

# USC Sumter Student Handbook

## Introduction

The Student Affairs Division publishes the student handbook in an effort to enhance your college experience. All information and dates are subject to change. It contains a listing of services provided for students of USC Sumter as well as various co-curricular activities in which you may choose to participate. It also contains information concerning student life and responsibilities as well as policies and guidelines established to assist you in meeting the unique challenges of the University environment. This is not to be construed as a contract between USC Sumter and students. This document represents policies and procedures, which are subject to change. Please read and become very familiar with the handbook. The student handbook serves as a resource document for your involvement in the University community. The University reserves the right to administratively interpret and/or alter any policy, regulation, or procedure stated or referred to herein through established channels. Questions or clarification requests should be directed to the Office of Student Life. The current copy of the USC Sumter Student Handbook is on reserve in the Anderson Library. Updates and policy changes are posted in the "Commons" of the Student Union building.

Access the USC Sumter Homepage at: <http://www.uscsumter.edu/>

## 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, this introduction submits that membership in the Carolina Community is not without its obligations. It is assumed or understood that joining is evidence of a subscription to certain ideals and an agreement to strive for the level of achievement and virtue suggested by the following:

### **I will practice personal and academic integrity.**

*A commitment to this ideal is inconsistent with cheating in classes, in games, or in sports, it should eliminate the practice of plagiarism or borrowing another student's homework, lying, deceit, excuse making, and infidelity or disloyalty in personal relationships.*

### **I will respect the dignity of all persons.**

*A commitment to this ideal is inconsistent with behaviors which compromise or demean the dignity of individuals or groups, including hazing, most forms of intimidating, taunting, teasing, baiting, ridiculing, insulting, harassing, and discrimination.*

### **I will respect the rights and property of others.**

*A commitment to this ideal is inconsistent with all forms of theft, vandalism, arson, misappropriation, malicious damage to, and desecration or destruction of property. Respect for another's personal rights is inconsistent with any behavior which violates persons' right to move about freely, express themselves appropriately, and to enjoy privacy.*

### **I will discourage bigotry, striving to learn from differences in people, ideas, and opinions.**

*A commitment to this ideal pledges affirmative support for equal rights and opportunities for all students regardless of their age, sex, race, religion, disability, ethnic heritage, socioeconomic status, political, social or other affiliation or disaffiliation, affectional preference.*

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

*A commitment to this ideal is a pledge to be compassionate and considerate, to avoid behaviors which are insensitive, inhospitable, or inciteful, or which unjustly or arbitrarily inhibit another's ability to feel safe or welcomed in their pursuit of appropriate academic goals.*

### **Allegiance to these ideals obligates each student to refrain from and discourage behaviors which threaten the freedom and respect all individuals deserve.**

*This last clause reminds community members that they are not only obliged to avoid these behaviors, but that they also have an affirmative obligation to confront and challenge, and respond to, or report the behaviors whenever or wherever they're encountered.*

## WHERE TO GO FOR HELP

<u>TOPIC</u>	<u>OFFICE/DEPARTMENT</u>	<u>BUILDING LOCATION</u>
Academic Advisement	Advisement & Counseling Center	Administration Bldg.
Alumni Information	University Advancement	Administration Bldg.
Application for Admission	Admissions Office	Administration Bldg.
Auto Decals and Fines	Business Office	Administration Bldg.
Books and Supplies	Bookstore	Student Union Bldg.
Change of Campus	Records Office	Administration Bldg.
Change of Major	Advisement & Records	Administration Bldg.
Counseling, Career	Advisement Center	Administration Bldg.
Counseling, Personal	Advisement Center	Administration Bldg.
Data Processing Needs	Computer Lab	Anderson Library
Fee Payment	Business Office	Administration Bldg.
Financial Aid Applications	Financial Aid Office	Administration Bldg.
Food Service	Food Court	Student Union Bldg.
Football Tickets	Student Life	Student Union Bldg.
General Information	Switchboard Receptionist	Administration Bldg.
Grade Change Petition	Records Office	Administration Bldg.
Greeting Cards	Bookstore	Student Union Bldg.
Grievances	Student Life	Student Union Bldg.
Housing Applications for USC Columbia	Records Office	Administration Bldg.
Intramural Sports	Campus Recreation	Nettles Building
Internet Access on Campus	Library	Anderson Library
Keys Locked In Car	Switchboard Receptionist	Administration Bldg.

## WHERE TO GO FOR HELP

TOPIC	OFFICE/DEPARTMENT	BUILDING LOCATION
Lost and Found	Switchboard Receptionist	Administration Bldg.
Math Lab	Math & Science Division Office	Science Bldg.
Military Tuition Assistance	Financial Aid Office	Administration Bldg.
Postage Stamps	Bookstore	Student Union Bldg.
Residency Forms	Admissions Office	Administration Bldg.
Schedule of Classes	Records Office	Administration Bldg.
Scholarship Applications	Financial Aid Office	Administration Bldg.
Student E-mail Accounts	Computer Services Division	Anderson Library
Student Employment Opportunities	Financial Aid Office	Administration Bldg.
Student I.D.s	Student Life	Student Union Bldg.
Student Organizations	Student Life	Student Union Bldg.
VIP Problems	Records Office	Administration Bldg.
Transcripts - Academic or Student Development	Records Office	Administration Bldg.
Tuition Refunds	Business Office	Administration Bldg.
Tutoring	Opportunity Scholars Program	Classroom Bldg.
	Advisement Center	Administration Bldg.
USC Sumter Bulletins	Admissions Office	Administration Bldg.
Veterans Assistance	Veterans Office	Administration Bldg.
Visa Information	Admissions Office	Administration Bldg.
Wellness Center	Campus Recreation	Nettles Building
Writing Lab	Arts and Letters Division Office	Arts and Letters Bldg.

