader public interests of general laws.

Therefore, students or student organizations who commit offenses against local, state or federal laws are subject to prosecution by those authorities and may be subject to University disciplinary action when their conduct violates University standards.

Students who are apprehended and charged by law enforcement agencies with a felony on or off campus are required to inform the Vice President for /Student Services of such matters.
PROCEDURES

When a student is arrested (on or off campus), the University may bring disciplinary charges, if the student’s behavior is also a violation of a University regulation, or if the behavior is judged to be inimical to the pursuit of the recognized mission of the University.

When the Vice President for Student Services is informed of the arrest of a student, a letter will be sent to the student requiring him/her to meet with the Vice President or designee to discuss his/her status with the criminal courts and his/her status as a student.

After a review of the available information about the case, a decision will be made as to whether University disciplinary charges will be brought against the student immediately or whether the University will wait for the outcome of the criminal proceedings prior to deciding if University disciplinary charges are appropriate. If disciplinary charges are brought against a student as the result of an arrest or conviction, appropriate disciplinary procedures, as outlined in the student Code of Conduct, will be followed.

ASSEMBLY POLICY

SC State has the fundamental responsibility to provide SC State clubs, organizations and departments with space to assemble and conduct business they also have the right to limit or restrict time, location and functional use of its facilities. Any groups desiring assembly space in any campus building or in open areas must submit an on-line request.

DRUG POLICY

The Board of Trustees of SC State is concerned with the welfare of the University community and the academic and personal development of each student. The Board believes that the University should strive to create a healthy environment where the illegal and/or improper use of drugs does not interfere with learning, performance or development.

Abuse of drugs disrupts this environment and places at risk the lives and well being of the members of the University community. It is important for all members of the University community to take responsibility for preventing the illegal and/or improper use of drugs from affecting the community’s learning environment and the academic, physical and emotional well-being of its students in a negative manner.

Therefore, the Board of Trustees, 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 44-53-39 1; the non-prescribed use of anabolic steroids as defined in South Carolina Code of Laws, Section 44-53-15 10 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 The Board recognizes that the University has an obligation in dealing with drug problems to educate the University community about drugs and their potential problems. The Board encourages appropriate professional staff of the University to provide educational programs and activities and conduct research which address both drug abuse prevention and drug-related problems and which promote drug-free experiences.

REVISED 2/19/2010
The Board of Trustees also recognizes that the University has a responsibility to create an atmosphere where students seeking assistance will be offered information on or referral to appropriate services that address the improper use of drugs. Students may receive referral, educational and counseling services through the Counseling and Self-Development Center and Brooks Health Center.

**FIREARMS POLICY**

The possession of firearms or guns of any kind is prohibited at all times on the SC State campus. The possession of a firearm by a student will be considered a major infraction, and students violating this provision shall be expelled from the University for the First Offense. The case is referred to the Solicitor’s Office or other appropriate authority for the processing of criminal charges.

**GUEST POLICY**

Students and student organizations are responsible for the conduct of their guests while they are on the SC State campus. Students and student organizations hosting non-SC STATE guests are expected to inform their guest of university policies, rules, and regulations and may be subject to disciplinary action for guest violations. Residence Life guest policies and passes are available at each hall office. See the Residential Life & Housing Office Information desk or call x64928 for recreation guest passes. Visitors to the campus that desire to park on university property must obtain a visitor parking permit from the University Police Department.

**OUTSIDE NOISE POLICY**

Any student or group of students who make unapproved use of moving or stationary sound systems on campus in such a manner as would disrupt or disturb the normal functioning of the University.

**POSTING POLICY**

The publicizing of the events and/or programs of student organizations and departments is a necessary part of insuring the success of these activities. For the orderly conduct of these efforts, the University has designated suitable areas in most buildings for the purpose of providing a place for the posting of approved notices.

The following procedures outline the guidelines for the general posting and distribution of materials as well as guidelines for the use of designated places on campus for the posting of materials.

**GUIDELINES**

Announcements of general interest to the student body of the University by registered student organizations, academic units or university departments are the only type material(s) permitted for posting.

Notices for campus events should not be posted or distributed until a Facility Usage Request from been completed and approved.

All announcements shall indicate the name of the university organization or department, which is sponsoring the event.
Publicly, materials shall be posted only on designated bulletin boards in each building. Organizations/departments wishing to have materials posted on the Student Center Plaza Kiosks should indicate the request and provide materials to the Office of Student Life. Requests for placement of banners should be made in advance to the Office of Student Life. Under no circumstances shall any notices be placed, written or painted upon any surface (interior or exterior) including, but not limited to, trees or shrubs, poles, signs, doors, widows, walls, sidewalks or other campus structures.

The consumption of alcoholic beverages cannot be promoted on notices.

If the name of a non-University organization is to appear on any material to be posted because of a co-sponsor relation with a university organization, the content of the promotion must clearly promote the event as its central message and the university organization’s name must appear on the notice. This includes flyers, posters, newspaper ads, banners, table tents, as well as other similar visual notices.

