

**University of South Carolina Lancaster  
Student Handbook  
2011-2012**

University of South Carolina Lancaster  
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*Important note:  
Dates and other information in this handbook are subject to change.*

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## Message to the Students of USC Lancaster

On behalf of the University of South Carolina Lancaster, let me take this opportunity to welcome you to the campus. I am confident that you will find that you have made a positive decision to start your university career here. We are blessed with an excellent faculty and staff whose primary concern is your success. Our facilities are first rate and continue to improve. We enjoy the support of the citizens of our service area, the business community and the legislative delegation. You are privileged to be counted among the academic community at USCL.

But remember that no privilege comes without its duties. You are expected to contribute to the academic and cultural life of this campus by class attendance and participation, by attendance at our cultural events, and by giving back to the Lancaster community in the form of service. As a campus we emphasize these responsibilities and as a student you will be expected to play a major role.

Don't forget to enjoy your time with us. These are years that you will remember for the rest of your life as a time of change and learning, but also as a time of fun and excitement. I look forward to meeting each of you and I encourage you to tell me of any problems that you might encounter.

Good luck and best wishes.

John Catalano  
Dean of the University of South Carolina Lancaster

## **University of South Carolina Lancaster**

### **General Education Goals**

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

#### **Communication Skills**

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

#### **Critical Thinking**

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

#### **Cultural Literacy**

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

#### **Student Development**

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

## ACADEMIC CALENDAR

*The following calendars were correct at the time of publication of this handbook; however, dates are subject to change. Please consult the Master Schedule of Classes each semester for the most recent dates.*

### *Fall Semester 2011*

	Fall 2011	Fall I	Fall II
Registration	August 15 & 16	August 15 & 16	October 19
Classes Begin	August 18	August 18	October 24
Last day to register, change schedule or drop a class without a grade of "W"	August 24	August 22	October 25
Last day to submit BAIS, BLS, and BOL graduation applications	August 30	NA	NA
Labor Day (No Classes)	September 5	September 5	NA
Last day to order Diploma	September 15	September 15	NA
Last day to drop a course or withdraw without a grade of "WF"	October 13	September 14	November 15
Fall Break	October 20 & 21	NA	NA
Thanksgiving Holiday (No classes)	November 23 -27	NA	November 23-27
Last day of class	December 2	October 10	December 13
Reading Day	December 3	NA	NA
Final Exams	December 5-12	October 11 & 12	December 14 & 15
Grades Due	December 16	October 17	December 16

## *Spring Semester 2012*

	Spring	Spring I	Spring II
Registration	January 4 & 5	January 4 & 5	February 29 & March 1
Classes Begin	January 9	January 9	March 12
Last day to register, change schedule or drop a class without a grade of "W"	January 13	January 12	March 14
Dr. Martin Luther King, Jr. Service Day (No Classes)	January 16	January 16	NA
Last day to order Diploma	January 30	January 30	NA
Last day to drop a course or withdraw without a grade of "WF"	February 27	February 2	April 4
Spring Break	March 4-11	NA	NA
Last day of class	April 23	February 27	April 26
Reading Day	April 24	NA	NA
Final Exams	April 25-May 3	February 28 & 29	May 1 & 2
Grades Due	May 7	March 5	May 7
Commencement	April 28	April 28	April 28

## *Maymester 2012*

Registration	May 3
Classes Begin	May 7
Last day to register, change schedule or drop a class without a grade of "W"	May 7
Last day to drop a course or withdraw without a grade of "WF"	May 15
Last day of class	May 24
Final Exams	May 25
Grades Due	May 29

## ***Summer I and II 2012***

	Summer I	Summer II
Registration	May 24	June 28
Classes Begin	May 28	July 2
Last day to register, change schedule or drop a class without a grade of "W"	May 28	July 3
Last day to order Diploma	June 12	NA
Last day to drop a course or withdraw without a grade of "WF"	June 8	July 16
Last day of class	June 25	July 31
Final Exams	June 26 & 27	August 1 & 2
Grades Due	July 2	August 6

## **THE CAROLINIAN CREED**

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

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

As a Carolinian...

I will practice  
personal and academic integrity;

I will respect  
the dignity of others;

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

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

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

## STUDENT LIFE

### •Student Life Statement

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

### •Commencement and Other Formal Ceremonies

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

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

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

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

## ACTIVITIES AND ORGANIZATIONS

- **Black Awareness Group** <http://usclancaster.sc.edu/studentlife/BAG/index.html>  
The Black Awareness Group (B.A.G.) of USC Lancaster provides an opportunity for all students to plan and to participate in functions and activities directed toward promoting and creating a better understanding of African American culture and its great heritage.
- **Campus Crusade for Christ** <http://usclancaster.sc.edu/studentlife/ccf.htm>  
Campus Crusade for Christ exists to provide regular opportunities to study, discuss the Bible, worship, and pray in a group setting. The group setting is intended to encourage fellowship, support, and spiritual development among members. All USCL students, faculty, and staff are welcome to attend meetings.
- **Chemistry Club** <http://usclancaster.sc.edu/studentlife/chemclub/index.html>  
The Chemistry Club is a student-run organization seeking to foster appreciation for chemistry and the sciences through meetings, volunteer events, field-trips, lectures, socials, and activities with students and faculty at all levels of the education systems. The purpose of the chemistry club is to raise public awareness and to stimulate interest for chemistry and the sciences with chemistry demonstrations and through interactions with high school and undergraduate students, children of all age groups, and adults.
- **College Democrats**
- **Delta Link Student Organization** <http://usclancaster.sc.edu/studentlife/delta/index.html>  
In partnership with the Alumnae Chapter of Delta Sigma Theta Sorority, Inc., Delta Link is an organization that provides mentoring, academic support and higher educational opportunities for ALL young females enrolled at the University of South Carolina Lancaster. Delta Link meets twice a month on Thursdays in the Trio Resource Learning Center. All females of various ethnic groups and backgrounds are encouraged to join the organization.
- **Lancaster Players** <http://usclancaster.sc.edu/studentlife/players/index.html>  
USCL's theater group open to all majors. Lancaster Players usually presents two major performances per year, one in the fall and one in the spring.
- **Math Club** <http://usclancaster.sc.edu/studentlife/mathclub/Home.html>  
The Math Club is an organization for USCL students who are interested in mathematics. Members are actively engaged in doing math, either through doing community service, competing in national math contests, or doing research. Members with high GPAs are inducted in the national mathematical honor society Mu Alpha Theta.
- **Outdoor Recreation Club** <http://usclancaster.sc.edu/studentlife/outdoorclub/index.html>  
The Outdoor Recreation Club introduces USCL students to the great outdoors through hiking, backpacking, kayaking, canoeing, and white water rafting. The group is open to trip suggestions.
- **Psychology Club/Psi Beta** <http://usclancaster.sc.edu/studentlife/psycclub/index.html>  
<http://usclancaster.sc.edu/studentlife/psibeta/index.html>  
The Psychology Club and Psi Beta are student organizations open to all students whom are pursuing a degree or have an interest in psychology as a career or discipline.
- **Spanish Club**
- **Campus News**  
*Campus News* is a weekly newsletter containing information about campus events. The newsletter prints official communications, as well as commentaries on information prepared by USCL students,

faculty or staff members. Student participation in this publication is strongly encouraged. Copies of the *Campus News* are distributed on Mondays and can be found in the Starr Hall Student Center, Medford Library, and other locations on campus. The weekly deadline for submissions is Wednesday at 12 noon.

- **Intramurals/Informal Recreation** <http://usclancaster.sc.edu/studentlife/rec.htm>  
Intramural and club sports activities at USCL afford students the opportunity to enjoy athletic competition. The intramural program provides both team and individual events. Clubs and organizations on campus are encouraged to enter representatives in these activities. The Gregory Health & Wellness Center provides students, faculty, and staff with a variety of informal recreational activities including swimming, racquetball, volleyball, jogging, weight training, indoor soccer, and basketball. Students receive membership at the Center at no additional cost.
- **Omega Scholars** <http://usclancaster.sc.edu/studentlife/omega/index.html>  
Omega Scholars is an organization with the distinct goal of providing mentoring, academic support and leadership skills to all males enrolled at USC Lancaster. Bi-monthly mentoring sessions are held that address academic preparedness, financial awareness, personal goal setting, leadership skills and cultural concerns. The ultimate goal of Omega Scholars is to enhance academic achievement, improve retention and increase enrollment of male students at USC Lancaster. For more information contact Mrs. Thelathia Bailey at 313-7042.
- **Peer Advisors at Lancaster (P.A.L.s)** <http://usclancaster.sc.edu/studentlife/PALS/index.html>  
The P.A.L. program is designed to acquaint students, parents, and visitors with USC Lancaster's campus and its services. Peer Advisors are chosen from the student body, and they work closely with the Orientation Director, faculty members, staff and administrators during various projects and events. Their most important duty is to provide support to faculty, staff and students during Orientation. Peer Advisors receive a stipend in both fall and spring semesters, as well as extensive leadership training. Peer Advisor applications are available in the Fall. Selection of Peer Advisors is completed by December.
- **Rotaract** <http://usclancaster.sc.edu/studentlife/PALS/index.html>  
Rotaract is an international program for students who want to make a difference. The USCL Rotaract Club is sponsored by the two Lancaster Rotary Clubs. Rotary International is an association of more than 31,000 Rotary Clubs made up of over 1.2 million service-minded business and professional leaders in 167 countries. Rotaract is an opportunity for service-minded students to network with international business and professional leaders. Today there are more than 7,600 Rotaract Clubs in 158 countries. Rotaract clubs enable students to grow personally and professionally, address community needs and promote international understanding through friendship and service.  
Past Rotaract activities have included:
  - Annual Fall Barbeque with the Lancaster Children's Home
  - Fall Tailgate Party at a USC football game
  - International Festival (Spring)
  - Relay for Life (American Cancer Society)
  - Sponsor of the USCL Rotaract Alumnus Award
  - Principals' Choice AwardsMeetings are held the first and third Wednesday of each month at 12:15 pm.
- **Social and Cultural Events**

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

- **Travel Study**

Travel the world with USCL's study abroad program. Trips generally depart in May, and students will receive Maymester course credit for their participation. Please see the following website for up to date information <http://usclancaster.sc.edu/travelstudy/index.html>.

- **Student Government Association** <http://usclancaster.sc.edu/studentlife/sga.htm>

The Student Government Association (SGA) is composed of all registered students of the University of South Carolina Lancaster. Upon payment of semester fees, membership in the organization is automatic. Members of the SGA are elected by the student body in two separate elections held in fall and spring. Officers and representatives of SGA work closely with the administration and faculty to represent student interests and viewpoints. The SGA provides various programs and functions throughout the year, charters clubs and organizations, and prepares, submits, and administers the budget for student clubs, organizations, publications, and athletics. SGA meetings are held on a bi-weekly basis and all students are welcome to attend.

- **Veterans Association**

- **Student Government Association Constitution**

The University of South Carolina Board of Trustees and the Lancaster County Higher Education Commission are by law the governing boards of the University of South Carolina at Lancaster, and this constitution in no way abrogates or limits the authority of these boards in matters of governance.

**THE PREAMBLE**

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

**ARTICLE I: THE ESTABLISHMENT OF STUDENT GOVERNMENT**

Section 1.

**Name**

The name of this organization shall be the Student Government Association of USC Lancaster, to be henceforth designated as SGA.

Section 2.

**Jurisdiction**

All full-or part-time students registered at USC Lancaster shall be members of the Student Body and shall be subject of this constitution and its bylaws, The Student Government Statutes.

Section 3.

**Franchise**

All students registered at USC Lancaster shall be entitled to vote in special and general elections of the Student Government Association.

**ARTICLE II. THE EXECUTIVE BRANCH**

Section 1.

**Executive Powers**

All executive powers of the Student Government shall be vested in a President, a Vice-President, a Secretary, and a Treasurer, hereby known as the executive officers, who shall be elected in a manner provided for by SGA statute.

#### Section 2.

##### Duties and powers of the President

The President of the Student Government shall:

1. Serve as presiding officer of SGA and vote only in the case of a tie.
2. Uphold the Constitution of the SGA and administer all regulations established in Student Government Statutes.
3. Have the power to veto or sign acts of the Student Government, provided that he/she exercises that power within six school days of passage.
4. Call special sessions of SGA.
5. Nominate, with approval of the SGA, a cabinet of such officers as he/she may deem necessary, other Student Government officers whose appointments shall be established by Statute, and all committee chairmen. The SGA may vest the power of appointment of any other officer as it thinks proper in the President.
6. Remove any officer whom he/she has appointed to any executive position by majority vote of the SGA.
7. Act as the official representative of the SGA.
8. Coordinate the activities of the cabinet officers and the various executive committees and approve all policies made by them.
9. With the assistance of the Secretary and Treasurer, provide for the preparation of a proposed year's budget to be submitted in writing to the SGA and the Administration for their approval
10. Ask members of the SGA and students to attend meetings related to school affairs.