## USC SUMTER CAMPUS DIRECTORY

<b><u>ACADEMIC ADVISEMENT AND COUNSELING CENTER</u></b>		<b><u>BUILDING</u></b>	
Ms. Gail Paack, Director	Ext. 3771	103	Administration
Ms. Faye Nettles, Admin. Spec.	Ext. 3800	101	Administration
Ms. Terry Clark, Academic Advisor	Ext. 3303	105A	Administration
VACANT, Academic Advisor	Ext. 3732	105B	Administration
<b><u>ACADEMIC AFFAIRS</u></b>			
Dr. Anthony Coyne, Associate Dean	Ext. 3749	108A	Administration
Ms. Suzette Britton, Administrative Assistant	Ext. 3730	108	Administration
Mr. Chuck Wright, Institutional Research Analyst	Ext. 3867	206H	Administration
Mr. Herman Player	Ext. 3761	206G	Administration
<b><u>ADMINISTRATIVE and FINANCIAL SERVICES</u></b>			
Mr. Bruce Blumberg, Associate Dean	Ext. 3838	214C	Administration
Ms. Christie Stutz, Administrative Assistant	Ext. 3815	214	Administration
Ms. Kathryn Barrett Duke, Budget Director and Grants Coordinator	Ext. 3789	214B	Administration
Ms. Frances Dennis, Receptionist	Ext. 0	Lobby	Administration
Ms. Phyllis Turner, Purchasing/Receiving/ Mail Clerk	Ext. 3781	126	Arts
<b><u>ADMISSIONS SERVICES</u></b>			
Mr. Keith Britton, Dir. Admissions & Recruitment	Ext. 3882	116A	Administration
Ms. Brenda Libner, Admin. Spec.	Ext. 3717	116	Administration
Ms. Lydia Johnson, Data Manager	Ext. 3731	114	Administration
Ms. Alicia Curtis, Admissions Recruiter	Ext. 3807	116D	Administration
Mr. Tony McFarland, Admissions Recruiter	Ext. 3276	116C	Administration
<b><u>ARTS AND LETTERS</u></b>			
Dr. Hayes Hampton, Chair	Ext. 3860	103	Arts
Ms. Carol Reynolds, Admin. Spec.	Ext. 3757	102	Arts
Ms. Ellen Arl	Ext. 3750	113	Arts
Ms. Mary Ellen Bellanca	Ext. 3739	107	Arts
Mr. James Borton	Ext. 3849	106	Arts
Mr. Hunter Boyle	Ext. 3893	149	Arts
Dr. Park Bucker	Ext. 3752	110	Arts
Ms. Laura Cardello	Ext. 3858	150	Arts
Mr. Stephen Castleberry	Ext. 3890	104	Arts
Ms. Megan Campbell	Ext. 3857	105	Arts
Mr. Joseph Delfin	Ext. 3861	111	Arts
Mr. Bernard Fitzgerald	Ext. 3802	109	Arts
Ms. Cara-lin Getty	Ext. 3727	151	Arts
Dr. Andrew Kunka	Ext. 3718	108	Arts
Dr. Michele Reese	Ext. 3755	112	Arts
Ms. Michelle Ross	Ext. 3801	115	Arts
<b><u>ATHLETICS</u></b>			
Mr. Bruce Blumberg, Athletics Director	Ext. 3838	214C	Administration
Ms. Christie Stutz, Administrative Assistant	Ext. 3815	214	Administration
Mr. Tom Fleenor, Men's Baseball Coach	Ext. 3904	212A	Administration
Ms. Adrienne Cataldo, Women's Softball Coach	Ext. 3906	212B	Administration
Mr. Giovanni Vlahos, Soccer Coach	Ext. 3791	212	Administration
<b><u>BOOKSTORE</u></b>			

Ms. Jeanette H. Hudson, Manager	Ext. 3753	102A	SUB
Ms. Julie McCoy, Fiscal Technician	Ext. 3821	102B	SUB
Ms. Hope Turner, Clerk	Ext. 3846	102	SUB

**BUSINESS ADMINISTRATION AND ECONOMICS**

Ms. Kay Oldhouser Davis, Chair	Ext. 3746	114A	Business
Ms. Lucile Ward, Administrative Specialist	Ext. 3735	114	Business
Dr. Christine Borycki	Ext. 3826	220	Library
Mr. Vernon Disney	Ext. 3704	109	Business
Dr. Jean-Luc Grosso	Ext. 3859	110	Business
Dr. Sherry Grosso	Ext. 3741	113	Business
Dr. Terrie Smith	Ext. 3710	116	Business
Dr. Hendrickus van Bulck	Ext. 3895	120	Business

**BUSINESS OFFICE**

Ms. Jane Charlton, Office Manager	Ext. 3786	214D	Administration
Mr. Wendell Prescott, Accounting Technician	Ext. 3765	214E	Administration
Ms. Laura Curtis, Accounting Technician	Ext. 3783	214E	Administration

**CAMPUS SECURITY**

**Ext. 3400 (For emergencies)**

**COMPUTER SERVICES**

Mr. Bob Thompson, Director	Ext. 3839	209	Anderson
Ms. Shelby Collins, Systems Support Tech.	Ext. 3707	213	Anderson
Mr. David McDaniel, Systems Support Tech.	Ext. 3850	212	Anderson

**DEAN OF THE UNIVERSITY**

Dr. C. Leslie Carpenter, Dean	Ext. 3888	206C	Admin.
Ms. Ann Brewer, Office Assistant	Ext. 3818	206	Admin.
Ms. Mary Fran Smith, Exec. Assistant to the Dean	Ext. 3808	206E	Admin.
Ms. Marchetta Williams, Human Resource Officer	Ext. 3721	206B	Admin.

**DISTANCE AND CONTINUING EDUCATION**

Ms. Susan Brabham, Dir., Continuing Education	Ext. 3795	119A	Business
Ms. Jean Carrano, Dir., Distance Education	Ext. 3708	117A	Schwartz
Ms. Fran Castleberry, Office Assistant	Ext. 3843	135	Anderson
Mr. Matt Gaulke, Media Resources Consultant	Ext. 3778	113A	Schwartz

**FINANCIAL AID, SCHOLARSHIPS, AND VETERANS AFFAIRS**

Ms. Sue Sims, Coordinator	Ext. 3729	112	Admin.
Ms. Cindy Berberich, Financial Aid Counselor	Ext. 3716	111	Admin.
Ms. Jean Failmezger, Financial Aid Counselor	Ext. 3766	110	Admin.
Ms. Elizabeth White, Data Manager	Ext. 3840	113	Admin.

**FOOD SERVICES AND VENDING**

Deborah Shumate, Food Court Manager	Ext. 3825	Student Union Building	
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**HUMANITIES, SOCIAL SCIENCES, AND EDUCATION**

Dr. Richard Bell, Chair	Ext. 3715	117B	Schwartz
Ms. Kathleen King, Administrative Specialist	Ext. 3777	117	Schwartz
Dr. Robert Castleberry	Ext. 3779	104	Schwartz
Dr. Blane DaSilva	Ext. 3894	105	Schwartz
Dr. David Decker	Ext. 3773	142	Schwartz
Dr. Robert Ferrell	Ext. 3762	102	Schwartz
Dr. Nancy Macdonald	Ext. 3804	130	Schwartz
Dr. Sal Macias	Ext. 3756	136	Schwartz
Dr. J.T. Myers	Ext. 3774	106	Schwartz
Dr. Thomas Powers	Ext. 3776	103	Schwartz
Dr. Eric Reisenauer	Ext. 3862	138	Schwartz
Dr. John Safford	Ext. 3772	139	Schwartz

### **LIBRARY**

Ms. Sharon Chapman, Head Librarian	Ext. 3810	136	Anderson
Ms. Constance Pender, Library Manager	Ext. 3797	128	Anderson
Ms. LaToya Cooper	Ext. 3827		Anderson
Ms. Elizabeth Ketchum	Ext. 3832		Anderson
Mr. David Macias	Ext. 3736		Anderson
Ms. Glenda Phillips	Ext. 3736		Anderson
Ms. Teresa Williams	Ext. 3736		Anderson

### **MAINTENANCE SERVICES**

Mr. Jeff Lingefelt, Superintendent	Ext. 3784	123	SUB
VACANT, Evening Supervisor	Ext. 3805	110	SUB
Ms. Lucille Green, Custodian	Ext. 3878	110	SUB
Ms. Kathy Davenport, Custodian	Ext. 3876	110	SUB
Mr. Earl Green, Custodian	Ext. 3878	110	SUB
Mr. Otis Holloway, Trades Specialist	Ext. 3834	127	Arts
Mr. Jimmy McClary, Grounds Assistant	Ext. 3877	123	SUB
Mr. VACANT, Trades Specialist	Ext. 3743	130	Arts
Mr. Brian Privett, Custodian	Ext. 3872	110	SUB
Mr. Allen Turner, Trades Specialist	Ext. 3714	123	SUB
Ms. Pretsephonie Winkler, Custodian	Ext. 3871	110	SUB
Mr. Pearson York, Custodian	Ext. 3881	110	SUB