All materials for posting must be submitted to the Office of Student Life for approval prior to posting. Any posted material that does not include the Student Life approval stamp will be promptly removed.

Efforts must be made to avoid clutter and litter and to provide the maximum amount of usable space for the greatest number of groups. Therefore, organizations should post only one notice for each activity on each bulletin board. Organizations/departments should remove all posted material promptly after the activity is held.

Violations of this policy constitute violations of University policy and will be addressed through appropriate disciplinary channels.

HIV/AIDS POLICY

SC State recognizes HIV (Human Immunodeficiency Virus)/AIDS (Acquired Immune Deficiency Syndrome) as a national health concern that impacts all segments of society, including students. Current information provided by the Centers for Disease Control indicates that the HIV (Human Immunodeficiency Virus) is not transmitted through day-to-day activities such as shaking hands, hugging, or casual contact; therefore, the University’s rules and regulations pertaining to student life and admission to the University shall not discriminate against students that have or may have been exposed to HIV.

A student with HIV/AIDS seeking professional help will be offered assistance in a manner consistent with the professional ethics of the discipline offering the assistance. If administrative or medical decisions need to be made with respect to an individual student with HIV or AIDS-related condition, such decisions will be made on a case-by-case basis of relevant health information by the appropriate University personnel. CONFIDENTIALITY will be maintained with each case.

The American College Health Association recommends that colleges provide students with counseling, information and screening/testing concerning HIV/AIDS. Education can empower students to understand and avoid exposure to HIV therefore, preventing the spread of the disease. The University encourages departments and administrative areas to provide students with information when it can be done in a manner consistent with the mission of the department or administrative area.

REVISED 2/19/2010
The publications of the American College Health Association, the Centers for Disease Control, the United States Public Health Service and South Carolina Department of Health and Environmental Control shall be considered official reference sources for use by SC State professional staff in providing students with general HIV/AIDS counseling, information, screening/testing. These sources shall also be used as primary reference sources when responding to general inquiries or addressing situations on the SC State campus.

SEXUAL HARASSMENT POLICY

It is the policy of SC State that sexual harassment by its employees or students against other employees or students shall not be condoned. The University is committed to maintaining an environment that is free from acts of sexual harassments and will enforce federal guidelines as they relate to sexual harassment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented “kidding” or teasing, “practical jokes,” jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material and physical contact such as hugging, patting, pinching or brushing against another’s body.

With respect to employment, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which is unwelcome constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive environment.

A student who believes she or he has been subject to harassment by an employee should immediately contact the Counseling & Self Development Center @ 803-536-7245; the Vice President for Student Affairs @ 803-536-8190; or the Director of Human Resources @ 803-536-7047. Every effort will be made to maintain confidentiality about complaints and terms of resolution; however, confidentiality cannot be guaranteed.

SMOKING POLICY

According to the Surgeon General’s Report of 2006, the Environmental Protection Agency of 1992, the South Carolina Clean Indoor Act of 1990, and the Federal Protection Children Act of 1994, tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings and therefore, South Carolina State University is committed to eliminating all risks of exposure to secondhand smoke by deeming its campus to be 100% smoke and tobacco free. This Policy covers all administrators, students, faculty, staff and visitors and includes all South Carolina State facilities, owned and/or leased regardless of location. More specifically, this policy will:

Policy
A. Smoking or the possession of lighted smoking material in any form is prohibited in all areas of any University building leased or operated under the control of the University. The only exception is when done as part of a legitimate theatrical performance. This
policy does not apply to buildings or portions thereof (including University housing facilities) which are leased by the University to other individuals, organizations or corporations for their use.

B. It will be the responsibility of the individual department heads to administer this policy for each building or area under his or her supervision.

C. Non-compliance with this policy may result in disciplinary action and subject the person to penalties provided for in the South Carolina Clean Indoor Air Act of 1990.

SOLICITATION AND DISTRIBUTION POLICY

No vendor, individual, or representative shall be permitted to contact or meet with employees during normal working hours nor will they be allowed to distribute literature or any materials during normal working hours except with the written approval of the University’s Human Resources Director as the President’s designee.

Only one representative of a parent company, agency, or organization shall be permitted to promote, solicit or service their products to University employees.

A written, detailed proposal describing the services, products, or programs to be offered must be presented to the Human Resources Director for review. If in the judgment of the Human Resources Director the service, product, or program could be beneficial to a significant number of University employees, the representative may be authorized to promote it. However, the University will not assume any responsibility as to the validity or reliability of the agency, vendor, company, representative, or individual, its services, products or programs.

When a program is authorized for presentation to University employees, the Human Resources Director or designee will provide the representative with an official letter outlining the date, time, and place of approved meeting.

Parameters for meetings and the distribution and posting of literature shall be defined by the Human Resources Director or designee.

Employees participating in solicitation activities in violation of this policy will be subject to disciplinary action.

The unauthorized solicitation of employees may result in the company or representative being denied future access to employees as provided under this policy.