#### Section 3.

##### Duties and Powers of the Vice-President

The Vice-President of the Student Government shall:

1. Serve in lieu of the President of the Student Government in his/her absence or disability and communicate all acts and resolutions of the SGA to the President of the SGA which are passed during his/her absence.
2. Appoint a member of all standing SGA committees.
3. Succeed to the Office of President of SGA should it become permanently vacated.

#### Section 4.

##### Duties and Powers of the Secretary

The Secretary of the Student Government shall:

1. With the help of the Treasurer, record all receipts, expenditures, and appropriations of monies from Student Government. These records shall be public and subject to audit as the Student Government may provide.
2. Maintain the official Student Government Archives.
3. Be responsible for sending and receiving official Student Government directives.
4. Be responsible for seeing that the library system has official copies of all Student Government directives
5. Act as Secretary to the President of SGA.

#### Section 5.

##### Duties and Powers of the Treasurer

The Treasurer of the Student Government shall:

1. Have access to all financial records of any student organization which receives monies from Student Activity fees.
2. With the help of the Secretary, record all receipts, expenditure, and appropriations of monies from Student Government. These records shall be public and subject to audit as the Student Government may provide.
3. Render a financial report when requested by the SGA.
4. Be responsible for presenting the SGA budget for the summer and each semester for approval by the SGA before putting the budget into effect.

Section 6.

Duties and powers of the Sophomore and Freshmen Representatives.

The Sophomore and Freshmen Representatives of the Student Government shall:

1. Bring ideas to Student Government from students.
2. Assist the SGA in passing laws and in making decisions.
3. Have the right to introduce new legislation.
4. Be willing to serve in assisting the SGA in any capacity.

Section 7.

Term of Office

The President, Vice-President, Secretary, and Treasurer of Student Government and all officers appointed by them in the executive branch shall maintain in good conduct their respective offices for a term of one year from the inauguration of the President in the spring to the inauguration of the new President the following spring.

### ARTICLE III. LEGISLATIVE POWERS

Section 1.

Legislative Powers

The legislative power of the Student Government shall be vested in SGA. The SGA shall be the supreme legislative body of the students and its statutes shall have binding effect on all other student governmental bodies.

Section 2.

Composition of the SGA

Composition of the SGA will be as follows:

- A. The executive officers: President, Vice-President, Secretary, and Treasurer
- B. Class Representatives
- C. Representatives from all chartered clubs and organizations, as designated by that organization

Section 3.

Election of Class Officers

- A. The election of Student Officers shall be done according to statute.
- B. Any vacancies in the SGA will be filled by appointment by the President and members of the SGA. The appointees must meet electoral requirements of that area.
- C. The members of SGA and all officers appointed by them in the legislative branch shall maintain in satisfactory conduct their respective offices for a term of one year from the date of their respective inauguration.

Section 4.

Duties and Powers of the Student Government

The SGA shall, in accordance with this constitution:

- A. Have the power to make rules and regulations governing the non-academic conduct of the Student Body subject to approval by the Dean.
- B. Have the power to make rules and regulations in academic areas with the approval of the faculty.
- C. Enact, by majority vote, bylaws to this constitution, to be known as the Student Government Statutes.
- D. Propose, by two-thirds vote, amendments to this constitution.
- E. Provide for the compilation and publication of SGA proceedings to insure that the student body is informed.
- F. Ratify all appointments made by the President of the Student Body by a majority vote.
- G. Establish its own meeting time and rules of procedure using Robert's Rules of Order as a guideline.
- H. Hear the President of the SGA as directed in Article II, Section 2, subsection 5 or by SGA rules, and consider bills or resolutions offered by him.
- I. Allow only Student Officers and the Student Minority Affairs Leader to serve in the Student Government and allow no proxies, substitutes, or alternates to act in place of elected Student Body Officers.
- J. Open all meetings to the public unless designated by the President of the SGA or by a majority vote of that body, as an executive session.
- K. Allow non-members to address the Student Government upon the request of an individual or group to speak.
- L. Provide for the holding of a referendum on pertinent issues to the Student Body.
- M. Have the innate power to hold impeachment proceedings against any officer of the SGA on grounds of misconduct or neglect.
- N. Have the power to approve and review the budget of the SGA acting in collaboration with the Treasurer.
- O. Have the power to charter, upon approval of the Dean, all groups of student who present a constitution, a list of officers and members. Charters may be revoked by SGA statute and such revocations shall automatically be subject to review by the Dean.
- P.
  1. Any officers of the Student Government may be impeached.
  2. The President of SGA shall preside over the SGA during the impeachment proceedings, except in cases where charges have been brought against him/her, whereupon the next-ranking officer of Student Government shall preside. The SGA shall in the event of an impeachment proceeding determine the guilt or innocence of the accused. The quorum for an impeachment proceeding shall be 75% of the total membership of the Student Government. If the accused is found guilty by  $\frac{3}{4}$  vote of the Student Government, he/she is declared by the presiding officer to no longer be entitled to use the title or execute the duties of the office from which he has been impeached. In the event the accused is found guilty, the presiding officer shall be responsible to fill the vacancy within two weeks. There shall be no appeal of impeachment by the SGA.
- Q. The SGA will have the power to determine dress codes for USC Lancaster students with the approval of the Dean.
- R. It will be the duty of the SGA to provide means of an election from which Mr. and Ms. USCL will be chosen. This pageant will be held no later than the second week in November. DOES THIS NEED TO BE REMOVED

#### ARTICLE IV. ELECTIONS AND QUALIFICATIONS

Section 1.

Offices to be filled under the Student Government Constitution, qualifications for office, and method of election.

- A. The following elective and appointive offices shall be designated as executive offices:
1. President of the Student Government should have earned at least 15 hours at USC Lancaster at the time of inauguration.
  2. Vice-President of the Student Government should have earned at least 15 hours at USC Lancaster at the time inauguration.
  3. Secretary and Treasurer of the Student Government should be a Freshman at USC Lancaster at the time of inauguration.

Section 2.

- A. All candidates for Sophomore and Freshman Representative must have earned prior to the time of their inauguration the following number of semester hours credit:

Freshman standing	0 hours
Sophomore standing	12 hours

- B. Any full-time student carrying at least a minimum load may be a candidate for or hold office. No students shall be candidates for or hold more than one major office.

Section 3.

Time of elections

- A. The Spring election is to be held the second week of March. The exact date will be established by the SGA. The following elective offices will be filled on that day:
1. President of the SGA
  2. Vice-President of the SGA
  3. Secretary of the SGA
  4. Treasurer of the SGA
  5. Sophomore Representatives of the SGA
- B. The fall election is to be held the first week of October after the start of the fall term. The exact date will be established by the SGA statute. The following elective offices will be filled on that day:
1. Freshman Representatives of the SGA
  2. Other offices that were not filled the previous spring

Section 4.

Procedures for Nominations and Elections

- A. Procedures for nominations and elections will be determined by SGA.
- B. Election officials will be appointed by the student vote for the SGA. These officials shall not hold any other Student Government office or be a candidate for any other Student elective office
- C. Each candidate will be responsible for knowledge of the qualifications for the office which he seeks, and election rules as established by SGA.
- D. All elections shall be conducted by secret ballot.
- E. In spring and fall elections, to be elected, a candidate must receive a plurality of the votes cast in the first election. In the case that no candidate shall receive a plurality, there shall be a run-off election on a day designated by the Election Committee within 14 days after the first election, upon approval by a majority vote of the Student Government. Those candidates receiving a majority in the run-off shall be declared elected.
- F. In a general election, candidates must receive plurality to be elected.

ARTICLE V. ANNUAL AND PERIODICAL PERSONNEL SELECTION

Section 1.

Advisor Appointment

A. Advisors will be appointed by the Dean

ARTICLE VI. AMENDMENTS

Amendments to this constitution may be proposed by a two-thirds majority vote of the SGA or by a petition signed by not less than ten percent of the Student Body. A proposed amendment shall become effective when ratified by a two-thirds majority of those voting in a campus-wide election. All amendments shall be voted on within 60 days after being proposed. Any proposed amendments must be made public not less than 14 days before the election in which it is to be considered.

ARTICLE VII.

Section 1.

Amendment One

The Student Government Association Council, consisting of all other SGA members except the President, may by a  $\frac{3}{4}$  majority vote override a President's veto within six school days of the veto.

## SERVICES

- **Academic Success Center**

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

Nebraska Book Company owns and operates USC Lancaster's Bookstore and Campus Shop. Bookstore policies are available in the bookstore. Also available online at <http://www.cbamatthews.com/usclanc/>
- **Counseling Services**

All currently enrolled students are eligible to be seen at USC Lancaster's Counseling Services. The goal of Counseling Services is to assist students in clarifying and resolving issues of personal, educational, and career concerns. All counseling is conducted in a confidential setting providing students the opportunity to explore and evaluate information central to the helping process. Counseling Services is located in Bradley 128. Students may come in to schedule an appointment or call Counseling Services at 313-7112.
- **Disability Services**

USC Lancaster provides services to students with physical, emotional, psychological and learning disabilities. Disability Services at USC Lancaster operates under the provisions of the Americans with Disabilities Act (ADA). Requesting services from USC Lancaster's Office of Disability Services requires several steps, which vary based on the type of disability a student has. An overview of the services offered to disabled students can be found at <http://usclancaster.sc.edu/ODS/index.html>. Disabled students should contact the Counseling Center at (803) 313-7448 for further information.
- **Gregory Health & Wellness Center**

USC Lancaster's Gregory Health & Wellness Center, located through the wooded area beside Hubbard Hall, offers free membership to all students at USCL. Students must present proof of class enrollment at the Center office in order to obtain an access card. This card must be presented at the entry desk at each admission to the facility, including classes. The Center features a collegiate sized basketball court, handball and racquetball courts, and a 25-meter swimming pool. Students also have access to an indoor walking and jogging track, Nautilus, cardiovascular, free weight equipment and recreation classes. Most of the physical education courses at USCL are offered at the Center.
- **Health Services**

The University provides various services related to the prevention and treatment of chronic diseases, injuries and disabilities for the local community. The services are also available to the

academic community, including students, faculty and staff. The services stress education and the development of decision-making skills relative to preventive medicine and wellness. Included are physical therapy, cardiopulmonary rehabilitation and diabetes education. Other services will be made available as needs are determined and funds are available. Details regarding any of the services may be obtained from the Health Services office. Research is an ongoing process at the Center in the areas of nutrition, physical activity, diabetes, neuromuscular function and children's health, growth and development.

Services Currently Available

- Blood Pressure Screening and Follow-up
- Cholesterol Screening and Follow-up
- Total Lipid Profile
- Nutritional Counseling and Weight Control
- Exercise Program Development
- Coronary Risk Factor Management
- Metabolic Syndrome Screening
- Diabetes Screening and Self-Management
- Physical Therapy
- Cardiopulmonary Rehabilitation (John Morrison White Clinic)

**Fees that apply to some services and hours of operation will  
Be posted at the Health Services Center located at 509**

**Hubbard Drive, across from the Gregory Health and Wellness Center.**

- **Medford Library**

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

- **Opportunity Scholars Program**

The Opportunity Scholars Program (OSP) provides services to increase retention and graduation of first-generation college students. Services offered include participation in cultural events and educational trips, career planning, four-year college transfer assistance, tutoring and academic advising. USCL students who meet OSP requirements are encouraged to apply for the program; however, only 150 students are accepted and early application is encouraged. During commencement, OSP members wear a blue-ribboned silver medallion in recognition of their

academic achievements. The TRiO Learning Resource Center, which houses OSP and Upward Bound, is located on the first floor of the Medford Library building. The lab is equipped with 20 state of the art computers. A full-time staff of education professionals and ten tutors/mentors deliver academic services to TRiO students year-round.