### **OPPORTUNITY SCHOLARS PROGRAM**

Ms Lisa Rosdail, Coordinator	Ext. 3723	104A	Business
VACANT, Program Assistant	Ext. 3794	104	Business
Ms. Liz Costello, Educ. Skills Spec.	Ext. 3865	104	Business
Ms. Mary Wayne James, Educ. Skills Spec.	Ext. 3868	104	Business
Mr. Robert Johnson, Cultural Events Spec.	Ext. 3864	104	Business
Mr. Paul Thomas, Educ. Skills Spec.	Ext. 3886	104	Business

### **RECORDS AND REGISTRATION**

Ms. Jennifer Baker, Student Services Specialist	Ext. 3809	101C	Admin.
Ms. Doris Dupree, Office Assistant	Ext. 3341	116	Admin.
Ms. Flora Gadson, Records and Registration Asst.	Ext. 3787	101B	Admin.

### **SCIENCE, MATHEMATICS, AND ENGINEERING**

Dr. James Privett, Chair	Ext. 3758	115	Science
Ms. Nicole Milligan, Administrative Specialist	Ext. 3720	109A	Science
Mr. Stephen Anderson	Ext. 3775	202	Anderson
Dr. Michael Bacon	Ext. 3738	105	Schwartz
Dr. Michael Becker	Ext. 3759	132	Schwartz
Dr. Stephen Bishoff	Ext. 3744	106	Science
Dr. Charles Cook	Ext. 3790	134	Schwartz
Dr. Robert Costello	Ext. 3711	108A	Science
Dr. Pearl Fernandes	Ext. 3725	103	Science
Dr. Rigoberto Florez	Ext. 3886	131	Schwartz
Dr. Kajal Goshroy	Ext.	101A	Science
Mr. Paul Hermann	Ext. 3764	117	Business
Dr. Rebecca Hillman	Ext. 3885	134	Schwartz
Mr. John Logue	Ext. 3745	101A	Science
Ms. Beth McLeod, Lab Manager	Ext. 3844	109E	Science
Dr. Robert Nerbun	Ext. 3742	113	Science
Dr. Karen Pompeo	Ext. 3701	109D	Science
Dr. Maitland Rose	Ext. 3853	126	Schwartz

### **SHAW CAMPUS**

Ms. Kathleen Barnes, Director	Ext. 3812		Shaw Office
Mr. Dewitt Walker, Assistant Director	Ext. 3813		Shaw Office

### **SMALL BUSINESS DEVELOPMENT CENTER**

Mr. Jim Giffin, Consultant	Ext. 3833	220	Anderson
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### **UPSTATE EDUCATION PROGRAMS**

Dr. Marilyn Izzard, Director	Ext. 3709	124	Schwartz
Ms. Gail Corning, Administrative Assistant	Ext. 3702	122	Schwartz
Ms. Linda Barnard	Ext. 3883	107	Schwartz
Dr. Jay Britton	Ext. 3814	137	Schwartz
Dr. Linda C. Mims	Ext. 3768	123	Schwartz

### **STUDENT AFFAIRS**

Mr. Lynwood Watts, Associate Dean	Ext. 3724	206I	Admin.
Ms. Mary Sutton, Administrative Assistant	Ext. 3760	206J	Admin.

### **STUDENT LIFE**

Ms. Shannon Mewborn, Director	Ext. 3763	121C	SUB
Mr. Frank Marsh, Campus Rec. Coordinator	Ext. 3824	105	Nettles

### **UNIVERSITY ADVANCEMENT**

Mr. Carl McIntosh, Assistant Dean	Ext. 3733	204D	Admin.
Ms. Joyce Hodge, Administrative Assistant	Ext. 3782	204	Admin.
Ms. Erica McLeod, Alumni Relations	Ext. 3851	204C	Admin.
Ms. Misty Hatfield, Director of Marketing and Public Relations	Ext. 3728	204B	Admin.

## SERVICES FOR STUDENTS

**Bookstore** - The USC Sumter Bookstore is located in the Student Union Building. The store carries a full line of textbooks and academic supplements and materials, as well as supplies, clothing, and novelty items. Hours of operation are posted near the entrance. Ext. 3846, 3821 or 3753.

**Career Services** - Not sure what to major in? Like many college students today, you might be struggling with what major to study, what career path to choose. The Office of Advisement and Counseling invites you to explore the various career choices you have through a computer-delivered career guidance and information system from ACT. DISCOVER is free for you to use. Come by the Advisement and Counseling Office to get your USER ID.

**Computer Services** - The computer facilities are located in the Anderson Library. The computer center is staffed at all times with an assistant that is available to assist with hardware problems (computers, printers, etc.). However, staff assistants are not provided to assist with projects and assignments. USC Sumter students, faculty and staff have priority use of this facility. Valid USC Sumter ID is required for use of the IBM compatible and Apple computers. If you have questions or need assistance, please call the Computer Services Department at Ext. 3839, 3737, or 3848.

**Emergencies and Accidents** - Should an emergency or accident occur, dial 3400 on campus or notify the switchboard operator, located in the lobby of the administration building. If the situation warrants, call [EMS] Emergency Medical Service (9)911.

**Financial Aid**- USC Sumter seeks to provide financial aid to every student in need of such assistance. Awards are based on demonstrated financial need and on academic promise. Scholarships, grants, loans, and on-campus job programs are available. Normally, early applicants receive assistance, but late applicants are awarded as funds are available. Interested students should contact the Office of Financial Aid, Scholarships and Veterans Affairs for further information. Ext. 3766.

**Food Services and Vending** – The USC Sumter Food Court offers items hot off the grill, sandwiches, salads, Pizza Hut personal pizzas and breakfast items delivered fresh from Perfection Bakery. In addition, a variety of snack food items and beverages are available for purchase. For information contact Debbie Shumate in the Food Court at Ext. 3825. Snack and drink machines are also located in each building. If you should encounter mechanical problems with any of the vending machines on campus, please contact Christie Stutz in the Business Office at ext. 3815.

**ID Cards** - Official USC Sumter identification cards are made in 121B of the Student Union Building by the staff of the Student Life Office. All USC Sumter students are expected to have an ID card made. ID cards are the property of USC Sumter and may be confiscated for due cause. A \$10.00 fee is charged for lost or stolen cards. USC Sumter ID cards are required for admission to USC Sumter events and activities, to check out books in the library, to use the computer lab, and to check out equipment in the Nettles Recreational Facility, and for other events/activities as deemed appropriate. **Lost or stolen cards should be reported to the Student Life Office within 24 hours or next work day. Ext. 3763.**

**Insurance**- A student health and accident insurance plan is advertised on campus by an independent agency. The policy covers students and insured family members twelve months a year, twenty-four hours a day, both on and off campus. However, it does not cover persons participating in the military. The insurance may be purchased when registering, or applications are available in the Office of Records and Registration and on-line at [www.studentinsurance.com](http://www.studentinsurance.com).

**Library** - The Anderson Library is a total information repository housing more than 64,000 volumes and periodicals. A friendly and capable staff is always willing to assist in locating materials and doing research. The Library also houses photocopying and research computer facilities for students. Ext. 3736 or 3795.