STUDENT COMPLAINT PROCEDURES

To file an informal or formal complaint against another university student, service or department, follow the steps below to determine your next role in reporting a complaint/grievance to the SC State. Read completely, the Procedures for Complaint Resolutions, posted in the Student Policy Manual, before continuing with the process. If you are filing a complaint:
STEP 1: You may submit the online complaint form or obtain one from the Office of Judicial Affairs, located in Earl Hall.
STEP 2: File the complaint or grievance as “informal” or “formal”. If informal procedures are implemented and prove to be unsatisfactory, the complainant may institute formal procedures.
STEP 3: Submit the completed form to the Office of Judicial Affairs located in Earl Hall.
STEP 4: The Coordinator of Judicial Affairs will review the information provided. On all matters, this Office will either investigate the complaint or will send it directly to the Department that is authorized to address the concerns.

PROCEDURES FOR COMPLAINT RESOLUTION

In this policy a complaint or grievance is an allegation by a student that there has been, in an individual case, an arbitrary or discriminatory application of, or failure to act pursuant to the policies of the SC State in relation to students. The complaint should be a written statement submitted by a student about a matter that requires informal or formal consideration and resolution by the university in the terms set out in this policy. This policy applies to student complaints about any aspect of the learning process and the broad provision made by the university to support that process. This policy may not be used where the complaint can be dealt with under policies that provide a specific process for resolution of complaints such as Registered Student Organization constitutions, Sexual Harassment Policy, the Grade Appeal Process and other general grievance procedures as summarized in the Student Policy Manual and University Catalog.

Please Note: Academic matters should be routed through the Academic Affairs chain of command.

Rights and Responsibilities of Parties to a Student Complaint

Parties to a student complaint have the right to:
• be treated with courtesy at all times;
• a fair and timely investigation process:
• express their points of view without fear of recrimination;
• receive full information at all stages of the complaint process;
• be advised in writing of all decisions made in relation to the complaint;
• appeal the outcome as outlined in this policy. Parties to a student complaint have a responsibility to:
• treat all parties with courtesy at all times;
• respect the points of view of others;
• respect the rights of all parties to the complaint with the respect to confidentiality;
• in the case of the complainant, ensure that the complainant is made in good faith and complies with the Student Complaint Policy;
• provide full and accurate information to the person investigating the complaint;
• not take any action that may be regarded as an act of recrimination against any other party.

INFORMAL COMPLAINTS

Before making written complaints, students are encouraged to seek resolutions by discussing them informally with the relevant staff member who is most associated with the matter. A staff member with who a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally. A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the Office Judicial Affairs, located in Earl Hall. To obtain a form visit: http://www.Scus.edu/studentaffairs/officeofjudicialaffairs.aspx

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FORMAL COMPLAINTS

Where it has not been possible to resolve a concern informally, a student may make a formal complaint. A student who wishes to make a formal complaint must submit it in writing on the prescribed form. The written complaint must be submitted within one month after the occurrence of the action or matter unless the Vice President, Associate Vice President of the Division of Student Affairs or his designee agrees to receive it beyond this time frame. If the complainant prefers not to address the complaint to the person recommended it may be addressed to the Vice President for the area most directly related to the complaint that will address the complaint and make a decision in accordance with these procedures. If a complaint involves a Vice President, it should be directed to the President. The Vice President, Dean or Director who receives a student complaint must acknowledge it in writing within three working days. He or she must also lodge the complaint in the relevant college, department, or division office and must maintain a file of all documentation in relation to the consideration of the complaint. The Vice President, Dean or Director must ensure that any staff member named in the complaint receives a copy as soon as practicable. The Vice President, Dean or Director must consider the complaint in accordance with the principles of fair play and must ensure that all parties to the complaint are accorded the full benefit of those principles. The process may include meetings with relevant staff and/or the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a peer support person. To obtain a form visit: http://www.Scsu.edu/studentaffairs/officeofjudicialaffairs.aspx.

RESOLUTIONS OF COMPLAINTS

The Dean or Director must make a decision in relation to the complaint and must communicate his or her decision to the parties, within 28 days of receiving the complaint. If the complaint involves a university policy or procedure and if, in the opinion of the relevant Assistant Dean, or Director, the complaint has substance, the Dean or Director must arrange for the relevant policy or procedure to be reviewed, with a view to preventing a recurrence and ensuring continued improvement. If the resolution of the complaint involves a potential grievance for an employee, the Dean or Director must follow the appropriate procedures as outlined in the Employee or Faculty Handbook. If the Dean or Director does not have authority over the employee, then they may forward a recommendation for disciplinary action to the appropriate supervisor.

APPEALS

Any party to a student complaint who is dissatisfied with a decision under this policy may appeal to the Vice President for the area most directly related to the complaint. This appeal must be submitted in writing within two weeks of the letter communicating the decision. The Vice President will consider the relevant documentation and may, at his or her discretion, consult the Dean or Director who made the decision. The Vice President may also interview any parties to the complaint. If he or she determines that the complaint process has been conducted in accordance with this policy and the outcome is appropriate, the Vice President may dismiss the
appeal. Otherwise, he or she will decide to appeal in consultation with the relevant Dean or Director and any other parties. The Vice President will communicate his or her appeal decision in writing to the parties. The Vice President will also inform any staff members who are dissatisfied with a student complaint process of the steps available to them under the SC State, Human Resource Policy Grievance Procedures.