## **USCL CODE OF STUDENT CONDUCT**

*Based on USC Policy STAF 6.26*

Policy for: USC Lancaster Campus

Procedure for: USC Lancaster Campus

Authorized by: John Catalano, Dean

Issued by: Office of Academic & Student Affairs

### **1. INTRODUCTION**

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

### **2. APPLICATION OF LAWS AND REGULATIONS**

- 2.1. Students should be aware that educational institutions are not sanctuaries beyond the reach of the criminal laws of the communities and states wherein such institutions exist. While the rules and regulations of USC Lancaster are not meant to duplicate general laws, there are some aspects in which the lawful interests of the institution as an academic community coincide with the broader public interests treated in general laws. Students, or student organizations, who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under University rules when their conduct violates institutional standards.
- 2.2. Students, no less than other citizens, are entitled to be secure in their personal lodgings, papers, and effects against unreasonable searches and seizures. Searches and seizures by law enforcement personnel incident to investigations or arrests are conducted only under proper warrant. This does not prohibit normal inspections of University housing or other facilities for maintenance, health, or safety purposes.
- 2.3. Students enjoy the same freedoms of speech and peaceable assembly as all citizens, but they are under certain legal obligations in the exercise of these freedoms by virtue of their membership in the University community. Expression may be subjected to reasonable regulations of time, place, number of persons, and form under established regulations. Expression in the form of action that materially interferes with the normal activities of the

institution or invades the rights of others is prohibited. The University is pledged to protect lawful exercise of the rights of free speech and assembly and will invoke appropriate legal and disciplinary sanctions when necessary in the pursuit of this goal.

### **3. AUTHORITY AND RESPONSIBILITY**

- 3.1. Responsibility for good conduct rests with students as individuals, for both themselves and their guests. Student organizations have similar responsibility for maintaining good conduct among their members and guests and at activities they sponsor. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.
- 3.2. The Board of Trustees is the governing body of the University and the powers of the President and the faculty are delegated by the Board in accordance with its policies. The faculty, subject to review by the President and the Board of Trustees, has legislative powers in all matters pertaining to the discipline of students and student organizations. The USCL student discipline system is administered by the Office of Academic & Student Affairs. Student Government as an elected and representative voice of the student body, has the right to comment on any proposed changes pertaining to the discipline of students.
- 3.3. The Associate Dean for Academic & Student Affairs is responsible for formulating and implementing policies and procedures, in cooperation with other appropriate University bodies, for the judicial consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal, and educationally meaningful manner. The Office of Academic & Student Affairs may further delegate its responsibility to various judicial bodies and administrative staff.

### **4. CODE OF STUDENT CONDUCT - GENERAL PROVISIONS**

- 4.1. This section establishes the rules and regulations all students and student organizations of USC Lancaster are expected to follow under the duty and corollary powers inherent in educational institutions to protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of University facilities.
- 4.2. Students and student organizations have a right to expect enforcement of these rules and regulations. The University also has the right to expect students and student organizations to abide by them as befits the responsibilities of students as members of the University community. Knowledge of these rules and regulations can prove most beneficial to students and student organizations in utilizing and protecting their guarded rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is no ground for excusing infractions.
- 4.3. Scope of Application - The University may take disciplinary action for a violation of the Student Code of Conduct when the offense takes place on University premises or at University sponsored, endorsed, supported or related events which occur off campus, or when an offense which occurs off campus is such that in the judgment of the Associate Dean for Academic & Student Affairs, failure to take disciplinary action is likely to interfere with the educational processes or orderly operation of the University, or endanger the health, safety and welfare of the University community.
- 4.4. Definition of a "Student"  
For the purpose of this policy a "student" is defined as any person who is admitted, enrolled or registered for study at USC Lancaster for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, USC Lancaster are considered "students". A person shall also

be considered a student during any period that follows the end of either the Spring or Fall semester that the student has completed until the last day for registration for the next succeeding semester. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to, orientation, placement testing, etc.

4.5. **General Principles of Group Responsibility for Student Organizations**

Although not all acts of individual group members can or should be attributable to the group, any group or collection of its members acting in concert should be held responsible for its actions. In determining whether a group may be held collectively responsible for the individual actions of its members, all of the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, groups will be held responsible for the acts of their members when those acts grow out of, or are in any way related to group life. Isolated violations of individuals should not be chargeable to the group, but evidence of group conduct exists where:

- Members of the group act in concert to violate University standards of conduct.
- A violation arises out of a group-sponsored, financed, or endorsed event.
- A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.
- The incident occurs on the premises owned or operated by the group.
- A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.
- Members of a group act in concert, or the organization provides the impetus for violation of University rules and regulations.

**5. CODE OF STUDENT CONDUCT – OTHER PROVISIONS**

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

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

- 5.1. **Compliance with General Laws:** Students or student organizations involved in violations of any federal, state, or local laws may be subject to disciplinary action. Disciplinary action imposed by the University may precede and/or be in addition to any penalty imposed by an off-campus authority.
- 5.2. **Damage to Property:** Damage to or destruction of property owned or operated by the University, its students, faculty, administration and staff, or actions that have the potential for such damage or destruction is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, paint, etc. to property.
- 5.3. **Harm to Persons:** Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to

another, or which cause reasonable apprehension of physical harm are prohibited. Conduct which threatens to cause harm to persons, or creates hazardous conditions for persons, such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited.

- 5.4. **Possession of Firearms and Other Weapons:** The unauthorized possession or use of firearms, or weapons of any other kind (including but not limited to dirks, slingshots, metal knuckles, razors, BB guns, and air pistols) is prohibited. The use or display of any object or instrument in a dangerous, provocative or threatening manner is prohibited. The Office of Campus Security may provide temporary storage of these items with scheduled access by owners.
- 5.5. **Use of Fireworks and Explosive Materials:** The ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion or similar means; or possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the University or off campus University sponsored events without prior University authorization.
- 5.6. **Creating a Fire Hazard:** No person shall start a fire or create a fire hazard on University property without University authorization. This regulation is also intended to prohibit the possession and/or use of candles, torches, incense burners, other open flame apparatus, as well as extension cords and other devices or materials which may create a fire hazard if used without authorization or in unauthorized areas.
- 5.7. **Misuse of Fire Alarms and Safety Equipment:** No person shall make, or cause to be made, a false fire alarm, or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire safety equipment including, but not limited to, fire extinguishers, fire hoses, fire alarms and fire doors.
- 5.8. **Theft or Misappropriation:** Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is forbidden. Sale, possession, or misappropriation of any property, including USC property, without the owner's permission is also prohibited. Property that is found should be turned in to the Office of Campus Security.
- 5.9. **Unauthorized Sale of Textbooks:** The sale of a textbook by any student who does not own the book is prohibited without prior written authorization from the owner of the book. Books that are found should be turned in to the Office of Campus Security or the Office of Academic & Student Affairs.
- 5.10. **Disorderly Conduct:** Individual or group behavior that interferes with the freedom of expression, movement or activity of others, or with the educational mission of the University is prohibited. Such conduct includes, but is not limited to, unwelcome physical contact, harassment, or classroom behavior that interferes with either:
  - (a) the instructor's ability to conduct the class or instructional program; or
  - (b) the ability of other students to profit from the class or instructional program.
- 5.11. **Hazing:** No organization, registered or otherwise, officially or in fact, may participate in the activity of hazing, which is defined as any activity undertaken by a group or organization or a member of that group or organization in which members or prospective members are subjected to activities which harass, intimidate, physically exhaust, impart pain, cause undue mental fatigue or mental distress, or which cause mutilation or alteration of the body or parts of the body. Such activities include but are not limited to, tests of

endurance, submission of members or prospective members to potentially dangerous or hazardous circumstances, activities which have a foreseeable potential for resulting in personal injury, or any activity which by its nature is so profound that it would have a potential to cause severe mental anxiety, mental distress, panic, human degradation, or public embarrassment.

Registered organizations and groups shall be permitted certain initiation ceremonies and activities, which when examined by the ordinary University student, would seem reasonable under the circumstances and justified in view of the purpose for which they are conducted.

It shall not constitute a defense to the charge of hazing that the participants took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury in fact was suffered.

Complaints for alleged hazing should be directed to the USCL Director of Student Life.

- 5.12. **Misuse of University Documents:** Forgery, alteration, or misuse of any University document or record is forbidden, including, but not limited to, furnishing false information or withholding material information from the University processes or procedures.
- 5.13. **Fraud or Lying:** Lying or fraudulent misrepresentation in, or with regard to, any transaction with the University, whether oral or written, is prohibited, including but not limited to misrepresenting the truth before a hearing of the University or knowingly making a false statement orally or in writing to any University official which materially interferes with University processes or procedures.
- 5.14. **Misuse of University Student Identification Cards:** Lending a University Student ID card to anyone for reasons not authorized by the University Student ID policy, failing to present a Student ID card when requested by a University official acting in the performance of his or her duties, or possessing or using a fraudulent ID card, may subject the owner and/or the holder to disciplinary action.
- 5.15. **Failure to Comply with Official Requests:** Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of University officials in the performance of their duties. Students are expected to appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may also be considered failure to comply with an official request.
- 5.16. **Unauthorized Presence/Use of University Facilities:** Unauthorized entry into, presence in, or use of University facilities equipment or property which has not been reserved or accessed through appropriate University officials is prohibited.
- 5.17. **Misuse of Keys:** No person may use or possess any University key without proper authorization. No student is allowed under any condition to have a University key duplicated. (Note to student assistants: Loaning a room key to a person not authorized to enter that room may be considered a violation of this regulation).
- 5.18. **Disruptive Activity:** No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of the University or of the University or its buildings, equipment or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited.

Non-compliance with reasonable time, place, or manner restrictions on expression is considered a violation of this section. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program.

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

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

- 5.19. **Misuse of Telephones and/or other Communication Technology:** No student shall misuse or abuse, or assist in the misuse or abuse of communication equipment at the University. Such activity includes, but is not limited to, using any form of communication equipment to harass or threaten any person or persons, or using any form of communication equipment to disrupt the normal operations or activities of any person, organization, or the University. Communication equipment includes, but is not limited to, electronic mail, pagers, voice mail, computers, printers, etc.
- 5.20. **Violation of Alcohol Policies:** Students and student organizations must comply with the published regulations, and any and all applicable laws, concerning the transport, display, provision, and consumption of beer, wine, and other alcoholic beverages. An outline of University regulations is available at <http://www.sc.edu/policies/staf/staf302.html>. As a general rule, students and student organizations are not permitted to possess alcohol on the USCL campus or at any officially-sponsored function. Violating any other provision of the Student Code of Conduct while under the influence of alcohol is a violation of this Alcohol policy. Such conduct includes, but is not limited to, public intoxication.
- 5.21. **Violation of University Drug Policies:** The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance is prohibited. Violating any other provision of the Student Code of Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy.
- 5.22. **Failure to comply with University Policies and Procedures:** Failure to abide by any published University policy or procedure is prohibited. Committing or attempting to commit an act of sexual assault as defined by the University Sexual Assault Policy.
- 5.24. **Computer Misuse:** In addition to adhering to the University's "Computer Network and Access Policy," misusing University computing resources by intentionally making, receiving, accessing, altering, using, providing or in any way tampering with files, discs, programs, passwords, messages or other computer users without their permission is

prohibited. Using computer resources to harass others or in ways that violate institutional computer use policies is prohibited.

- 5.25. **Harassment:** Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person. Such conduct includes, but is not limited to action(s) or statement(s) that threaten harm or intimidate a person, or any other form of unwanted contact.

## 6. **SANCTIONS, INDIVIDUAL STUDENTS**

- 6.1. The following disciplinary sanctions may be imposed upon students found responsible for a violation of the Student Code of Conduct. All sanctions may be imposed either singularly or in combination. The purposes of imposing sanctions are twofold: one, to protect the University community from behavior which is detrimental to the community and/or the educational mission of the University; and two, to assist students in identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed is (are) intended to correspond with the severity or frequency of violations, as well as the student's willingness to recommit himself or herself to good citizenship through behaviors that fall within the Student Code of Conduct of the University.

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

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

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

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

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

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

## 7. **SANCTIONS, STUDENT ORGANIZATIONS**

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

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

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

**Conduct Probation:** A period of review and observation during which a student organization is under an official warning that their misconduct was very serious. Subsequent violations of University rules, regulations, or policies could result in a more severe sanction including suspension. During the probationary period, a student organization is deemed "not in good standing" with the University and may be subject to conditions and/or restrictions, including but not limited to the following:

- Denial of the right to represent the University;
- Denial of the right to maintain an office or other assigned space on University property;
- Denial of the privileges of:
  - Receiving or retaining funding;
  - Sponsoring any social event;

- Sponsoring any speaker or guest on campus;
- Participating in any social event;
- Co-sponsoring any social event or other activity;
- Membership recruitment.