**Lost and Found** - The Switchboard Office, located in the Administration Building, provides a "Lost and Found" service for the campus. Articles may be claimed or turned in at this office. Ext. 0.

**Scholarships** - Scholarships at USC Sumter are made possible by individuals, clubs, organizations, businesses, and industries which know the value of higher education and provide the funds for scholarships. The University of South Carolina Sumter awards approximately 90 scholarships to students with above average academic credentials. Students must submit completed scholarship applications by the first Friday in November to be considered for scholarships available for the following fall semester. A second scholarship application deadline of the first Friday of April is also used to award any remaining scholarships for the following fall semester. In addition to the monetary support, scholarships afford students prestige, honor and the opportunity for employment advancement and further education. For additional information, please contact the Office of Financial Aid, Scholarships, and Veterans Affairs.

**Virtual Information Processing System (VIP)** - allows students to register for classes, drop/add, access and pay fees, and check grades via the internet. Students are able to withdraw from all of their classes by using VIP. Access to VIP is located at <https://vip.sc.edu/>.

**USC Sumter Homepage** – The USC Sumter Homepage is located at <http://www.uscsumter.edu>. At this site you will be able to obtain a wealth of information about the campus, faculty, staff, and campus activities.

**Veteran Services** - The Office of Financial Aid, Scholarships, and Veteran Affairs handles certification of all students receiving educational benefits while attending USC Sumter and answers questions concerning these benefits. The Veterans Affairs' staff also helps with educational, vocational, and personal concerns, which might affect the veterans' academic success.

## **Purpose of the Institution – USC Sumter**

*To provide intellectual leadership and create a higher educational environment that will promote learning.*

### **USC Sumter Mission Statement**

The University of South Carolina Sumter, one of eight campuses of the University of South Carolina, has as its mission providing higher education and intellectual leadership for the Sumter area. At the heart of this mission is a faculty dedicated to excellence in teaching, public service, research and creative endeavor. USC Sumter offers a varied curriculum rooted in the liberal arts and aimed at preparing students to continue their education in the University and throughout life. The University of South Carolina Sumter seeks to recruit qualified students who show the potential to succeed at a baccalaureate level education. Accordingly, enrollment carries with community needs.

The University of South Carolina Sumter was established to encourage higher education in Sumter and adjacent counties and to provide the first two years of a university education and such other courses as are deemed desirable. The design of the early institution incorporated a flexibility that has allowed changes in institutional capability with increasing education demand of constituents. The institution offers a program of courses that will allow students to study toward a baccalaureate degree and a coordinated program of graduate studies at the master's degree level in selected areas. This mission has been expanded to provide non-credit courses, seminars, and workshops made available to the community for cultural enrichment and for professional development.

The traditions of cultural diversity and freedom of thought are valued at USC Sumter. In an atmosphere that develops respect for this diversity and an awareness of individual, societal, and global responsibilities, USC Sumter promotes courses, activities, and attitudes which favor the development of men and women who continue learning throughout life.

The University emphasizes the development of the whole person. The institution especially seeks to foster in students the disciplines essential to an educated citizenry. These include the ability to communicate through effective writing and articulate speech, as well as quantitative competence, creative and critical thinking, and the integration of knowledge. Classroom experiences, student activities, and physical education programs provide opportunities for cultural enrichment, leadership development, intellectual growth and interpersonal relationships, contributing to a sense of self-reliance and self-esteem.

# STUDENT RIGHTS AND FREEDOMS

## I. Preamble

The purpose of the following statement is to enumerate the essential provisions for student freedom to learn. Academic institutions exist for the transmission of knowledge, the pursuit of truth, the overall development of its students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgement and to engage in a sustained and independent search for truth. Institutional procedures for achieving these academic freedoms may vary from campus to campus, but the basic standards outlined below are essential to any community of scholars.

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

The responsibility to uphold and respect the general conditions conducive to these freedoms is shared by all members of the academic community. The University has developed policies and procedures which provide and safeguard these freedoms. These policies and procedures are within the framework of general standards with the broadest possible participation of members of the academic community.

## II. In the Classroom

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

### A. Protection of Freedom of Expression

Students are free to take reasoned exception to the information or views offered in any course of study and to reserve judgment about matters of opinion. They are, however, responsible for learning the content of any course of study for which they are enrolled.

### B. Protection from Improper Disclosure

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

### C. Confidentiality of Student Records

Information about student views, beliefs, and political associations which professors acquire during the course of their work as instructors, advisors, and counselors is considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

The University of South Carolina Sumter is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is designed to protect students' rights with regard to educational records maintained by the institution. Under this Act, students have the following rights:

1. the right to inspect and review educational records maintained by the institution that pertain to the requesting student,
2. the right to challenge the content of records (except grades) on the grounds that they are inaccurate, misleading, or a violation of the requesting students' privacy or other rights, and
3. the right to control disclosures from a student's education records with certain exceptions.

The University of South Carolina Sumter's policy is to comply with the provisions of the Family Educational Rights and Privacy Act of 1974. A copy of the FERPA may be obtained in the Records Office. Students also have the right to file complaints with the FERPA office at the following address: Family Policy Compliance Office, US Department of Education, 400 Maryland Ave., S.W., Washington DC 20202-4605 regarding alleged violations of the Act. A copy of the FERPA policy is located in the Records Office.

The above is the University policy indicating the information which should be a part of a student's permanent educational record and the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records are separate, and the conditions of access to each are set forth in this explicit policy statement. Final transcripts or academic records contain only information about academic status. Information from disciplinary files is not available to any unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion for security clearance.

No permanent records are kept which reflect the political activities or beliefs of students. Administrative staff and faculty members respect as confidential such information which they acquire during the course of their work. Counseling files are not available to any person without the consent of the student except under legal compulsion. Authorized counselors do not, without the consent of the student, disclose any information obtained while counseling any student unless failure to disclose the information could result in emotional harm to the student or others.

#### **D. Commitment to English Language Proficiency Instruction**

The University has established procedures to certify that all classroom activities are conducted by individuals with spoken and written proficiency in the English language at a suitable level. Student complaints concerning the English proficiency of an individual with classroom responsibilities should follow the academic grievance procedures.

## **STUDENT AFFAIRS**

### **The Advisement/Counseling Center**

The Advisement/Counseling Center has as its mission to provide support services in the area of academic advisement in order to enhance the achievement of USC Sumter's greater mission of providing higher education and intellectual leadership for the Sumter area. The support services are centered around a well-trained and dedicated staff and are offered through a structured and well organized program of services and resources, in order to assure a student's meaningful engagement of and involvement in the educative process. The intention is to assure the retention of the student in his/her program of study through its completion.

The purpose of academic advisement at USC Sumter is to assist students in the formation and clarification of their values, interests, abilities, and life/career goals, as well as in the development of educational plans for the realization of these goals. Using all the current information available degree program requirements and academic policies set forth by the Columbia, Aiken, Upstate, and Beaufort campuses, and knowing that good academic advisement positively affects retention, USC Sumter advisors, in good faith, provide the most accurate advisement possible, in order to effectively guide students through their chosen degree programs.

Final authority on degree programs offered by any institution other than USC Sumter, resides with the other institution. As such, it is the student's responsibility to check and verify policies, procedures, and regulations (academic and non-academic) for other institutions, including other USC campuses.