CONFIDENTIALITY

All students’ related information will be considered confidential and protected under FERPA (Family Educational Rights and Privacy Act). Records relating to employees and other records that do not include student information are not confidential.

The Office of Judicial Affairs is the custodian of all disciplinary actions on campus. Therefore, request of all documentation involving student complaints or grievances must be submitted in writing to the Office of Judicial Affairs.
The students at SC State; in order to achieve academic excellence and develop a spirit of cooperation on the campus, to afford development through self-expression, self-control, and leadership and to promote a closer understanding and more genuine cooperation between administration and students in all matters of general welfare, do unit in establishing an association representative of all undergraduate students and graduate students, and so accept for its government the following constitution.

ARTICLE I

Name of Organization and Membership

Section 1. The name of this organization shall be “The Student Government Association of SC State”.

Section 2. All registered undergraduate and graduate students of SC State are members of this body and such membership will be subject to all rules and regulations within this Constitution. Such membership shall have a voice and expression of its desires as set forth in this “Constitution and By-Laws”.

ARTICLE II

Executive Powers

Section 1. All executive powers herein granted shall be vested in the officers of the Student Government Association. The following are voting members of the Executive Board; Vice President, Business Manager, Corresponding Secretary, Recording Secretary, Miss SC State, Senator-at-Large, and the President in the event of a tie.

Section 2. The President of the Student Government Association shall:

- Preside over and represent the student body as an ex-officio member of the University Board of Trustees.
- S/he shall have the power to appoint any committee deemed necessary to further the administration of the Student Government Association
- Shall act as Chairperson of the President’s Cabinet.
- Power shall be vested in the President of the Student Government Association to call meetings of the student body and to call special meetings of the Student Senate.
The President of the Student Government Association shall have the power to call meetings of the student body and to call special meetings of the Student Senate.

If a bill remains unsigned for ten (10) days, the President will automatically veto it.

Section 3. The Vice-President of the Student Government Association shall:

- Assume the duties of the President in the event of the absence of the President or his/her vacating the post.
- The Vice-President shall be a member of the President’s Cabinet.
- The Vice-President shall serve as President Pro-Tempore of the Senate, a non-voting member of that body, voting only in case of a tie.

Section 4. The Recording Secretary of the Student Government Association shall:

- Keep an accurate record of all official meetings and detailed minutes of the executive branch of the Student Government Association.
- The Recording Secretary shall prepare minutes for review by the members of the President’s Cabinet no later than seven (7) calendar days following the meeting.
- The Recording Secretary will also maintain a permanent file of meeting records and minutes in the office of the Student Government Association.

Section 5. The Corresponding Secretary of the Student Government Association shall:

- Receive, prepare, and disseminate all correspondence concerning the Student Government Association.
- The Corresponding Secretary shall maintain an accurate file in the office of the Student Government Association of all communications received and sent.
- All official communication of the Student Government Association shall bear the signature of the President of the Student Government Association, unless otherwise designated by the president of the Student Government Association.

Section 6. The Business Manager of the Student Government Association shall:

- Monitor the expenditures and receipts in accordance with the approved budget of the Student Government Association.
- The Business Manager shall approve all requests for expenditures prior to the approval of the President of the Student Government Association and the advisor.
- The Business Manager shall prepare monthly reports of expenditures and receipts for review by the President’s Cabinet and the Senate.

Section 7. Miss SC State of the Student Government Association shall:
- Attend and represent the University community at all major events such as University convocations, receptions and various other events designated by the Office of Student Life & Leadership.
- Must Attend and assist in all major activities coordinated by the Office of Student Life & Leadership including but not limited to Homecoming, Freshman Orientation.
- Must attend all local, regional and national conferences and events related to University Kings and Queens.
- Must provide leadership to the Queen's Court and coordinate at least two (2) community service projects, which members of the court are required but other students will be invited to participate in.
- Serve as the official student hostess of the University.
- Coordinate events pertaining specifically to the Queen such as the Coronation and the University Pageant with the Office of Student Life & Leadership. All other activities as deemed necessary by the Office of Student Life & Leadership.
- Serve as a voting member of the SGA Executive Board.

**ARTICLE III**

Legislative Powers

**Section 1.** All legislative powers herein granted shall be vested in a Student Senate.

**Section 2.** The membership of the Student Senate shall include a maximum of twenty-eight (28) voting representatives, five (5) voting representatives shall be elected from each of the four (4) classes of the University; one (1) voting representative shall be elected at-large by the student body; one (1) President Pro- Tempore in the event a tie shall vote; two (2) voting representatives shall be elected by the Student Leadership Council, composed of presidents of registered organizations; two (2) voting representatives shall be elected by the International Students Association, and two (2) voting representatives shall be elected by the graduate student body.