**Conditions/Restrictions:** Limitations upon a student organization's privileges for a period of time or an active obligation to complete a specified activity or activities. This sanction may include, for example, denial of housing or social privileges, etc.

**Written Warning:** An official written reprimand making the misconduct a matter of record in University files for a specified period of time. Any further misconduct could result in more severe disciplinary action.

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

## **8. DISCIPLINARY PROCEDURES, INDIVIDUAL VIOLATIONS**

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

8.2. The Office of Academic & Student Affairs resolves alleged violations by individual students and student organizations.

8.3. **INVESTIGATION OF COMPLAINTS:** Upon receiving a complaint of misconduct, or upon his or her own initiative, the Associate Dean for Academic & Student Affairs or designee may review relevant evidence and consult with relevant parties regarding the incident in question. If the evidence warrants disciplinary action, the Office of Academic & Student Affairs will send written notification to the accused student or student organization representative indicating the nature of the activity in question and what University rules were allegedly violated.

8.4. **OPTIONS FOR RESOLUTION OF DISCIPLINARY CHARGES**

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

**Mediation** - An agreement to participate in a mediation process. This option is reserved for situations where all of the immediate parties in the incident agree to have a conflict

resolved in this fashion, and the option is considered appropriate by the Associate Dean or designee. Failure to fulfill the terms of a mediation agreement could lead to re-activation of the charges as well as additional disciplinary action.

**Informal Hearing** - An informal hearing with the Associate Dean or designee (The Associate Dean or designee may decline to hear the case in this manner and require one of the following two options). An informal hearing allows the charged party(ies) to present evidence for consideration and suggest witnesses that the Associate Dean or designee may consider interviewing before a decision is rendered. The Associate Dean or designee may contact other parties who have knowledge/information regarding the incident in question. The charged student(s) /student organization representative waives the right to question such parties or otherwise participate in an evidentiary hearing. Informal hearings are not required to be tape-recorded. Within three weeks of this hearing, barring special circumstances requiring an extension of this time limit, the Associate Dean or designee will send the charged party(ies) a letter that indicates the finding of "responsible" or "not responsible" for the charges, and any sanctions imposed subsequent to a finding of responsibility.

**Formal Hearing** - A formal hearing before the USCL Disciplinary Committee. The Committee shall consist of the Associate Dean for Academic & Student Affairs, the Director of Campus Security, a USC Lancaster faculty representative, a US Lancaster staff representative, and a USCL Student representative. Faculty, staff, and student representatives are administratively appointed and serve a one-year term (June 01 – May 31). University Conduct Hearings are tape-recorded.

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

#### 8.5. **RULES GOVERNING FORMAL HEARINGS**

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

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

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

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

If any material facts are in dispute, testimony of witnesses and other evidence shall be heard.

A party charged with a violation is responsible for presenting his/her own case. Advisors are not permitted to speak or to participate directly in any hearing.

The Associate Dean for Academic & Student Affairs will exercise control over the hearing to avoid needless consumption of time through repetition of information and/or prevent the harassment or intimidation of participants. Any member of the hearing Committee may require the Committee to go into private session to discuss and decide a matter by majority vote. The Chair can recess the hearing at any time. The Associate Dean shall insure that all procedures are appropriately followed.

The party(ies) charged with a violation(s) and the Committee members shall have the right, within reasonable time limits set by the chair, to present questions for witnesses who testify orally. Subject to provisions in the Student Code of Conduct, Committee members may require that questions by the charged party(ies) be addressed to Committee members who can ask these questions of the witnesses.

All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. Witnesses (except for the charged party or parties) shall be present during a hearing only during the time they are testifying.

The Committee may proceed independently to secure evidence for the hearing. The charged party(ies) shall have access to any evidence at least three (3) days before the hearing, unless exigent circumstances preclude this possibility. The charged party(ies) shall have reasonable time to respond to it.

If the charged student/student organization representative chooses not to attend the formal hearing, the Committee may proceed with the hearing and reach decisions and impose sanctions without the student's/representative's participation.

A tape recording of the hearing shall be kept by the Office of Academic & Student Affairs until any appeal or any external judicial review has been concluded, or ninety (90) days from the date of the hearing, whichever is longer. No typed record shall be required. The charged party(ies) and advisor shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Academic and Student Affairs .

The charged student or student organization representative may request a duplicate copy of the recording at his/her/its own expense within a period of ninety (90) days from the date of the hearing.

#### 8.6. DELIBERATION AND DECISIONS OF THE COMMITTEE

After hearing the evidence, the Committee may choose to continue the hearing at a later date if additional evidence or witnesses are needed.

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

The Associate Dean for Academic & Student Affairs, or designee, shall be responsible for forwarding the written decision of the hearing authority to the charged party(ies). The letter from the hearing authority shall consist of findings of the hearing authority and the

rationale for the findings, sanction(s), and statement regarding the right to appeal and the appeal procedures.

**9. APPEALS – OFFICE OF THE DEAN**

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

The Associate Dean or Disciplinary Committee committed a procedural error in hearing the case which significantly prejudiced the findings; or,  
New evidence, which could not have been available at the time of the hearing, and which is material to the outcome of the case, is available.

- 9.2. An appeal to the Dean of the Campus must be made in writing within five (5) University business days of receipt of the original written decision to the Office of Academic & Student Affairs who will submit it to the Office of the Dean. A decision is assumed to be received three (3) University business days from the date of mailing. On appeal the Dean or designee shall review the appeal.

After review, the Dean or designee may either:  
affirm the finding(s) of the original hearing authority, in which case the decision is final; or  
remand the case to the original hearing authority, in which case the decision is final; or  
may remand the case to the original hearing authority for further proceedings with directives to attend to procedural errors or new evidence.

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

The Dean or designee shall send written notification of the decision regarding the appeal to the appealing party within fifteen (15) University business days of receiving the appeal barring special circumstances requiring an extension of this time limit. A copy of the decision will be sent to the original hearing authority.

Decisions of the Dean may be appealed in writing within five (5) University business days to the Vice Provost for Regional Campuses. The decision of the Vice Provost in all appellate matters is the final decision for the University. However, the President has the discretionary authority to review decisions at the Vice Provost level or below, and the Board of Trustees has the discretionary authority to review decisions of the President. Such review of disciplinary decisions will take place only in extraordinary cases, such as where serious procedural issues seem to have occurred or where the decision appears to be in direct violation of University policy.

Requests for such review normally will be considered only after the prescribed avenues of appeal have been completed. Requests shall be made by written statement that includes the facts of the case, the type of hearing and appeal and the reasons justifying extraordinary review. Such requests must be filed in the Office of the President within five (5) University business days of the receipt of the appeal decision. If review is granted, the reviewing authority will determine appropriate procedures. New evidence will not normally be considered.

**10. GENERAL PROVISIONS**

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

Rights of Those Charged With Violations of the Code of Conduct: Those individuals and groups charged with violations have the following rights that are protected throughout the hearing process.

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

The right to be notified in writing of the charges against him/her/them with sufficient time to prepare for a hearing. In the event that additional charges are brought, a further written notice must be forwarded to the student(s) or student organization(s). The charged student(s) or student organization(s) may waive the right to separate written notice of additional charges in order to expedite the hearing process.

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

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

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

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

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

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

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

Advise the accused regarding preparation for the hearing;

Accompany the accused to all disciplinary proceedings;

Have access to evidence to be introduced at the hearing.

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

## **11. EMERGENCY ACTION**

11.1. The University may impose emergency action upon a student or student organization when there is reason to believe, based upon available evidence, that the student/student organization poses an immediate threat to the safety, health or welfare of persons, property or the orderly operation of the University.

This action is warranted by potential or threatened danger or disruption, and indicated only when the serious nature or immediacy of the threat requires immediate action. The action is interim in nature, pending the outcome of disciplinary procedures. Emergency action authorized by this policy includes:

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

Emergency Limitation of Privileges, Individual Student - This action may place a limitation on a student's eligibility to enjoy certain privileges, or participate in or attend certain events (or certain kinds of events) without the suspension of enrollment status. This

action may prohibit a student's presence on University property or certain facilities, or impose conditions that must be met in order for that student to enjoy certain privileges, participate in activities, or attend events. The Office of Academic & Student Affairs may impose this action.

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

- 11.2. When emergency action is taken against a student or student organization the student or student organization representative is given notice explaining the nature, reason for, and duration of the action, as well as any conditions that may apply. A student notified of such action shall, upon written request, be given an opportunity to meet with the University authority taking the action within five (5) business days from the date of the request. This meeting shall be held to consider only the following issues related to the emergency action:
  - a) The reliability of information alleging misconduct; and
  - b) Whether the conduct or surrounding circumstances reasonably indicate the student's presence on campus or continued unrestricted participation in campus affairs or the organization's unrestricted activities would pose an immediate threat to the safety, health, or welfare of persons or property and/or interfere with the orderly operation of the University. It is not the purpose of the meeting to hear evidence concerning guilt or innocence related to pending or possible charges against the student.
- 11.3. Any student who is suspended on an emergency basis and returns to the campus or University property and/or violates other stated conditions during the specified period shall be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose must be requested and obtained in writing or by telephone from the Office of Academic & Student Affairs or designee prior to any conduct contrary to the suspension or restrictions.
- 11.4. Following the imposition of emergency action, standard University disciplinary procedures shall be provided as expeditiously as possible.

## **12. RETENTION OF STUDENT DISCIPLINE RECORDS**

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

Student Academic Responsibility Committee reports and decision statements which have been forwarded to the Office of Academic & Student Affairs for retention;  
Department of Student Life information and documentation which have been forwarded to the Office of Academic & Student Affairs for information or action;  
Student Conduct Referral forms and Policy Violation Report Forms; and  
Records of disciplinary proceedings.

- 12.2. Student records of cases which have been resolved with a sanction less than suspension or expulsion will be maintained in the Office of Academic & Student Affairs for a period of 7 years from the date of the last offense. Students graduating before that time may petition in writing to request that their records be destroyed upon graduation. Records may be retained by the University beyond the normal period in circumstances including, but not limited to, situations when legal action is taken by any party(ies) involved.
- 12.3. When a date for purging records has been reached, records in all formats, are to be destroyed. (NOTE: Statistical database may be retained but all information that would identify an individual will be removed.)
- 12.4. Records where the discipline sanction was suspension or expulsion will be maintained for a period of at least ten (10) years from the date of the last incident.
- 12.5. All records will be disposed of in accordance with the current Policy on Academic Responsibility.

## POLICY STATEMENTS

- **AIDS Policy**

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

- **Alcohol Policy**

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

- **Computer Use Policy**

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

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

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

### **Definitions**

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

### **Policies**

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

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

**Examples of Policy Violations:**

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

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

#### **Disciplinary Action**

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

- **Confidentiality of Student Records**

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

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

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

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

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

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

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

### **Appeals**

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

#### **• Crime Statistics Report**

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

If an accident or emergency occurs, the Dean, the Associate Dean, the Director of Campus Security, Building Director, or Nurse is notified and he or she makes an assessment of the injury and its severity. On-site treatment is limited to general first aid such as bandages and ice

packs. The injured person is transported to the hospital or doctor by USCL personnel or the Lancaster County Ambulance Service when proper treatment cannot be provided on site. The family is also notified of the accident if necessary.

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

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

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

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

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

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

- **Drug Policy**

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

- **Hazardous Weather Policy**

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

<b>Television</b>	<b>Radio</b>
WISTV 10 (NBC)	1110 AM
WBTW 3 (CBS)	107.9 FM
WCBL 2	99.3 FM
WSOC 9 (ABC)	103.7 FM

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

- **Physical Disabilities Statement**

Persons with physical disabilities, which cause them to be mobility impaired to the extent that such impairment substantially interferes with their ability to attend University sponsored, public, ticketed events without special accommodations, should provide a request for such special accommodations as soon as possible but no later than two (2) days before the scheduled date of the event. Such persons may be required to provide medical documentation of the disability if the disability is not obvious. Requests for special accommodations should be provided to: Dean of Academic Affairs (313-7101) for events at USC Lancaster, and the University of South Carolina System Equal Opportunity Office (777-3854) for other facilities of the University of South Carolina not listed above. Every effort will be made to honor requests for special accommodations; however, if tickets to an event are unavailable to the general public, the University may not be able to accommodate the request.