Upon admission, each degree seeking student is assigned an academic advisor. He/she will meet with the advisor at least once a semester. The student may call or come by the Advisement/Counseling Center and make an appointment to meet with the advisor as needed. Students are responsible for making advisement appointments. The office will send out advisement reminders for students via University e-mail. Students are encouraged to make an appointment with an

advisor any time they have questions or concerns. Students do not have to wait until their next advisement appointment to talk with an advisor.

The Advisement/Counseling Center staff stands ready to give assistance to the student body as needed. We encourage you to come by and visit the center and let us know how we may be of service.

### **Available Resources**

The following Sumter community services are available to all USC Sumter students:

- Rape Crisis Center - 773-4357**
- Santee Wateree Mental Health Center- 775-9364**
- Sumter County Commission on Alcohol and Drug Abuse - 775-6815**
- Sumter County Health Department - 773-5511**
- Sumter County Department of Social Services - 773-5531**
- YWCA Spouse Abuse Crisis Line - 775-2763**

### **Support Services and Accommodations for Learning Disabled Students**

Learning disabled students apply and are considered for admission to the University in the same manner as any other applicant and must meet the same admission standards.

Upon acceptance, learning disabled students may gain access to support programs by providing the following documentation of their disability to the Director of the Advisement/Counseling Center, who serves as the ADA Coordinator:

- A complete psycho-educational evaluation conducted within the past three years by a certified/licensed school psychologist.
- Verification that the student was diagnosed and received services as learning disabled student.
- Any relevant educational, medical, or diagnostic records which would provide additional information.

If these criteria cannot be satisfied, students may present the results of a current evaluation performed by a licensed school or clinical psychologist to the ADA Coordinator for verification of a learning disability.

Students already enrolled at the University of South Carolina who suspect that they are learning disabled should seek assistance from the ADA Coordinator, where they can be referred to a licensed school or clinical psychologist. The results of the evaluation will be submitted to the Advisement Counseling Center for verification of learning disability status.

\*While the University of South Carolina has voluntarily adopted the federal definition of learning disabilities as stated in Public Law 94-142, it is explicitly noted that this federal statute does not govern institutions of higher education nor accommodations made at this University.

### **Accommodations for Visual, Mobility, Deaf/Hearing Impairments**

USC Sumter, in compliance with the Americans with Disabilities Act, ensures "that individuals with disabilities are not excluded from services, programs, and activities because buildings are inaccessible". Students with impairments and/or disabilities should contact the ADA Coordinator concerning their needs. Upon documentation and verification, USC Sumter is committed to helping impaired students help themselves succeed. Specific needs and services are handled on an individual basis.

### **Admission Prices**

It is the goal of the Student Life office to provide programming at a nominal cost to students. Students at USC Sumter do not pay an "activities" fee. As with all fee related policies, the current policy is subject to change without prior notification.

### **Athletic Ticket Information**

USC Sumter athletic events do not require ticket purchase for attendance. The USC Sumter Student Life Office offers a limited number of USC Columbia season football tickets at the Student discount rate for currently enrolled USC Sumter students. A drawing system is used to sell the limited number of tickets available for students. **All other USC Columbia athletic event tickets may be purchased from the USC ticket office at (803) 777-4274.**

### **Student Activities**

Student Activities are programs and events such as noon hour concerts, drama/theater productions, comedians, magicians, etc. that are designed to provide an opportunity for students to be exposed to a wide variety of experiences and performances. You can help decide what activities to have on campus by joining the Campus Activities Board (CAB). Getting involved with campus activities and student organizations will enhance your development as a student and add to your University experience. For more information, contact the Student Life Department in the Student Union or call extension 3796.

### **Student Financial Aid**

The office of Financial Aid, Scholarships, and Veterans Affairs works directly with students who currently receive or wish to apply for financial aid, scholarships, and Veterans benefits. Information is available on the Federal Pell Grant, LTAP, Federal Work-Study, Federal Stafford and Perkins Loans, USC Sumter scholarships, and Veterans benefits. Students can receive financial aid counseling to determine what options will work best for their situations. Sources of Financial Aid are: [www.finaid.com](http://www.finaid.com) or [www.fastweb.com](http://www.fastweb.com)

### **Student Life**

The Department of Student Life provides the non-academic, non-classroom support that promotes the development of the "whole" student. The development of purpose, competence, integrity, character, and leadership is the goal of the programs and activities sponsored by Student Life. In conjunction with the academic mission of the University, Student Life strongly believes that the greatest learning occurs during non-classroom activities which utilize skills gained in class.

USC Sumter strives to be an environment which students find to be learning oriented, caring, culturally diverse, and student centered. Please feel free to contact the Student Life Office in the Student Union, Room 121C or 938-3763 if you have questions or concerns about campus life.

### **Student Organization Listing**

All student organizations are open to any USC Sumter student, staff, and faculty member.

**Apeiron Society** - This organization engages in discussions about controversial issues which citizens confront daily. In these discussions, each person has a chance to present his or her point of view on the particular subject. The Apeiron Society attends scholarly events, historical conferences, and any other event that members find interesting and pertinent to the society's objectives. Club members also hold public forums, debates, and interviews of public figures. This club is ideal for pre-law, political science, and other humanities majors.

**Association of African-American Students** – This is group strives to increase cultural awareness, foster harmonious interracial relations among all the members of the University community, and promote the development of its members as individuals. Annual participation in a variety of Black History Month activities highlights the group's active contribution to campus life.

**Baptist Collegiate Ministry** – BCM is a fellowship of college students seeking to find and implement God's purpose for them and their world. Individual and community growth is sought through such experiences as fellowships, study groups, worship programs and service projects.

**Campus Activities Board** - The purpose of the Campus Activities Board is to promote friendship and interaction among students, faculty, and staff, through a wide variety of events such as comedians, magicians, hypnotists, special events, and cultural events. CAB's responsibility is to select, plan, and implement campus-wide programs and activities that represent the social and entertainment wants and needs of the students. CAB membership welcomes those students who really want to be where the action is.

**Circle K** - Sponsored by the Sumter Kiwanis Club and Circle K International, Circle K provides needed service to the community and practical leadership opportunities as well as good fellowship. Circle K strives to help

young people in the community make their best effort, achieve their best, and give their best back to the community.

**College Republicans** - This is a non-profit student organization which promotes the activities of the Republican Party, by assisting in the election of republican candidates to local, state, and national office.

**Environmental Club** - This club promotes the establishment of an earth and life conscious society. The environmental club believes and participates in activities that preserves the integrity of all life forms and sustains the future of our planet.

**Fellowship of Christian Athletes** - The FCA is an organization that promotes Christian values and unites students in and out of athletics. The FCA encourages Christian behavior in and through competition.

**GameMasters** - This organization provides opportunities for people interested in the hobby of adventure gaming. The club owns and plays a large variety of historical and hypothetical board war games, and usually has at least one role-playing adventure going on at any given time as well. The club sharpens strategic, tactical, and creative skills in addition to offering a good time. GameMasters welcomes all interested students.

**Gospel Choir** - This group was established to bring together the Student Body through song. The Gospel Choir promotes fellowship and spirited appreciation of Gospel music. Practices are held to prepare for on and off campus performances.