**Section 3.** The Student Senate shall have the following officers:

**The Vice-President** of the Student Government Association shall be President Pro-Tempore of the Senate and shall be a non-voting member and vote only in case of a tie.

**Senator-At-Large** shall be elected each year from the membership of the general student body to preside over all Senate meetings. The Senator-At-Large of the Senate may call special meetings of the Senate. All bills, resolutions, and other documents which leave the Senate shall bear the Senator-At-Large’s signature before going to the President of the Student Government Association. The Senator-At-Large is the designated spokesperson for the Senate in all matters regarding its legislation and deliberations.

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The Secretary of the Senate who shall be elected each year from the members of the Senate for the purpose of keeping Senate records, taking minutes of the meetings, and performing any other duties deemed necessary.

The Assistant to the Secretary of the Senate shall be elected each year from the members of the Senate for the purpose of aiding the Secretary of the Senate shall serve as chairperson of the Senate Public Relations Committee for the dissemination of Senate information.

The Parliamentarian of the Senate who shall be appointed each year from the members of the Senate by the Senator-At-Large of the Senate concerning parliamentary procedures. The parliamentarian shall advise the presiding officer of the Senate on questions relating to parliamentary procedures.

Section 4. The Student Senate shall:

Consider matters, present papers, enact bills, pass resolutions, establish programs or direct letters pertaining to any subject found to be of concern.

Review and act upon all petitions for recognition of all student organizations who shall desire to be officially recognized by this University and establish rules governing these petitions.

Propose, by two-thirds vote of those present, amendments to this constitution.

Establish the following standing committees to be appointed by the Senator-At-Large from the membership of the Senate:

(i). Constitutional Review Committee
(ii). Organizational Review Committee
(iii). Public Relations Committee

Hold regular meetings of the Senate twice during each month of the academic session with dates and times of said meetings to be established at the first Senate meeting of the academic year.

Establish other rules and procedures for the operation of the Senate, including but not limited to attendance rules and voting by proxy, at the first Senate meeting of the academic year.

Provide for the compilation, publication, and dissemination of legislation in order that the Student Body may be informed. Impeachment will be by a majority vote of any officer of the Executive, Legislative, or Judicial Branch of the Student Government for malfeasance or serious abuse of authority, and try all impeachments provided no person shall be convicted without concurrence of the two-thirds of the total membership of this body.
A. Removal
1. The impeachment of an officer shall occur when a petition stating the charges against the officer, which is approved by a majority of the Senate, is filed with the Senator-At-Large.
2. Upon the filing of the petition the President shall investigate the charges as to their validity. If charges are against the President then the Senator-at-Large will conduct the investigation.
3. After investigation of the charges, the Judicial Board shall hold a hearing on the impeachment, at which time the impeached officer and the member who filed the petition may present their cases.
4. After the hearing, the total membership of the Senate shall vote on the removal of the officer, which shall require a two-thirds vote.

Have no power to restrict the freedom of expression of any student publication except on grounds of obscenity. If necessary, override the veto of the President of the Student Government Association by a two-thirds majority vote of the total membership.

Section 5. Maximum membership of the Student Senate shall be twenty-seven (28) members to include twenty-five (27) voting members as prescribed in Article III, Section 2 and the Vice-President of the Student Government Association who shall serve as President Pro Tempore of the Senate, voting only in case of a tie. All legislation passed by the Student Senate must bear the signatures of the Senator-At-Large, president of the Student Government Association, Director of Student Life and Leadership, Vice-President for Student Affairs, and President of the University. Some legislation may require approval of the University Board of Trustees to become effective.

ARTICLE IV

Student Government Association Judicial Board

Section 1. Membership
The Student Government Association Judicial Board shall be composed of one (1) student from each of the four classes of the University appointed by the President of the Student Government Association with approval of the Senate. One (1) faculty/staff member shall be appointed by the Vice President for Student Affairs upon the recommendation of the Vice President for Academic Affairs to serve as advisor and presiding officer at the proceedings of the Student Government Judicial Board.

Section 2. The Student Government Judicial Board shall have the authority to hear cases of alleged violations to the Student Code of Conduct as such cases are assigned to it by the Vice President for Student Affairs or a designee. This Judicial Board shall conduct all proceedings and impose sanctions in accordance with the policies and procedures as set forth in the Student Code of Conduct. This Judicial Board can
serve as an original hearing authority or as an appellate hearing authority. As an appellate hearing authority, this board hears cases appealed from the Residence Hall Association Judicial Board only. The Judicial Board shall also be responsible for giving interpretations of the Student Government Association Constitution.

**ARTICLE VI**

**Filing and Elections**

**Section 1.** The class officers for each class shall consist of President, Vice President, Secretary, Business Manager, Queen, and Parliamentarian. Within University guidelines, each class is an autonomous organization with its own constitution and rules of operation.

**Section 2.** The President shall have the power to call meetings of that class and to preside over said meetings. The President is the chief executive officer for the class.

The Vice President shall assume the duties of the President in the event of the President’s absence or vacating of the post of the President. The Vice President may also assume other duties as deemed necessary and appropriate.