- **Sexual Assault Policies and Services**

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

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

As a result the University provides the following services:

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

Statistically, members of college communities are at great risk of being assaulted or exploited sexually and most probably by someone known to or trusted by the victim. Studies have shown that sexual assaults occur with disturbing frequency among college age men and women but are often unreported. In order to provide for the needs and care of victims, as well as to enforce the behavior standards critical to the University's mission, it is important that all violations of this policy are reported to appropriate authorities, including the law enforcement officials or agencies with jurisdiction in the location of the incident. Portions of this policy may parallel published laws, but are in no way intended to substitute or supplant those laws. As members of the University community, students are expected to comply with and abide by the University policies and guidelines issued below, as well as the laws of the State of South Carolina.

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

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

#### **Victim's Bill of Rights**

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

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

#### **University Definition**

For the purpose of this policy and related procedures, the term sexual assault is defined as “unwilling or unconsenting sexual intercourse or penetration of any bodily opening with any object; the touching of an unwilling person’s intimate parts (such as genitalia, groin, breast, buttocks, mouth, and/or clothing covering them); touching an unwilling person with one’s parts or forcing an unwilling person to touch another’s intimate parts.”

Behavior contemplated in this definition includes acts that are unwanted and/or may be committed either by force, threat, intimidation, or deceit, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware. USC Lancaster conduct regulations incorporate this definition by obliging students to comply with all published policies and procedures of the University. (See University Policies and Procedures.) Behaviors prohibited by this policy may also be prohibited by the general conduct regulations obliging students to comply with all published state, federal, and local laws, and the prohibition of "disorderly conduct" defined to include behaviors that unnecessarily disturb others, including unwelcome physical contact and/or threatening behavior. They may also be simultaneously prohibited by the general regulation prohibiting "disruptive activity," defined to include any behavior that interferes with or disrupts normal activities or invades the rights of persons.

USC Lancaster conduct regulations and disciplinary procedures consider attempting, abetting, or being accessory to any act prohibited by the general conduct regulations the same as a completed violation.

### **Criminal Definition**

As noted above, in publishing this policy the University is not intending to substitute or supersede related civil and criminal law. It is the policy of the institution to strongly encourage victims to report all incidents and violations to the law enforcement officials or agencies with appropriate jurisdiction and avail themselves of all the services and rights to which they are entitled by law.

It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law. Regardless of the charge issued by procedures employed, sanctions issued by the University can be expected to be consistent with the educational mission of the institution.

According to USC Lancaster's Arrest Policy, students who are apprehended and charged by law enforcement agencies with felony criminal charges off campus are required to inform University officials. The University may bring disciplinary action against the student for the same incident if the alleged conduct is prohibited by the institution and/or if it is judged to be adverse to the recognized mission of the institution. University disciplinary procedures should be considered distinct and independent of any and all criminal procedures. Discipline procedures may precede, occur simultaneously, or follow and consider the results of court action. When necessary, temporary action may be taken in the form of summarily suspending, summarily restricting, or officially requesting no contact between the victim and assailant, as well as possible relocation or removal from the classes. Any of these measures may result in a student's restricted participation in University events outside attendance of classes and appointments related to the resolution of discipline matters.

At this printing, the South Carolina State Code (SC Code Ann. Sec. 16-3-651 to 16-3-654) defines criminal sexual conduct, which includes rape, as "sexual intercourse, cunnilingus, fellatio, anal intercourse, and any intrusion, however slight, into anal or genital openings, except when such intrusion is accomplished for medically recognized treatment or diagnostic purposes." (SC Code Ann. Sec. 16-3-651) The law goes on to describe three degrees of criminal sexual conduct:

First degree sexual conduct involves a sexual contact (battery) using aggravated force, and/or in association with another crime such as kidnapping, robbery, extortion and burglary. First degree criminal sexual conduct is a felony and is punishable by imprisonment for up to 30 years.

Second degree criminal sexual conduct involves batteries accomplished or attempted with aggravated coercion. Batteries involving an assailant in a position of authority over the victim is also considered second degree criminal sexual conduct. Criminal sexual conduct in the second degree may be punished by up to 20 years imprisonment. Third degree criminal sexual conduct involves batteries where force or coercion is used and/or the assailant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless, even though aggravated coercion is not used. Third degree criminal sexual conduct is a felony and punishable by up to 10 years in prison.

#### **Immediate Care and Treatment Procedures for Victim**

If an assault takes place on campus: contact Campus Security, Lancaster City Police at 283-3313, or dial 911. The sooner a sexual assault is reported, the easier it is to collect valuable evidence. To facilitate evidence collection, the victim:

- Should not bathe or douche.
- Should not urinate.
- Should not drink any liquids.
- If oral contact has occurred, the victim should not smoke, eat or brush teeth.
- If clothes are changed, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence).

Campus security may transport the victim to an area hospital for medical attention and a rape protocol exam. If the victim does not want to contact the police, a friend or relative may transport the student to the hospital. When the victim arrives at the emergency room, the hospital will call Palmetto Citizens Against Sexual Assault to arrange for a volunteer advocate to accompany the victim throughout the exam. The hospital staff may also contact the City Police. Medical attention is crucial to assess possible internal injuries or sexually transmitted diseases, as well as to collect medical evidence should the victim/survivor choose to pursue prosecution. The police will be contacted by the hospital to take possession of evidence collected while the victim/survivor makes a decision about whether to pursue charges.

If a victim chooses not to go to the hospital, the victim is strongly urged to seek appropriate medical attention.

#### **Follow-up and Recovery Services for Victim**

Research has shown that follow-up counseling is of significant benefit to a victim/survivor of sexual assault and/or related trauma. This counseling may be initiated at any time after an assault (from hours to years). On-or-off campus counseling and other services are available to a student victim whether the crime was reported or prosecuted. Agencies available to USC Lancaster students include:

- Palmetto Citizens Against Sexual Assault, located at 106 North York Street in Lancaster. This agency provides follow-up counseling to victims/survivors of sexual assault. Counselors are available 24-hours a day by calling 286-5232.
- The USC Lancaster Counseling Services is located in the Bradley Arts and Sciences Building. Counseling Services serve USC Lancaster students. Appointments can be made by calling 313-7112.
- Catawba Mental Health Center, located at 1906 Highway 521 Bypass South. Catawba Mental Health is open from 8:30 a.m. to 5 p.m. Monday-Friday. Appointments can be made by calling 285-7456. The number is also used for crisis situations after-hours.

#### **Follow-up Services for the Accused Party**

Follow-up counseling may be of significant benefit to an accused party. On-or-off campus counseling and other services are available to an accused party whether or not the crime was reported or prosecuted. Agencies available to USC Lancaster students include:

- The USC Lancaster Counseling Center, located in Starr Hall. The Counseling Center provides counseling to USC Lancaster students. Appointments can be scheduled by calling 313-7112.
- South Carolina Bar Association Lawyer Referral Service can assist accused parties in finding an attorney to represent them in civil and criminal proceedings. They can be contacted by phone at 1-800-868-2284 or (803) 779-7100.
- The Office of Academic and Student Affairs handles the investigation and resolution of discipline complaints. The phone number is 313-7101.

### **Reporting**

All victims of sexual assault/battery are encouraged to report the incident to law enforcement agencies. Regardless of whether the victim chooses to immediately involve law enforcement officials, the victim is strongly urged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault, which may be used if the victim chooses to pursue legal prosecution at a later date. The rape protocol exam should be done as soon as possible. Physical evidence can be obtained up to 72 hours after the assault, recognizing that as time passes, the quality of the evidence diminishes.

A victim/survivor may also choose to file a report to Campus Security or the Office of Academic and Student Affairs. Whether legal or disciplinary action is desired, an anonymous report may be filed at any time with Campus Security and the Office of Academic and Student Affairs. This report provides University staff with information about the crime that may be valuable in their efforts to prevent future crimes and educate other students about high risk areas.

University officials who have knowledge about an assault are required to file an anonymous report with Campus Security in addition to supporting the victim/survivor and referring that person to campus resources.

### **Discipline Policies and Procedures for Victim and/or Witness**

Witnesses to or victims of the above described sexual misconduct may wish to contact Campus Security or the Office of Academic and Student Affairs, if the accused party is a USC Lancaster student.

In this event, officials in Campus Security or the Office of Academic and Student Affairs will meet with the witness or victim to discuss the report and determine whether there is reason to believe a conduct code offense has occurred. At the same time, discipline procedures will be reviewed and the possible roles the victim or witness may play in the gathering of this information and/or the resolution of the complaint will be explored.

At this meeting, if the victim or witness is willing and prepared, staff may conduct an investigative interview. At the victim's or witness's request, an advisor, counselor, attorney, parent, or friend may attend. In this meeting, and as needed, University discipline personnel will answer questions and provide offended individuals with general information about civil and criminal options available to victims or witnesses. If there is no objection, in order to promote efficiency and provide authoritative answers to questions about legal options, this first meeting could include officials from the Lancaster Police Department.

When it is determined that there exists sufficient reason to believe a violation of University policy has occurred, disciplinary procedures may be initiated. It should be understood that victims and witnesses need not "press charges"; instead, the University is considered the

complainant, and as such is responsible for initiating this investigative process. Victims or witnesses can expect to be asked to contribute testimony and information to assist in the resolution of the complaint.

#### **Discipline Policies and Procedures for Accused Party**

To begin discipline procedures, individuals thought to have relevant information or testimony, including the accused party, will be contacted and interviewed by appropriate University officials. If sufficient information is available to conclude there is reason to believe, or “reasonable grounds” to do so, the University will issue charges from the general conduct regulations and offer the accused party opportunity to choose from among three possible hearing formats.

The accused party may choose a pre-hearing adjudication, in which the charged party or parties accept responsibility for the charge(s) and request to have sanctions determined by a hearing authority without a formal hearing.

Alternatively, the accused party may choose an administrative hearing, in which a University official is authorized to consider testimony and act as hearing officer, deciding whether the accused is responsible for the charges(s) as issued, and what the University response or sanction, if indicated, should be.

Also available to charged students is a hearing before the Student Affairs Committee, a group of faculty, staff, and students who are trained and authorized to conduct hearings to determine responsibility and appropriate sanctions.

In each of these formats, the burden of proof shall be on the University as the complaining party. Decisions regarding responsibility of charges shall be based on a “preponderance of evidence” standard, meaning responsibility does not have to be proven beyond a shadow of doubt. The University need only demonstrate that the charged student is more likely than not responsible for the charge(s).

In these investigative hearings, regardless of the format chosen, hearing officers or members will not be restricted from testimony of technical rules of evidence. Charged students are assured a right of access to a list of witnesses invited to testify, as well as an opportunity to review all available physical and documentary evidence to be presented at the hearing. In these informal, non-adversarial hearings, there is no formal cross-examination. Charged students are, however, entitled to question and rebut any evidence presented. In order to conduct a fair, orderly hearing, reasonable accommodations may be made in hearing procedures, such as indirect questioning, or special seating arrangements in the hearing room. Both the charged student and the victim may be accompanied by an advisor of their choice and remain present while all testimony is presented.

Should a hearing authority determine a student is responsible for the charges issued, it will ask Campus Security about the student’s disciplinary history, then adjourn again to determine what sanctions are appropriate to the circumstances and individual. The hearing officers will attempt to respond in a manner that best provides for the educational goals of the process. Possible sanctions include permanent suspension for a period of time, suspension held in abeyance, disciplinary probation, restitution, an official warning, or any combination of these. Conditions, restrictions or specific prohibitions may be issued with or attached to any of these sanctions.

#### **Educational Resources**

The following offices within the University of South Carolina Lancaster and the Lancaster community provide a variety of educational offerings. There are many videotapes, books,

brochures, and periodicals that are available for viewing and/or checkout. Please see the following list:

Palmetto Citizens Against Sexual Assault, 1106 North York Street, 286-5232  
Medford Library, USC Lancaster, 313-7060  
Lancaster County Library, 313 S. White Street, 285-1502

- **Sexual Harassment**

The University of South Carolina Lancaster will not tolerate the sexual harassment of any member of the University community. Sexual harassment subverts the mission of the University by threatening the careers, educational experiences, and well-being of all members of this community. It undermines the University's deep commitment to the primacy of a reward system based purely on merit, intellectual excellence, and job performance. Sexual harassment of employees or students at the University is defined as unwelcome sexual advances, requests for sexual favors, verbal or other expressive behaviors or physical conduct commonly understood to be of a sexual nature. Sexual harassment includes but is not limited to the following:

- a. Threats to make an adverse employment or academic decision if another person refuses to engage in sexual activities.
- b. Demands that another person engage in sexual activities in order to obtain or retain employment or academic benefits.
- c. Promises, implied or direct, to give employment or academic benefits if another person engages in sexual activities.
- d. Unwelcome and unnecessary touching or other sexually suggestive physical contact, or threats to engage in such conduct.
- e. Indecent exposure.
- f. Invasion of sexual privacy.
- g. Sexual advances, requests for sexual favors, sexual comments and questions, and other sexually-oriented conduct that is directed against a specific individual and persists despite its rejection.
- h. Conduct, even that not specifically directed at the complainant, which is sufficiently pervasive, severe, or persistent to alter the conditions of the complainant's employment or status as a student and create a hostile working or learning environment, when viewed from the perspective of a reasonable person of the complainant's gender.