**Inline Skating and Roller Hockey Club** - This organization provides a focus and framework for the encouragement and practice of Inline Skating and Roller Hockey. Members will represent USC Sumter in games and tournaments.

**International Students Organization** - This organization promotes better understanding of the diversity of human experience and an awareness of the geographic and cultural differences in the world. The ISO welcomes you.

**Outdoor Adventure Club** - This organization provides opportunities for students who are interested in outdoor recreation. The club participates in activities that are both mentally and physically challenging.

**Protect Animals with Shelter (PAWS)** –This organization is designed to help save and find homes for stray and abandoned animals in the Sumter community. It is through efforts of P.A.W.S., many animals are spayed and neutered thus helping control the pet population.

**The Stage (Drama Club)** – The Stage is USC Sumter’s drama club. This organization seeks to promote students and campus development through creativity in all aspects of theatre and theatre production.

**Student Education Association** - The SEA is a pre-professional organization for students in education who have not been active as career educators. The primary goal of the SEA is to help education majors make a smooth transition from the campus to the classroom. SEA helps students learn about the critical non-instructional aspects of the profession. The SEA welcomes all interested students.

**Student Artist Guild** - The SAG promotes interest in art, provides art-related activities, and makes contributions to the University in art. SAG welcomes all interested students.

**TaeKwonDo Club** - The University of South Carolina Sumter Tae Kwon Doe Club strives to develop self-confidence, self esteem, sharpen the mind, enhance the body and spirit, and learn self-defense.

### **Student Organization Guidelines**

Students bring to the campus a variety of interests and they develop many new interests as members of the academic community. They are free to organize and join associations to promote their common interests.

1. Affiliation with a non-university organization should not in itself disqualify recognition of a student organization. Each organization is free to choose its own campus advisor subject to student organization guidelines.
2. Members of the faculty and staff serve the campus community when they accept the responsibility to advise and consult with student organizations; they do not have the authority to control the policy of such organizations.
3. Student organizations are required to submit a copy of their constitution, a statement of purpose, criteria for membership, rules of procedures, and a current list of members as a condition of institutional recognition other than an initial list of members on formation of an organization.
4. Campus organizations, including those affiliated with a non-university organization, should be open to all students without respect to race, creed, gender, sexual orientation, veteran status, or national origin.
5. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons within the University community.
6. No fees can be required to become a member of a USC Sumter student organization except if the organization is affiliated with a larger organization that requires an additional fee. Members may choose to join, for a fee, a related state, regional, or national organization.
7. Student organizations that remain inactive for 2 or more consecutive semesters are subject to termination and their accounts may be dissolved.

### **Student Government Association**

The students of the University of South Carolina Sumter, 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 students the training and experience in self-government; and to provide an organizational framework through which student efforts for a better university may be directed, established the Student Government Association of the University of South Carolina Sumter.

The SGA is composed of the student body of the University of South Carolina Sumter. Participation by all students and each student organization is strongly recommended in order to conduct student affairs effectively and serve as the liaison between the faculty, administration, and the student body. The Student Government Association is governed by the Student Government Executive Officers (President, Vice President, and Secretary/Treasurer), who are elected each Spring semester from the student body. The Student Government Executive Officers make recommendations regarding student organization budgets, and nominates students to serve on University committees. Meetings are open to all students.

### **Student Publications**

**The Ant Hill** - *The Ant Hill* is the campus newspaper. It contains information pertaining to student life, club news, intercollegiate sports, intramural athletic results, upcoming events, interesting features, and much more. *The Ant Hill* is published entirely by students and the staff.

**The Sandhill** - USC Sumter's award winning literary magazine, is usually published in May of each year. Manuscripts, artwork, and photographs are solicited from the student body, usually in January and February. All work is judged anonymously by student editors. Interested students should contact the Department of Arts and Letters or call ext. 3757.

### **Freedom of Inquiry and Expression**

1. Students and student organizations are free to examine and to discuss all questions of interest to them and to express their opinions publicly and privately. They are free to support causes by lawful and orderly means

which do not disrupt the regular and essential operation of the institution and which do not interfere with the rights of others. At the same time, students and student organizations must make it clear to the academic and local community that their expressions or demonstrations represent only themselves.

2. Students are allowed to invite and hear any person of their own choosing, but this right is subject to those routine procedures provided for off-campus speakers. These procedures are designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, that the occasion is conducted in a manner appropriate to the academic community, and that the safety of individuals, the University, and the community are not endangered. While the University is properly concerned with the prevention of unlawful conduct, the institutional control of campus facilities is not to be used as a device of censorship of ideas. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply the approval or endorsement of the views expressed by either the sponsoring group or the institution.

### **Student Participation in Institutional Governance**

As constituents of the academic community, students are free, individually and collectively, to express their views on issues of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be explicit and the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures. The University should provide autonomy for the Student Government to maintain their integrity or purpose as elected representatives of the student body.

### **Student Service on Institutional Committees**

Students selected, elected or appointed to institutional committees must have and maintain a 2.0 cumulative GPA and remain in good standing with the university. Student Development Transcript Credit is available for this service.

## **Regulations for Campus Organizations**

### **General**

Student organizations must be registered with the University of South Carolina Sumter. The University promotes the developmental activities of student organizations since it recognizes that co-curricular activities form an important part of the overall educational experience of students at the University of South Carolina Sumter. The institution provides the use of its name and physical facilities, contributes faculty and staff time for advice and counsel and encourages development of student government and organization. The University views student organizations as private affiliations and does not endorse the mission, goals, or purpose of the organization. USC Sumter does not allow its name to be used in the organization's name in any form or allow the organization to represent the University on behalf of the University. Registered organizations exist only on the USC Sumter campus. Registered student organizations shall be referred to as "\_\_\_\_\_, a registered organization at USC Sumter."

### **Definition**

Student organizations are defined as any registered group or organization which admits University of South Carolina Sumter students to its membership, whose program or activities affect student welfare, or which use campus facilities in the operation of its program. The activities of recognized organizations are confined to activities covered by the statement of purpose in the organization's constitution.

### **Advisors**

Faculty and staff members are available to advise student organizations. Every student organization is required to have an advisor who is a member of the faculty or staff. The advisor's purpose is to aid the organization, to provide an educational experience for its members, and to assist organizations in complying with USC Sumter regulations and policies.

## **Membership**

Active membership in registered student organizations shall be limited to persons officially connected with the University as faculty, staff, or students. A 2.0 cumulative USC system GPA is required for editorial positions on USC Sumter publications, all elected and appointed executive positions of registered student organizations, and for all elected or appointed SGA positions. This average is required at the time of nomination and must be maintained while the office is held. Officers of all organizations must be in good standing with the University.

## **Recognition**

In order to function as a part of the University, a student organization must be registered and approved. Only an approved organization is permitted to use the name and the facilities of the University of South Carolina Sumter. When an organization does this, it accepts regulation by the University. Recognition as a student organization may be withdrawn for violation of University regulations. Annually in the fall, each chartered organization wishing to continue its recognized status on campus must file with the Office of Student Life a license to continue as an active organization. Failure to submit this required form by October 1 will result in loss of recognition of the organization.

## **Process for Chartering a New Campus Organization**

Students wishing to form a new campus organization should observe the following procedures. Forms and other information are available in the Student Life Office.