The Secretary shall keep records of all meetings and minutes of all meetings on file. The Secretary shall also prepare, receive, and distribute and maintain on file all correspondence on behalf of the class.

The Business Manager shall prepare a budget of anticipated expenditures and receipts, issue vouchers, make purchases and monitor and provide reports regarding the general finances of the Class.

The Queen shall represent her class and serve as its official student hostess. The Queen shall represent her class as a member of the court of Miss SC State.

The Parliamentarian shall be appointed by the Class President from among the members of the class. The Parliamentarian shall serve as an advisor to the president officer concerning parliamentary procedures.

**ARTICLE VI**

**Class Executive Officers**

**Section 1.** All individuals filing to be elected as officers and class queens must have a cumulative minimum grade point average of 2.70, except first semester freshmen. Candidates for the position of Senator-At-Large, Miss SC STATE, Student Government Association Corresponding Secretary, Recording Secretary, Business Manager, Vice President, and President, however, must have a cumulative minimum grade point average of 3.00 at the time of filing.
a. While holding office, the Senator-At-Large, Miss SC STATE, Student Government Association Corresponding Secretary, Recording Secretary, Business Manager, Vice President, and President are expected to maintain a cumulative 3.0 grade point average. Student Government Association class officers are expected to maintain a 2.70 grade point average while in office. Failure to maintain the minimum cumulative grade point average will result in dismissal. Elections to fill any vacancy shall be carried out as stipulated in Article VII Section 4 of the Constitution.

b. At the time of elections, candidates for the offices of President of the Student Government Association and Vice President of the Student Government Association must have at least sophomore classification (rising junior) in accordance with the University’s Scholastic Regulations.

At the time of election, candidates for the offices of Senator-At-Large, Corresponding Secretary of the Student Government Association, Recording Secretary of the Student Government Association, and Business Manager of the Student Government Association must have at least freshman classification (rising sophomore) in accordance with the University’s Scholastic Regulations.

c. At the time of election, candidates for all class officers including class senators must have the appropriate classification to represent the class for which the candidate is seeking office (candidates for sophomore class offices must have freshman [rising sophomore] classification; candidates for junior class offices must have sophomore [rising junior] classification; candidates for senior class offices must have junior [rising senior] classification) in accordance with the University’s Scholastic Regulations.

d. At the time of election, candidates for the position of Miss SC State must have junior (rising senior) classification. Candidates for this position must be women who are active in extracurricular activities with demonstrated leadership abilities. Candidates for the position of Miss SC State must participate in the Miss SC State Pageant during the election period.

e. No said candidates for elected offices shall graduate prior to the expiration of the elected term and shall be required to sign an affidavit to this effect. This affidavit shall be kept in the Office of the Director of Student Life and Leadership for the duration of the candidate’s term in office.
Filing

Section 2. Filing for Student Government and class offices (except freshman class) shall be held during a one week period designated by the Election Board between February 15 and March 15.

The Election Board will stipulate the site(s), hours and procedures for filing.

Filing for an office does not imply automatic candidacy. Persons filing for office will be cleared for eligibility by the Department of Student Life and Leadership Program.

All persons filing for office will receive official written notification of eligibility prior to the beginning of the campaign period.

Filing for freshman class offices (including freshman class senators) will be held within the first two weeks of the fall semester. The meeting shall be called and presided over by the President of the Student Government Association. The filing process conducted during the meeting shall be under the direction of the Election Board.

Persons wishing to offer themselves as candidates for office are expected to complete the required procedures for filing during the designated period. Any persons who do not file as a candidate for an office during the designated period must be considered as a write-in candidate.

No person can file as a candidate for more than one (1) office in both the Student Government Association and Campus Activities Board.

Campaigning

Section 3. The official campaign period for student elections shall be designated by the Election Board.

No distribution of literature and/or participation in activities designed to solicit votes or support for a particular candidate is allowed except during the designated campaign period.

Persons declaring themselves as write-in candidates are not eligible to participate in speeches, debates, pageants, or any other activities associated with elections conducted by the Election Board. Persons declaring themselves as write-in candidates will be allowed to post fliers and distribute other campaign literature declaring their candidacy.

Other campaigning regulations and procedures will be outlined by the Election Board.
Elections

Section 4. a. Elections for class officers, senators (except freshman class officers and senators), Student Government Association executive officers, and Miss SC State shall be held on a Tuesday between March 15 and April 15 as stipulated by the Election Board.

b. Election of freshman class officers and senators representing the freshman class shall be held on a Tuesday between September 1 and September 15 as stipulated by the Election Board.

c. The Election Board shall be responsible for the enforcement of the following rules governing elections:

Voting shall be according to prescribed procedure.

The polls shall be open for a minimum of eight (8) hours on the day of the election.

Counting and tabulation of votes shall be conducted by the Election Board under the supervision of the Director of Student Life and Leadership Programs or a designee immediately after the polls are closed. No counting or tabulation shall occur prior to the close of the polls. A majority of the members of the Election Board must be present during the counting and tabulation of votes.

d. No election official shall attempt to influence a voter while on duty.