The full policy as well as procedures regarding complaints, investigation, and sanctions are available in the University of South Carolina Policies and Procedures Manual under EOP 1.02 and can be accessed at <http://www.sc.edu/policies/eop102.pdf>.

- **Smoking Policy**

Smoking and use of all tobacco products is prohibited in all USC-owned or -leased buildings, buildings on university-owned land, all university vehicles and in designated outdoor areas including:

- \* Entrances, balconies, decks, patios and outside stairways to buildings and outdoor passageways to entrances, decks, patios and stairways
- \* Within twenty-five (25) feet of a building or an air intake unit/opening
- \* Courtyards or other areas where air circulation may be impeded by architectural, landscaping or other barriers

\* Outdoor entry or service lines, such as for ticket purchases, event admissions, bus stops, ATMs, etc.

\* Outdoor seating areas provided by dining services on campus

\* Outdoor areas where there is fixed seating.

\* Areas that are reserved for events that do not have fixed seating but for which the sponsor determines that the interests of nonsmokers need to be protected.

All members of the USC community, including visitors and vendors working on campus, are expected to comply with this policy. This policy relies on the consideration and cooperation of tobacco users and non-users.

Violations of this policy are covered by existing faculty and staff employment policies and student conduct regulations and as such will be responded to within the realm, responses, and consequences allowed by those policies or regulations.

• **Student Grievance Policy - Non-Academic**

**Preface**

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

**Purpose**

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

**Definition**

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

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

**Process**

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

2. First Appeal

a. If the initial oral discussion phase is not successful in resolving the complaint or problem, and if the student wishes to file a formal grievance, the grievance form must be completed and filed with the immediate supervisor of the person alleged to have caused the grievance. The grievance form must be filed with the person's immediate supervisor within five (5) working days of the initial discussion referred to in paragraph 1 above.

b. The supervisor shall immediately acknowledge receipt of the grievance form and shall begin an investigation reaching a decision; the supervisor shall inform the student in writing

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

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

#### **Grievance Procedure**

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

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

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

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

#### **Conduct of the Hearing**

The Chairperson of the Grievance Committee shall open the hearing by reading the request for an appeal, and informing the parties involved of the jurisdiction of the committee and its procedures. The Chairperson shall ascertain that all the parties involved are aware of their rights, answer any questions they have in regard to these matters, and conduct the hearing.

All hearings shall be closed to the public, unless all parties agree that the hearing be opened to members of the University Community. A tape recording shall be made of the proceedings.

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

Hearings shall be conducted in an informal manner. The taking of statements from the parties to the grievance (and witnesses, if any) may be done by discussion format, though each individual appearing before the Committee may be subject to cross examination. Witnesses shall be present only during the time they are testifying. The major parties involved in the grievance shall be required to attend all hearings of the Committee.

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

dismiss all the individuals who are not members of the Grievance Committee. The committee shall reach its decision based on the information presented during the hearing, and according to the Statement of Student Rights and Responsibilities. The Committee shall decide by majority vote the solution of the grievance. In the case of a tie, the Chairperson shall vote and thus break the tie. The Chairperson (or his or her designee) shall forward a written copy of the Committee's decision to the major parties involved and to the Dean's Office within 5 working days of the conclusion of the hearing.

Decisions of the Committee shall be final. The decisions of the committee shall be kept on file in the Office of Academic and Student Affairs. Any of the parties involved shall have the right, upon request, to listen to the tape recordings of the hearing in the presence of a staff member of the Office of Academic and Student Affairs.

### **The Grievance Committee**

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

#### *Composition*

1. Two (2) students – CAN WE RE VAMP THE WAY WE CHOSE STUDENTS?
2. One (1) Faculty member
3. Three (3) Administrators
4. One (1) Chairperson

#### *Term of Membership*

1. All members shall serve for two calendar years. The original appointments shall be staggered.
2. If vacancies occur, the Chairperson shall notify the Dean. Individuals appointed to fill a vacancy shall serve for the unexpired portion of the original appointee's term.
3. All individuals may be appointed to additional terms. Appointments shall become effective on the first day of the fall semester.

### **Rules**

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

### **Hearing Procedures**

#### *Rights of the Parties Involved in a Grievance*

1. If a grievance hearing is granted, parties involved are entitled to:
  - a. a written notice of the complaint; and
  - b. a written notice of the time and place of the hearing.This should be forwarded to all parties at least five (5) work days prior to the hearing unless all parties waive all or part of the notice period.
2. Review all available evidence, documents, exhibits, and a list of witnesses that each party may present at the hearing. This is to be considered a continuing obligation by all parties involved.
3. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the hearing.
4. Be assisted by an advisor or counsel of his or her choice. The advisor upon request may:

- a. advise the individual on the preparation and presentation of his or her case;
  - b. accompany the individual to all grievance hearing; and
  - c. advise the individual in the preparation of the appeals.
- **Student Publications Policy**  
All student organizations, including student publications, must be recognized by the USCL SGA, recommended by the Assistant Dean of Student Affairs and approved by the USCL Dean. Decisions regarding the content of student publications are the joint responsibility of the student editor and the faculty/staff advisor and should adhere to South Carolina libel laws and community standards regarding published materials.
  - **Voter Registration**  
Both the state and national voter registration applications are available via the Internet at the following sites:  
SC Voter Registration by Mail Application---[www.state.sc.us/scsec](http://www.state.sc.us/scsec)  
National Voter Registration Application---[www.fec.gov](http://www.fec.gov)  
Students can access the above web sites from the USCL computer labs

### **Notification of Student Rights under FERPA**

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

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

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

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University of South Carolina will disclose information from a student's education records only with the written consent of the student, except:

- A. To school officials with legitimate educational interests;  
A school official is a person employed by the University in an administrative, supervisory,

academic or research, or support staff position; 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 school official in performing his or her tasks.

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

**B.** To officials of other institutions in which the student seeks or intends to enroll provided that the student had previously requested a release of his/her record;

**C.** To authorized representatives of the U.S. Department of Education, U.S. Department of Defense (Solomon Amendment), U.S. Attorney General, INS, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations;

**D.** In connection with a student's application for, and receipt of, financial aid;

**E.** To comply with a judicial order or lawfully issued subpoena;

**F.** To parents of dependent students as defined by the Internal Revenue Code, Section 152;

**G.** To appropriate parties in a health or safety emergency; or

**H.** To the alleged victim of any crime of violence of the results of any disciplinary proceedings conducted by the University.

**I.** The University may disclose the result of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of University drug or alcohol policies, or any federal, state, or local law.

**J.** To students currently registered in a particular class, the names and e-mail addresses of others on the roster may be disclosed in order to participate in class discussion.

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

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

**4.** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Carolina to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Questions concerning this law and the University's procedures concerning release of academic information may be directed to the Office of Admissions, Records, and Financial Aid at 803-313-7073.

### **Appeals**

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

## **USC Lancaster Code of Student/Faculty Academic Integrity & Responsibility**

*“I will practice personal and academic integrity.” – from the Carolinian Creed*

### **I. Statement of Purpose**

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

### **II. Jurisdiction**

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

### **III. Responsibility of USCL Community**

#### **A. General Responsibility**

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

#### **B. Student Responsibility**

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

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

#### **C. Faculty Responsibility**

All instructors have responsibility to themselves and to their students:

1. to offer clarification of this Code where necessary
2. to state in writing at an early meeting of classes, specific course learning outcomes and the manner in which they are to be obtained
3. to state, in writing and at an early meeting of classes, grading, and evaluation procedures including:
  - a. the grading system and the method of determining the final grade;
  - b. the relative importance of prepared papers, quizzes, examinations, and class preparations;
  - c. the advance notice to be given for scheduled examinations;
  - d. the policy on unannounced quizzes.
4. to exercise care in the organization and preparation of materials
5. to begin and end class periods on time (If absence is anticipated, classes should be informed in advance of contingency arrangements.)
6. to maintain regular posted hours each week for student consultations
7. to plan tests and examinations carefully, ensuring that they can be completed within the test-examination period
8. to grade and return examinations without undue delay (preferably within one week of the examination date)
9. to give final examinations at the scheduled time.

#### D. Administrator Responsibility

USC Lancaster Administration should:

1. ensure that each entering student is afforded an opportunity to review this Code prior to his or her first day of classes at the University
2. ensure that all new USCL faculty, administration, and staff personnel should be apprised of this Code

### **IV. Definitions of Certain Specific Violations**

This Code is intended to prohibit all forms of academic dishonesty and should be interpreted broadly to carry out that purpose. The following examples illustrate conduct that violates this Code, but this list is not intended to be an exhaustive compilation of prohibited conduct.

Whenever a student is uncertain as to whether conduct would violate this Code, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor of record prior to engaging in such conduct.

#### A. Bribery

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

B. Cheating

Cheating includes but is not restricted to the following:

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

C. Lying

Lying includes the deliberate misrepresentation of any situation or fact, in part or whole, for the purpose of avoiding or postponing the completion of any assignment, duty, test, or examination, or which interferes with the instructor's ability to evaluate accurately a student's competency or performance in the course, internship, or program.

D. Plagiarism

Plagiarism is the act of taking an original idea, writing, or work of another and presenting it as the product of one's own activity, whether in whole or in part. It is the dishonest use of the work of another person. A person has committed plagiarism when he/she submits the words, sentences, ideas, conclusion, and/or example from a source (book, an article, another student's paper, etc.) without properly acknowledging the source.

- E. Aiding a Student to Commit Any of the Violations Described in IV, A.-D. It is likewise a violation of student/faculty academic responsibility to participate in or knowingly to aid another person in any of above activities defined in IV, A.-D.

## **V. Procedure for Handling Alleged Violations of the Code**

### **A. Informal Procedure**

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

### **B. Formal Procedure**

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

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

Formal Hearings will be held before the USC Lancaster Academic Honor Code Council. The Council shall consist of three USCL faculty representatives (one from each Academic Division), a USC Lancaster staff representative, and a USCL Student representative. Members will serve for a term of one calendar year (01 July – 30 June). One faculty representative and one alternate will be elected by each academic division at the final faculty meeting of the spring semester. Staff and student representatives (and alternates) are administratively appointed by the Dean of the USCL Campus, upon recommendation by the Associate Dean for Academic & Student Affairs and the Assistant Dean of Students, where appropriate.

## RULES GOVERNING FORMAL HEARINGS

1. When a student chooses an option of a formal administrative hearing, or when a case is referred to a hearing, the Office of Academic and Student Affairs shall set a date and place for a hearing and notify those charged, the Council, and relevant participants as to the scheduling of the hearing.
2. The Associate Dean for Academic & Student Affairs will provide each party with the names of faculty, staff, and student representatives to the Academic Honor Code Council. Each party shall have the right to exclude any member of the Council in the event of a conflict of interest. In such cases, the alternate member will serve for the duration of the hearing.
3. The Academic Honor Code Council is charged with hearing and reviewing cases involving USC Lancaster students charged with violations of the Code of Student/Faculty Academic Integrity & Responsibility and will recommend sanctions based on USC and USCL policies and procedures.
4. Hearings shall be considered closed and confidential. All statements, information, or comments given during hearings shall be held in strictest confidence by Council members, University staff, witnesses, advisors, and observers before, during, and after deliberation in keeping with relevant law and policy. Video, audio, stenographic, or photographic recording of hearing proceedings are prohibited, except as authorized by University policy.
5. If any material facts are in dispute, testimony of witnesses and other evidence shall be heard. Each party is responsible for securing the presence and participation of witnesses relevant to its case.
6. A party charged with a violation is responsible for presenting his/her own case. Advisors are not permitted to speak or to participate directly in any hearing.
7. Prior to the first convening of the hearing, the Academic Honor Code Council will select one member to serve as Chair for the hearing. Any member of the hearing Committee may require the Committee to go into private session to discuss and decide a matter by majority vote. The Chair can recess the hearing at any time.
8. The party(ies) charged with a violation(s) and the Council members shall have the right, within reasonable time limits set by the Chair, to present questions

for witnesses who testify orally. The Chair may require that questions by the charged party(ies) be addressed to Council members who can ask these questions of the witnesses.