- A. Request a sample constitution from the Student Life office.
- B. Secure the signature of a faculty or staff advisor.
- C. Secure the signature of ten (10) or more proposed members who are students at USC Sumter.
- D. Submit a proposed constitution to the Director of Student Life (use Microsoft Word). This document should state the purpose, organizational structure, functions and rules of the proposed organization. The new organization will be permitted to meet on campus, pending approval, only to organize and set up the organization. This does not mean the organization may hold open meetings, bring in speakers, have public events or participate in fund-raising efforts until formal registration and recognition has been granted.
- E. Submit the complete documentation to the SGA for approval.
- F. Once written approval has been acknowledged by the SGA, present the constitution to the Director of Student Life in printed and electronic form.
- G. The Director of Student Life will recommend and seek tentative approval and modifications from the Associate Dean for Student Affairs and the Regional Campus Dean after receiving the recommendation of the Student Government Association.
- H. Upon a favorable response and return of the constitution from the Dean and Associate Dean, the organization may begin to function on a limited basis. The Student Life office will make the necessary modifications and seek signature approval from the Organization President, Organization Advisor, SGA President, Director of Student Life, Associate Dean for Student Affairs, and Regional Campus Dean. Upon signature approval of these, the organization may begin to function as a fully recognized organization.

## **Organization Finances**

Any campus organization wishing to conduct a fund-raising event, or in any other way solicit funds for any purpose from students other than its own members, must request permission from the Director of Student Life. This request shall be submitted a minimum of ten (10) days in advance of the proposed date of commencement of collection of funds or sale of tickets.

### **Guidelines for Money Deposits**

The following guidelines apply for all monies collected by a Student Organization and forwarded to the Student Life Office for Deposit:

1. Checks must be made payable to USC Sumter, not to the individual student organization or the activity. Checks not payable to USC Sumter will be returned to the organization for correction.
2. Checks must have the name, address, and telephone number of the person writing the check with the current date (no post dating).
3. Write on the lower left of the check what account or activity for which the payment is made.
4. When advertising for student organization events, the advertisement should ask for DONATIONS (newspapers, posters, flyers, E-mail etc.). Admission taxes must be paid when there is a charge for an event. These taxes are charged to the student organization account.
5. All funds raised, on a given day, must be deposited with the Student Life Office by the end of the next school day. The funds will be credited to the organization's account. Student organizations which are eligible for student activities monies are not allowed to have outside bank accounts.

### **Requests for University Financial Support for Student Organizations**

All eligible student organizations whose membership is open to all USC Sumter students may apply for University fund allocations. Allocations are made at the beginning of the fall and spring semesters. Organizations wishing to request funds for the ensuing academic year should submit their requests and membership list to the Office of Student Life prior to October 1 and January 30th. Requests are reviewed by the Student Government Committee and recommended to the Director of Student Life. Organizations in their first year of existence are ineligible for allocated funds. Mandatory attendance by the President and Treasurer at a "Policy and Treasurer's Workshop."

#### **A. Criteria for Budget Evaluation:**

1. Activities- the sponsorship of campus wide activities. Attendance at SGA meetings, and organization meetings and functions.
2. Past Use of Funds- the responsible use of funds allocated to the organization for the previous three years.
3. Image- how the organization is perceived on campus.
4. Publicity- efforts made by the group to publicize the organization and its activities.
5. Size- the number of active members in the organization.
6. Cannot spend allocated funds for food and or personal gain item (example: hats, clothing), unless the activity is open and advertised to the entire student body.

#### **B. Appeals for fund allocations shall be handled in the following manner:**

1. The organization shall request in writing another hearing by the SGA.
2. If the appeal is rejected, the organization may then appeal to the Director of Student Life.

**C. Source and Use of Organization Funds**

University funds are not allocated to student organizations. The University may allocate funds to a particular program sponsored by the organization if the program is beneficial to the student body as a whole. Funds allocated may not be used for the personal benefit of individual members of the organization (example food for meetings, shirts, trips, etc.). Funds can be used to purchase these items from non-allocated funds, such as those deposited from fund-raisers.

**Fund Raising**

Organizations planning to raise money must be granted permission from the Director of Student Life. All money generated by fund raising must be deposited within one (1) business day. If money is needed for expenses, a Request for Funds Form must be submitted and funds issued by the University. All monies raised must be spent in accordance with University policies and have the appropriate approvals before any money is spent. Proper itemized receipts must be returned. Money may not be allocated to student organizations for travel. Organizations using food items to raise funds must notify the Book Store in advance of the date of the fundraiser. Donations may be solicited only within the Student Union Building unless otherwise approved by the Associate Dean for Student Affairs. Office-to-office solicitation is strictly prohibited.

**Expenditure of Budgeted Funds**

Student Organizations may request reimbursement from the Student Life petty cash fund for incidental items needed for meetings or programs that total \$20.00 or less. The purchases will be reflected on the monthly budget summary report. Items purchased must be non-inventory items. All purchases for student organizations should be pre-approved by the organization president and the advisor. Reimbursement will only be made to three (3) officers or members designated by the president of the organization. Reimbursements are made upon presentation of a valid itemized receipt which contains; Name of vendor, date of transaction, items purchased, and total amount tendered. If any of these sections are handwritten, the receipt must be signed by the cashier/representatives of the vendor. Under no circumstances should personal items appear on the receipt as authorized university student organization purchases.

**Over-expenditure of Budget**

Over-spending a university account is a violation of university policy. First offense violations are subject to a letter of reprimand and probation status for the remainder of the academic year. An organization, which remains over-expended for two consecutive months or over-expends twice within the academic year will result in suspension from campus pending a hearing from the Discipline and Grievance Committee.

**Charity**

University funds cannot be used as direct contributions to charitable organizations. Contributions may be made as a result of fund raising events where net profits may be donated to said charity.

**Partisan Political Activities**

1. No allocated funds may be used for political purposes or the support of political candidates whether for federal, state, local, or the University level.
2. Funds raised by organizations in receipt of University allocations may not be used for partisan political purposes.

**Equipment**

All equipment purchased is the property of the University and must be inventoried according to University inventory guidelines. Equipment shall be audited as part of the audit process. Each organization will keep an up-to-date inventory. The organizations will provide a list of equipment on hand at the time of the Student Government Association budget request hearings.

## **Dues**

1. No dues may be charged to students as a requirement for membership in a USC Sumter student organization. An exception is made when fees are required from each student by the sponsoring national organization for national affiliation/recognition.
2. The funding of state, regional, or national dues shall be evaluated on the basis of the purpose and benefits given by the state, regional, or national organization to the local organization. Again, no individual student dues may be paid for state, regional or national memberships. This data must be attached to the budget request.
3. All dues and other monies collected by a funded organization shall be reported as income and deposited in the student organization account within one (1) business day.

## **Reservation of University Facilities**

Subject to prior reservation, student organizations are eligible to use University facilities for meetings and other functions. Reservations are made via the Activity Information Sheet, which may be obtained from the Student Life Office and should be submitted at least ten (10) days in advance. Reservations are incomplete and unofficial until entered on the computerized room reservation system.

## **Use of Nettles Auditorium**

The Nettles Auditorium is intended for the use by Students, Faculty and Staff of USC Sumter. For events requiring stage lighting and/or sound equipment, it is the responsibility of the sponsoring department, organization, or individual to make the proper arrangements for a USC Sumter trained technician to operate the sound and lights. The sponsoring organization or individual is also responsible for the per hour fee associated with the operation of sound and lights. Please contact the Building/Grounds Supervisor for further information and arrangements.