No one shall attempt to solicit votes for any candidate within the immediate vicinity of the polling area.

e. An office shall be filled by the qualified candidate who receives the greatest number of votes. In the case of a tie, a run-off election will be held no later than two (2) weeks after the original election. In the case of a run-off, the Election Board will announce the date of the run-off election within forty-eight (48) hours of the counting of the votes.

f. Unofficial election results will be posted within twenty-four (24) hours after the polls have been closed. However, election results are not considered official until the results are certified by the Election Board and the Director of Student Life and Leadership Programs or a designee.

g. If ballots are used, said ballots shall be placed in the Department of the Director of Student Life and Leadership Programs or designee for a period of forty-eight (48) hours. At any time during this period, any student may request and receive a
recount of votes for any office. This request must be received in writing by the Chair of the Election Board.

All duly certified elected officers shall assume their positions as of the first day of May.

h. In the event of a vacancy in the office of President of the Student Government Association, the Vice President shall be declared President by the Vice President of Student Affairs or designee.

In the event of a vacancy in the offices of Vice President, Corresponding Secretary, Recording Secretary or Business Manager of the Student Government Association, the President of the Student Government Association shall immediately initiate proceedings for a special election to fill the vacancy.

In the event of a vacancy in the office of Miss SC State, the Student Senate shall immediately appoint the candidate from the election receiving the next greatest number of votes.

In the event of a vacancy in the Senate, the body represented by the vacant position shall immediately appoint a member of that body to fill the vacancy. If said appointments are not made within four (4) weeks after the vacancy occurs, the Senator-At-Large shall assume the authority to appoint a member of the represented body to fill the vacancy.

ARTICLE VII

Amending the Constitution

The Constitution may be amended through legislation introduced in the Student Senate. It must be passed by a two-thirds majority vote of that body present.

ARTICLE VIII

Ratification

Ratification of the Constitution shall be accomplished by the approval of three of the four (3/4) classes.

ARTICLE IX

Rules

Section 1. Robert’s Rules of Order shall be the accepted guide on parliamentary procedure.

Section 2. The U.S. Constitution and the case law pertaining hereto shall be the accepted source for questions that may arise on any matter not explicitly stated in this Constitution and By-Laws.

REVISED 2/19/2010
BYLAWS OF THE SC STATE STUDENT GOVERNMENT ASSOCIATION
adopted Fall 2009

Article 1

Expectations

Section 1. The Executive Branch of the Student Government Association shall work cooperatively with the Student Leadership Council, composed of all Presidents of registered undergraduate student organizations. The Student Leadership Council shall advise the Executive Branch of the Student Government Association regarding concerns of its member organizations and shall provide information regarding program plans of its member organizations in an effort to avoid scheduling conflicts and duplication of efforts.

Section 2. There shall be included in the Executive Branch of this organization the following administration agencies:

The Election Board
The Program Committee
The Publicity Committee

Section 3. The Election Board shall be chaired by a student appointed by the President of the Student Government Association, with approval of the Student Senate. All elections shall be under the direction of this Board in accordance with the regulations set forth in this constitution and prescribed by the Student Senate.

Section 4. The Program Committee shall be chaired by a student appointed by the President of the Student Government Association, with the approval of the Student Senate. This committee shall plan and implement programs, activities, and other initiatives on behalf of the Student Government Association in conjunction with the Campus Activity Board.

Section 5. The Publicity Committee shall be chaired by a student appointed by the President of the Student Government Association, with the approval of the Student Senate. This committee shall disseminate all information concerning the Student Government Association and its programs and initiatives.

ARTICLE II

Miss SC State

Section 1. Candidates for the position of “Miss SC State” must participate in the Miss SC State Pageant during the election period.
Section 2. The election of “Miss SC State” will be determined by three (3) components. The three (3) components to the election of Miss SC State are speech, pageant, and vote percentiles.

The speech given by the candidates for Miss SC State will count 25 percent towards their overall election to be Miss SC State. The speech will be evaluated by the reigning SC State, the Director of Student Life and Leadership, the Vice President of Student Affairs or designee, and a designated faculty member from the Department of Speech Pathology and Audiology. An average will be taken of the scoring of the judges from each candidate. The delivery (5 pts.), articulation of the candidate (10 pts.), and the substance of the speech (10 pts.) will be evaluated for a maximum of 25 points per candidate.

The pageant for the candidates for the position of Miss SC State shall count 25 percent towards the overall election of Miss SC State. The pageant will be judged on points in response to question (5 pts.), talent (10 pts.), and presence [the candidate's personality or self confidence as she graces the stage] is worth (10 pts), and will be evaluated for a maximum of 25 points per candidate. An average will be taken of the scoring of the judges for each candidate. The panel of judges will consist of the First Lady of the University, a designated faculty member from the Department of Visual and Performing Arts, the Miss SC STATE from the graduating class four (4) years ago, and the governing Student Government Association President. If the Miss SC STATE from the graduating class four years ago is unavailable, then the Miss SC STATE from the previous year will substitute.