9. All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. Witnesses (except for the charged party or parties) shall be present during a hearing only during the time they are testifying.
10. If the charged student chooses not to attend the formal hearing, that student may be considered as having waived his/her right to represent themselves in the hearing, and the Council may proceed with the hearing and reach decisions and impose sanctions without the student's participation.
11. An audio recording of the hearing shall be kept by the Office of Academic & Student Affairs until any appeal has been concluded, or ninety (90) days from the date of the hearing, whichever is longer. No typed record shall be required. The charged party(ies) and advisor shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Academic and Student Affairs . The charged student or student organization representative may request a duplicate copy of the recording at his/her/its own expense within a period of ninety (90) days from the date of the hearing.

#### DELIBERATION AND DECISIONS OF THE COUNCIL

1. After hearing the evidence, the Council may choose to continue the hearing at a later date if additional evidence or witnesses are needed.
2. After all information has been presented and the charged party has made a final statement, the Council shall meet in private to discuss the case, reach its decision, and if appropriate, recommend a sanction.
3. The Council must render its decision within six hours of actual deliberation time, which may be spread over a period of one week, unless additional time is approved unanimously by the Council.
4. Decisions must be by majority vote, with the Chair voting only in the event of a tie. If the student(s) is(are) found guilty of violating the Code of Faculty/Student Academic Integrity & Responsibility, the Council may request any information concerning any past disciplinary record(s) of the student(s) in determining an appropriate sanction(s). The decision will result in a

“hung” council if no majority vote for either principal may be obtained within the time limits outlined above.

5. Within three days of reaching its decision, the hearing Chair will submit its written decision (and, if appropriate, recommendations for sanction) to the Associate Dean for Academic & Student Affairs.
6. Within 24 hours of receiving the Council’s decision and recommendations, the Associate Dean for Academic & Student Affairs will send a written notification of the Council’s decision and sanctions to both principals and to the Dean of the Campus. The notice will include relevant information regarding the right to appeal and appeal procedures.

#### RECOMMENDATIONS FOR SANCTIONS

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

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

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

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

**Suspension:** Denial of enrollment, attendance, and other privileges at the University for a specified period of time. Permission to apply for re-admission upon termination of the period may be granted with or without conditions or restrictions. Students may be required to complete a period of disciplinary probation upon their return to the University. **NOTE:** Any student suspended or expelled for disciplinary reasons must vacate the campus within the period of time noted in the notice of suspension. The student may not return to campus

or University property during the term of the suspension without prior written permission by the Associate Dean for Academic & Student Affairs or designee.

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

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

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

#### APPEALS – Office of the Dean

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

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

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

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

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

remand the case to the original hearing authority, in which case the decision is final; or

may remand the case to the original hearing authority for further proceedings with directives to attend to procedural errors or new evidence.

4. In extraordinary circumstances, the Dean or designee may direct a new hearing before the Associate Dean or the Academic Honor Code Council. All deadlines expressed in any section are subject to change if exigent circumstances exist.
5. The Dean or designee shall send written notification of the decision regarding the appeal to the appealing party within fifteen (15) University business days of receiving the appeal barring special circumstances requiring an extension of this time limit. A copy of the decision will be sent to the original hearing authority.
6. Decisions of the Dean may be appealed in writing within five (5) University business days to the Vice Provost for Regional Campuses. The decision of the Vice Provost in all appellate matters is the final decision for the University. However, the President of the University has the discretionary authority to review decisions at the Vice Provost level or below, and the Board of Trustees has the discretionary authority to review decisions of the President.

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

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

Requests shall be made by written statement that includes the facts of the case, the type of hearing and appeal and the reasons justifying extraordinary review. Such requests must be filed in the Office of the President within five (5) University business days of the receipt of the appeal decision.

If review is granted, the reviewing authority will determine appropriate procedures.

New evidence will not normally be considered.



**NOTICE OF CHARGES AND PLEA RESPONSE**

**Date:**  
**NAME:**  
**Student ID:**

*I understand that I have been charged with the following violations of USC Lancaster Code of Student/Faculty Academic Integrity & Responsibility:*

**Insert specific sections of the CODE here**

*These charges are made in regard to the following incident (or alleged incident):*

**Insert pertinent information here regarding incident – include location, date, and time if possible**

*I understand that if I am found guilty of the charges, I am subject to the sanctions which appear in the University of South Carolina Lancaster Student Handbook (<http://usclancaster.sc.edu/studentlife/2010-2011StudentHandbook.pdf>).*

\_\_\_\_\_ I hereby request a formal hearing and plead not guilty to the  
Initials above charges.

\_\_\_\_\_ I hereby waive my right to a formal hearing and plead guilty to  
Initials the above charges.

\_\_\_\_\_

Date	Student signature
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*This form must be completed and returned to the Office of Academic and Student Affairs by five days from date of issue. If this form is not received by the deadline, the student will be assumed to have pled "not guilty" and a formal hearing by the Academic Honor Code Council will be scheduled for DATE & TIME in the LOCATION.*

CC: Dr. John Catalano, Dean  
Student File  
Others As Needed

## **PARKING REGULATIONS**

1. These regulations pertain to students, faculty, and staff of USC Lancaster. Fines and regulations are subject to change.
2. Parking decals are to be displayed on vehicles of all students, faculty, and staff. A parking fee may be assessed at registration.
3. Campus speed limit is 10 mph.
4. Fines will be imposed for the following violations:
  - Parking permit or decal not displayed - \$10.00
  - Parking improperly - \$20.00
  - Parking in No Parking area - \$20.00
  - Parking in Loading or Service zone - \$20.00
  - Blocking sidewalk or driveway - \$20.00
  - Failure to register Vehicle - \$20.00
  - Boot Removal Fee - \$50.00
  - Parking in Handicap Space – (1<sup>ST</sup>-\$25.00, 2<sup>ND</sup>-\$50.00, 3<sup>rd</sup>-\$100.00, 4<sup>th</sup>-BOOT ON VEHICLE)
5. Fines should be paid at the Business Office or mailed to the same within four school days of the violation. After four days, fines will be increased by \$1 and an additional \$1 for each week thereafter.
6. Students with unpaid fines will not be allowed to register at any USC campus until the fines are paid. Student records will not be transmitted from the Registrar's office until fines are paid.
7. Initial questions regarding fines should be directed to the Business Office. Fines may be appealed but the appeal must be made within four school days of the violation by notifying the Associate Dean for Academic and Student Affairs. The payment of the fines is to be suspended until the appeal decision is rendered. During the time of an appeal, fines will not be subject to the \$1 increase described in Item 5.
8. The income from the collection of fines will be deposited into the general University account to provide safety and security services.

## GENERAL INFORMATION

*Please note, the numbers listed are for off-campus use. If dialing from on-campus, dial 6 and the last four digits listed.*

***If you need information about:***

***Contact:***

**ACADEMIC ADVISING**  
Information on the academic advising process

**YOUR ASSIGNED  
ACADEMIC ADVISOR**

**ACADEMIC POLICIES**  
Information on USCL academic policies or clarification of academic probation and dismissal policies

**OFFICE OF ACADEMIC AND  
STUDENT AFFAIRS**  
Dr. Ron Cox, Associate Dean  
118 Hubbard Hall, 313-7101

**ATTENDANCE**  
Should you miss a class, exam, etc.

**YOUR INSTRUCTOR  
IMMEDIATELY**

**CAMPUS NEWS**  
Weekly newsletter with information about campus activities, events and classes

**STUDENT ACTIVITIES  
OFFICE**  
Laura Humphrey, Director  
106 Starr Hall, 313-7066

**CAREER ASSISTANCE**  
Choosing a major, career options, job skills

**COUNSELING CENTER**  
Dianne Evans, Director  
Margaret Dixon, Administrative Assistant  
127 Starr Hall, 313-7112

**CHANGING CAMPUSES**  
Changing to another campus within the University (USC Columbia meeting in February)

**ADMISSIONS OFFICE**  
Karen Faile, Director  
126 Starr Hall, 313-7073

**COMPUTER SERVICES**  
Computer use policies, location and operating hours of computer labs, reporting computer or telephone malfunction

**INFORMATION  
TECHNOLOGY**  
Blake Faulkenberry, Director  
227 Hubbard, 313-7033

**COUNSELING**  
Help with personal, career or academic issues

**COUNSELING CENTER**  
Dianne Evans, Director  
Margaret Dixon, Administrative Assistant  
125 Starr Hall, 313-7112

<p><b>DISABILITY SERVICES</b> Special services for students with physical, emotional, psychological, or learning disabilities</p>	<p><b>TRACEY CRAIG</b> 125 Starr Hall, 313-7448</p>
<p><b>DROPPING OR ADDING CLASSES</b> Dropping or adding classes must be done by the deadlines stated in the academic calendar</p>	<p><b>YOUR ACADEMIC ADVISOR</b></p>
<p><b>ENGLISH ASSISTANCE</b> Information on English assistance outside the classroom</p>	<p><b>ACADEMIC SUCCESS CENTER</b> Raquel Barros, Coordinator 224 Medford Library, 313-7113</p>
<p><b>ENGLISH PLACEMENT</b> Placement in English courses</p>	<p><b>DR. BRUCE NIMS</b> 218 Bradley, 313-7047</p>
<p><b>EVENING/NON-TRADITIONAL STUDENTS</b> Assistance for evening and non-traditional students</p>	<p><b>PROFESSOR DIANNE EVANS</b> 125 Starr Hall, 313-7112</p>
<p><b>FINANCIAL AID</b> Information on scholarships, grants and loans</p>	<p><b>FINANCIAL AID OFFICE</b> Kenneth Cole, Director 125 Starr Hall, 313-7068</p>
<p><b>FOREIGN LANGUAGE PLACEMENT</b> Placement in Spanish or French classes</p>	<p><b>PROFESSOR DARRIS HASSEL-SPANISH</b> 223 Medford, 313-7021</p> <p><b>PROFESSOR WALT COLLINS-FRENCH</b> 222 Medford, 313-7191</p>
<p><b>GENERAL CAMPUS INFORMATION</b></p>	<p><b>SWITCHBOARD</b> 112 Hubbard Hall, 313-7000</p>
<p><b>GRADUATE PROGRAMS</b> Information on programs and policies of the</p>	<p><b>OFFICE OF ACADEMIC AND STUDENT AFFAIRS</b> Dr. Ron Cox, Associate Dean</p>

Graduate School	118 Hubbard, 313-7101
<b>HEALTH SERVICES CLINIC</b> Information and assistance on health related matters	<b>STUDENT HEALTH SERVICES</b> Dr. Bill Riner, Director of Health Services Lynn Baker, Clinical Services Coordinator John Morrison White Clinic at the Gregory Health and Wellness Center, 313-7104
<b>HEALTH AND WELLNESS CENTER ACTIVITIES</b> Information on fitness activities, classes, or facilities	<b>GREGORY HEALTH AND WELLNESS CENTER</b> Anne Small, Assistant Director, Aquatics Kelly Steen, Assistant Director, Membership Services and Programs Gregory Health and Wellness Center, 313-7102
<b>INTRAMURALS</b> Club sports or sporting activities	<b>STUDENT ACTIVITIES OFFICE</b> Laura Humphrey, Director 106 Starr Hall, 313-7066
<b>LIBRARY</b> Books, journals, periodicals computerized searching, audiovisuals, government documents, inter-library loan services, Internet	<b>MEDFORD LIBRARY</b> Shari Eliades, Head Librarian Lori Harris, Assistant Librarian Medford Library, 313-7060
<b>MATHEMATICS ASSISTANCE</b> Information on math assistance outside the classroom	<b>ACADEMIC SUCCESS CENTER</b> Raquel Barros, Coordinator 224 Medford Library, 313-7113
<b>MATHEMATICS PLACEMENT</b> Placement in math courses	<b>DR. DANNY FAULKNER</b> 221 Bradley; 313-7029
<b>ORIENTATION</b> Information on testing and orientation programs	<b>STUDENT ACTIVITIES OFFICE</b> Laura Humphrey, Director

106 Starr Hall, 313-7066

**PASS/FAIL**

Paperwork for pass/fail must be completed by the deadline

**YOUR ACADEMIC ADVISOR**

**PAYMENT OF FEES**

Payment of tuition, lab fees, etc.

**BUSINESS OFFICE**

120 Starr Hall, 313-7100

**REGISTRATION**

Information on registration dates, locations, and procedures

**ADMISSIONS OFFICE**

Karen Faile, Director  
Amanda English, Records Officer  
126 Starr Hall, 313-7073

**STUDENT ORGANIZATIONS AND ACTIVITIES**

Information on intramurals, campus organizations, SGA, extracurricular activities, etc.

**STUDENT ACTIVITIES OFFICE**

Laura Humphrey, Director  
106 Starr Hall, 313-7066

**STUDENT RECORDS**

Information about records, diplomas, transferring or changing campuses, changing majors

**ADMISSIONS OFFICE**

Amanda English, Records Officer  
126 Starr Hall, 313-7072

**STUDY SKILLS**

Academic Assistance, developmental skills services

**ACADEMIC SUCCESS CENTER**

Raquel Barros, Coordinator  
224 Medford Library, 313-7113

**TEXTBOOKS AND SUPPLIES**

New and used textbooks, school supplies, academic items, Gamecock and USC Lancaster items

**NEBRASKA BOOK COMPANY**

Cheri Walters, Manager  
Starr Hall, 313-7050  
Open Monday-Thursday 8:00 a.m.-5:30 p.m.  
Friday 8:00 a.m.-12 noon

**TRANSCRIPTS**

Questions about transcript procedures

**ADMISSIONS OFFICE**

Karen Faile, Director  
Amanda English, Records

	Officer 126 Starr Hall, 313-7073
TRANSFERRING Transferring to a school outside the USC system	ADMISSIONS OFFICE Karen Faile, Director Amanda English, Records Officer 126 Starr Hall, 313-7073
TRIO PROGRAMS	Thelathia Barnes Bailey, Director Medford Library, 313-7042  Mark Ammons, Business Manager Medford Library, 313-7046
Opportunity Scholars Program	Medford Library, 313-7125  Max Bonek, Academic Specialist Medford Library, 313-7127 Cosonja Allen, Administrative Specialist
Upward Bound	Medford Library, 313-7144

## ACADEMIC ADVISOR INFORMATION

MAJOR	ADVISOR	OFFICE
Afro-American Studies	<a href="#">Chris Judge</a>	ML 220
Anthropology	<a href="#">Chris Judge</a>	ML 220
Architecture	<a href="#">Noni Bohonak</a>	HH 104
Art Education	<a href="#">Fran Gardner</a>	BB 214
Art History	<a href="#">Fran Gardner</a>	BB 214
Art Studio	<a href="#">Fran Gardner</a>	BB 214
BAIS: Bachelor of Arts in Interdisciplinary Studies	<a href="#">Lori Harris</a>	Medford Library
BLS: Bachelor of Arts in Liberal Studies (last names A-K)	<a href="#">Stephen Criswell</a>	ML 224
BLS: Bachelor of Arts in Liberal Studies (last names L-Z)	<a href="#">Lisa Hammond</a>	BB 213
BOL: Bachelor of Arts in Organizational Leadership	<a href="#">Steven Campbell</a>	HH 111
BOL: Bachelor of Arts in Organizational Leadership	<a href="#">Blake Faulkenberry</a>	HH 227
Biology	<a href="#">Todd Scarlett</a>	BB 214
Business (Associate Degree, last names A-F)	<a href="#">Darlene Roberts</a>	BB 219
Business (Associate Degree, last names G-M)	<a href="#">Brenda Dry</a>	HH 221
Business (Associate Degree, last names N-Z)	<a href="#">Bobby Collins</a>	HH 201
Business (Bachelor Degree, last names A-H)	<a href="#">Wayne Thurman</a>	BB 216

Business (Bachelor Degree, last names I-P)	<a href="#">Phillip Parker</a>	HH 221
Business (Bachelor Degree, last names R-Z)	<a href="#">Stan Emanuel</a>	ML 219
Business Education	<a href="#">Brenda Dry</a>	HH 221
CAP Students-PGPA over 1.5-2.0 (last names A-D)	<a href="#">Mark Coe</a>	ML 230
CAP Student-PGPA over 1.5-2.0 (last names E-I)	<a href="#">Tania Wolochwianski</a>	HH 113
CAP Students-PGPA over 1.5-2.0 (last names J-M)	<a href="#">Lori Ferguson</a>	TRIO
CAP Students-PGPA over 1.5-2.0 (last names N-P)	<a href="#">Darris Hassell</a>	ML 223
CAP Students-PGPA over 1.5-2.0 (last names Q-V)	<a href="#">Chris Bundrick</a>	HH 115
CAP Students-PGPA over 1.5-2.0 (last names W-Z)	<a href="#">Tracey Craig</a>	Counseling Center
CAP Students-PGPA under 1.5 (last names A-F)	<a href="#">Thelathia Bailey</a>	TRIO
CAP Students-PGPA under 1.5 (last names G-M)	<a href="#">Margaret Dixon</a>	Counseling Center
CAP Students-PGPA under 1.5 (last names N-Z)	<a href="#">Max Bonek</a>	TRIO
Chemistry	<a href="#">Bettie Obi-Johnson</a>	BB 224
Classical Studies	<a href="#">Richard Van Hall</a>	HH 101
Comparative Literature	<a href="#">Walt Collins</a>	ML 222
Computer Engineering	<a href="#">Noni Bohonak</a>	HH 104
Computer Information Systems	<a href="#">Noni Bohonak</a>	HH 104
Computer Science	<a href="#">Noni Bohonak</a>	HH 104
Continental European Literature	<a href="#">Richard Van Hall</a>	HH 101

Criminal Justice (Associate Degree)	<a href="#">John Rutledge</a>	HH 203
Criminal Justice (Bachelor Degree)	<a href="#">Ron Cox</a>	HH 118
Dance	<a href="#">Fran Gardner</a>	BB 214
Economics (Liberal Arts)	<a href="#">Bobby Collins</a>	HH 212
Education (BA: Early, Elementary, Middle; last names A-G)	<a href="#">Nathalie Davaut</a>	ML 224
Education (BA: Early, Elementary, Middle; last names H-N)	<a href="#">Terri Polenski</a>	BB212
Education (BA; Early, Elementary, Middle; last names O-U)	<a href="#">Dianne Evans</a>	Counseling Center
Education (BA: Early, Elementary, Middle: last name V-Z)	<a href="#">Claudia Priest</a>	HH 119
Engineering	<a href="#">Danny Faulkner</a>	BB 221
English	<a href="#">Bruce Nims</a>	BB 218
Exercise Science	<a href="#">Sarah Hunt</a>	Gregory Health & Wellness
Film Studies	<a href="#">Bruce Nims</a>	BB 218
French	<a href="#">Walt Collins</a>	HH 222
Geography	<a href="#">Richard Van Hall</a>	HH 101
Geology	<a href="#">Danny Faulkner</a>	BB 221
Geophysics	<a href="#">Danny Faulkner</a>	BB 221
German	<a href="#">Bruce Nims</a>	BB 218
History	<a href="#">Richard Van Hall</a>	HH 101

Hotel, Restaurant & Tourism	<a href="#">Peter Barry</a>	HH 105
International Studies	<a href="#">Richard Van Hall</a>	HH 101
Italian	<a href="#">Bruce Nims</a>	BB 218
Journalism	<a href="#">John Catalano</a>	HH 116
Latin American Studies	<a href="#">Kim Richardson</a>	HH 103
Marine Science	Pernell Lewis	HH 229
Mathematics	<a href="#">Dwayne Brown</a>	HH 117
Media Arts	<a href="#">Fran Gardner</a>	BB 214
Medical Technology	<a href="#">Bill Riner</a>	CRD
Music	<a href="#">Fran Gardner</a>	BB 214
Music Education	<a href="#">Fran Gardner</a>	BB 214
Nursing (Associate Degree, last names A-F)	<a href="#">Suzanne Williams</a>	HH 211
Nursing (Associate Degree, last names G-M)	<a href="#">Karen Worthy</a>	HH 209
Nursing (Associate Degree, last names N-Z)	<a href="#">Ann Scott</a>	HH 219
Nursing (Bachelor Degree, last names A-K)	<a href="#">Bill Riner</a>	CRD
Nursing (Bachelor Degree, last names L-Z)	<a href="#">Courtney Catledge</a>	HH 223
Nursing (Upper Division)	<a href="#">Amber Williams</a>	HH 225
Pharmacy (last names A-M)	<a href="#">Fernanda Burke</a>	Starr Hall 125C
Pharmacy (last names N-Z)	<a href="#">Bettie Obi-Johnson</a>	BB 224

Philosophy	<a href="#">John Catalano</a>	HH 116
Physical Education	<a href="#">John Catalano</a>	HH 116
Physics	<a href="#">Danny Faulkner</a>	BB 221
Political Science	<a href="#">Steven Campbell</a>	HH 111
Pre-Professional (Dental, Medical, Physical Therapy, Veterinary, etc)	<a href="#">Annette Golonka</a>	BB 211
Probationary Students	<a href="#">Tracey Craig</a>	Counseling Center
Psychology (last names A-M)	<a href="#">Terri Polenski</a>	BB 212
Psychology (last names N-Z)	<a href="#">Kate Holland</a>	ML 220
Readmits (GPA under 2.0)	<a href="#">Tracey Craig</a>	Counseling Center
Religious Studies	<a href="#">Richard Van Hall</a>	HH 101
Retailing	<a href="#">Darlene Roberts</a>	BB 219
Sociology	<a href="#">Tracey Craig</a>	Counseling Center
Spanish	<a href="#">Darris Hassell</a>	ML 223
Sport Administration	<a href="#">Peter Barry</a>	HH 105
Statistics	<a href="#">Noni Bohonak</a>	HH 104
Technology Support & Training	<a href="#">Blake Faulkenberry</a>	HH 227
Theater	<a href="#">Mary Beth Holloway</a>	HH 109
Undecided (Non traditional students; over age 25)	<a href="#">Dianne Evans</a>	Counseling Center
Undecided (last names A-B)	<a href="#">Kim Covington</a>	BB 222

Undecided (last names C-F)	<a href="#"><u>Shemsi Alhaddad</u></a>	ML 218
Undecided (last names G-J)	<a href="#"><u>David Roberts</u></a>	SH 125E
Undecided (last names K-M)	<a href="#"><u>Anamaria Burg</u></a>	SH 125A
Undecided (last names N-R)	<a href="#"><u>Gabi Atim</u></a>	ML 222
Undecided (last names S-Z)	<a href="#"><u>Jason Holt</u></a>	SH 125B

## GLOSSARY OF COLLEGE TERMINOLOGY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

To compute a GPA (See formula on the following page):

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

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

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

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

### Compute Your GPA

#### Example: Fall term

Course	Grade (grade pts)	Credit hrs attempted	Credit hrs earned	Total grade pts
ENGL 101	B+ (3.5)	3	3	10.5
MATH 141	A (4.0)	4	4	16.0
CHEM 101	C (2.0)	4	4	8.0
PSYC 101	F (0.0)	3	0	0.0
<b>Total</b>		<u>14</u>	<u>11</u>	<u>34.5</u>
<b>GPA</b>	=	$\frac{\text{total grade points}}{\text{total hours attempted}}$	=	$\frac{34.5}{14} = 2.46$

To compute a Cumulative GPA:

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

### Compute Your Cumulative GPA

#### Example:

<b>Spring term: hours attempted</b>	=	<b>15</b>	<b>grade points</b>	=	<b>45.0</b>
<b>Fall term: hours attempted</b>	=	<u>14</u>	<b>grade points</b>	=	<u>34.5</u>
<b>Totals:</b>		<u>29</u>			<u>79.5</u>
<b>Cumulative GPA</b>	=	$\frac{79.5}{29}$		=	<b>2.74</b>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Scholastic Aptitude Test (SAT)** - College entrance examination sponsored by the College Board that tests verbal and mathematical reasoning abilities. The SAT is given numerous times each year at designated high schools and scored at the national testing center in

Princeton, NJ. These are called "National" SAT (ISAT, NSAT) or ACT test scores. (see ACT, ISAT)

**Semester** (see Term)

**Semester Hour** (see Credit Hour)

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

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

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

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

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

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

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

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

- (a) Official Transcript - Must bear the official University seal, the date the transcript was produced and the signature of the Registrar. This procedure is called Validation.
- (b) Unofficial Transcript - A copy of the permanent record for intercampus or student use; it is not validated, but stamped "Unofficial - For Internal Use Only" or "For Student Use Only."

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

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

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

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