The votes for each candidate by the general student body on Election Day will be counted as 50 percent towards her bid to be Miss SC State. The candidate who receives the highest percentage of total votes shall receive a point score equivalent to 50 points. All other vote percentiles will thus proportionately be weighted against this maximum score.

With combined scores from the speech, pageant, and vote, Miss SC State shall be elected.

ARTICLE III:
Jurisdiction
This document shall be an attachment to the Student Government Association Constitution for the duration of its official life but shall be superseded by the Constitution in the event of any conflicts.

ARTICLE IV:
Adoption
This document shall take effect upon its approval by a two-thirds vote of the Executive Board and shall expire on July 1, 2010.
DEFINITIONS

**Accused Student** – an individual who is charged with committing a violation of the Code of Conduct.

**Adviser** – any member of the faculty, staff or student body of the University can serve as an adviser. The role of the advisers is to give assistance, and they may not question nor address anyone other than their advisee. An adviser may not be an attorney or someone who attends law school.

**Assessment/Fine** – a forced monetary compensation appropriate to the violation, including a motor vehicle violation.

**Charges and Specifications Letter** – states the alleged misconduct and the state the date and time for a pre-hearing meeting and/or a hearing.

**Cheating** – intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise; helping or attempting to help a student commit an act of dishonesty, including buying, selling or transmitting a copy of any examination or test before it shall have been administered and allowing another to copy information during an examination or other academic exercise.

**Class Day** – any day in which regularly scheduled classes are in session.

**Community Service** – a sanction involving work on a particular task or tasks for a specified number of hours.

**Complainant** – the party that files the complaint against a student.

**Disciplinary File** – the student discipline record maintained by the assistant vice president for student affairs or designee.

**Disciplinary Probation** – the placing of a student on social and behavioral restrictions for a specified length of time or until a stated condition is met. Further violations of regulations will result in consideration of his or her suspension from the University.

**Educational Sanctions** – mandatory participation in a specific educational program, work assignment or the completion of a research assignment. The student is responsible for all related expenses.

**Expulsion** – permanent separation of the student from the University.

**Faculty member** – any person hired by the University to conduct classroom activities.

**Hearing** – a hearing before the University hearing officer in which the complainant and the accused student have the opportunity to present testimony, evidence and arguments. A determination as to finding the accused student responsible or not responsible will be based upon evidence presented at the hearing and, if the accused student is found responsible, appropriate sanctions will be levied.

**Hearing Officer** – the designated individual who has authority to conduct hearings on charges of alleged offenses as related to student conduct; for the investigation of grievances of all members of the University community in matters pertaining to University services, employee-student relations; and for the adjudication of contested violations of University motor vehicle regulations.

**Hearing Waiver Form** – a form whereby the student who pleads responsible waives his or her right to a hearing and accepts the sanction(s) offered by the assistant vice president for student affairs or designee; or pleads no contest and accepts the sanction(s).
Incident Report – an accusation in written form which must be signed by an individual indicating that he or she has first-hand knowledge or strong reason to believe that a student has committed an offense.

Loss of Privileges – denial of specified privileges for a designated period of time.

Member of the University Community – any person who is a student, faculty member, University official or any other person employed by the University.

Office of the Assistant Vice President – the administrative office of the University that is responsible for the efficient and fair operation of Student Discipline.

Plagiarism – intentionally or knowingly using written or oral source of another in an academic exercise without proper identification of the source(s).

Policy – the written regulations of the University as found in, but not limited to, the SC State Student Handbook.

Reprimand – an official written statement to the student that he or she has violated a University regulation. It is a warning that further misconduct may result in a more severe suspension.

Residence Hall Expulsion – permanent separation of the student from the residence halls.

Residence Hall Suspension – separation of the student from the residence halls for a specified length of time, after which the student is eligible to return.

Restitution – forced compensation to the University or, in the case of private property, to the owner who has suffered the loss. This sanction is applied in cases involving damages to or theft of University or private property.

Sanction – a penalty imposed upon a student after he or she either has admitted being responsible or has been found responsible by the hearing officer of having committed a violation of the Code of Conduct.

Staff Member – any University employee performing employment responsibilities, excluding faculty and administrative personnel.

Student – all persons taking courses at the University, both full-time or part-time, whether they reside on campus or commute. Persons who are not officially enrolled for a particular semester but who have a continuing relationship with the University are considered “students.”

Subpoena – a letter of notice to the accused student stating that his/her hearing will be held on a specified date, time and location.

Summary Suspension – students are temporarily removed from (not allowed on) campus pending a disciplinary hearing and a decision by the University hearing officer, unless special permission is given by the assistant vice president for student affairs or designee.

Suspension – forced withdrawal from the university for a stated period of time, after which readmission will be allowable. Suspension may extend for the remainder of the current semester or more semesters or until a specified condition is met.

University – means SC State.

University-owned or controlled property – all land, buildings, facilities and other property in the profession of or owned, used or controlled by the University.

Written Notice of Hearing – the formal written notification of the date, time and place of the hearing.