## **Smoking Policy**

1. The purpose of this policy is to protect overall health and air quality within USC Sumter buildings and thereby to foster a healthful and safe working environment within those buildings. This policy also applies to areas adjacent to buildings and university vehicles.
2. Smoking or the possession of lighted smoking material in any form is prohibited in:
  - All indoor areas of any building on campus except those areas identified below.
  - Within 30 feet outside of any building entrance.
  - All vehicles owned, leased or rented by the University.
3. Smoking or the possession of lighted smoking material in any form is permitted in legitimate theatrical performances.
4. Compliance with the policy is the responsibility of all parties using and managing USC Sumter buildings, space and vehicles.

## **Hazing**

Hazing by individuals or organizations is prohibited at USC Sumter. As defined in Section III of the Student Conduct Code, this behavior is subject to the disciplinary procedures outlined in Section IV of the Student Conduct Code.

## **Miscellaneous**

Each organization must file a list of its officers with the Director of Student Life by September 15 for the Fall semester, and by January 30 for the Spring semester. An up-to-date copy of the constitution and bylaws of each approved organization will be kept on file with the Office of Student Life. It is the responsibility of each organization to ensure that proposed changes are submitted for approval through the Director of Student Life. All student organizations are required

to review their constitutions annually. Written confirmation that the constitution has been reviewed is to be sent to the Director of Student Life by each appropriate club officer by the last class day in February.

### **Campus Recreation**

The campus recreation program at USC Sumter is a viable collection of co-curricular activities designed to give interested students a chance to participate in a wide range of well-organized activities. Participation in these activities gives a person the opportunity to develop friendships not readily available in classroom situations and the chance to learn important lessons of sportsmanship, team spirit, and cooperation. It is the hope of the campus recreation office that through participation, each individual will learn the value of physical fitness and the life-long importance of the wise use of leisure time.

The campus recreation staff will make a determined effort to meet the needs and interests of the student body. Activities include intramural sports leagues, outdoor recreation, individual intramural sports, sports clubs, sport tournaments and special events. Information concerning intramural and recreation is posted on various bulletin boards around campus, but the main source of information is the bulletin board in the hallway of the Nettles Building. Basketballs, racquetball rackets, footballs, soccer balls, tennis rackets, and much more are available for your use. There is no charge for the use of this equipment, but fees are levied for lost or damaged equipment.

Intramural activities are offered for the benefit and enjoyment of the students, and students are encouraged to take advantage of as many activities as possible.

The Office of Campus Recreation offers student, faculty and staff members of the University of South Carolina Sumter the opportunity to participate in intramural activities ranging from the traditional to the unique. By gearing the program toward "something for everyone", the intramural program encourages individuals of all skill levels to be active participants.

Participation in campus recreation programs is a purely voluntary activity and individuals participate at their own risk. Participants should be aware of the possibilities of bodily injury and should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation.

Throughout the year many and varied activities are offered through the Women's, Men's and Coeducational Recreation programs.

#### **Men's, Women's and Co-Recreational Programs**

Basketball	Volleyball
Slow Pitch Softball	Flag Football
3 on 3 Basketball	1 on 1 Basketball

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Activities are structured and organized for safe and daily participation. The use of generally accepted rules, proper supervision, and functional equipment coupled with the intramural participant's compliance to "esprit de corps", the rules and regulations help ensure a safe and satisfying experience. Participants of the intramural program imply their acceptance of the rules and regulations of the intramural program.

### **Sportsmanship**

1. A major concept of the philosophy of Campus Recreation is that good sportsmanship is vital to intramural and recreational participation. In order to encourage proper conduct during the games, officials, supervisors, and administrative personnel will make decisions on whether or not to warn, penalize or eject persons or teams for poor sportsmanship. These decisions will be final. Team captains are responsible for the actions of any individual members of the team and for spectators associated with the team. The conduct of participants both before and after a contest is as important as during the contest.
2. The Office of Campus Recreation has the right and the responsibility to assess penalties or disqualify individuals or groups for poor sportsmanship.

## **Health, Injuries and Liabilities**

Participation in any program offered by Campus Recreation is purely a voluntary activity. Each individual assumes the risk for any harm or injuries caused by negligence or any intentional acts. Participants should be aware of, and by agreeing to participate, accept that there exists the possibility of bodily injury and should understand that they are responsible for any and all costs arising out of injury and/or property damage sustained through participation. All injuries/accidents should be reported immediately to the supervisor in charge of competition, and a complete report made to Campus Recreation. Insurance is available for USC Sumter students. Contact the admissions office for an application.

## **Recreational Facilities**

**Nettles Gym** - All students are encouraged to make use of the gymnasium facilities in the Nettles Building. The main gym is reserved primarily for scheduled activities such as intramural and PE classes; however, open gym hours are also available. Gym clothes and proper shoes are required at all times and no eating, drinking, or smoking is allowed.

**Racquetball Courts** - USC Sumter has three racquetball courts available for use by students, faculty, and staff.

**Wellness Center** - An exercise room equipped with Nautilus exercise machines, exercise cycles, a rowing machine, treadmill, Stairmaster climbers and limited free weights including dumbbell weights is located in the Nettles facility. All students, faculty, and staff must go through a Wellness Center clinic before using this facility.

### **Indoor Facilities:**

- |                             |                               |
|-----------------------------|-------------------------------|
| -Badminton courts (3)       | -Locker rooms (men and women) |
| -Basketball courts (2)      | -Volleyball courts (2)        |
| -Racquetball courts (3)     | -Wallyball court (1)          |
| -Wellness Center (exercise) | -Climbingwall(3 courses)      |

### **Outdoor Facilities:**

*Intramural Recreational Playing Fields:* Playing fields located behind the Nettles Building are for activities such as softball, football, and Frisbee when not being used by Physical Education classes or Intramural activities. No "shagging" of golf balls, please.

## **Gym Services:**

**Lockers:** A limited number of lockers will be available for rent to full-time faculty/staff and students. The rental fee is \$12.00 per year or \$6.00 per semester.

**Baskets:** Baskets are available free of charge each semester on a first come first served basis. Basket use is from the first day of class until "reading day" of each semester.

Locker rental or basket assignment must be completed by the Campus Recreation office prior to use. Failure to clean out or renew the locker or basket at the end of the rental or use period will result in removal of all locker or basket contents. Disposal of contents will be at the discretion of the Office of Campus Recreation.

### **Rentals:**

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|-------------------------------------|-------------|
| Backpacks (REI Long Trail External) | \$5.00/day  |
| Sleeping Bags (Coleman)             | \$3.00/day  |
| Tents (REI Two person)              | \$10.00/day |

### **Service:**

- |   |                |
|---|----------------|
| Racket (Re) stringing (Tennis or Racquetball) | \$10.00/Racket |
|---|----------------|

## **SOAR (Student Orientation, Advisement and Registration)**

New Student Orientation is essential to the success of USC Sumter students. It has been proven to be the most effective prerequisite for academic and co-curricular achievement in higher education. The goals of the program are for each new USC Sumter student to: 1) come together with other students that you might otherwise not meet, so as to build group identity, thus relieving the sense of beginning the USC Sumter experience alone, 2) become familiar with the campus,

facilities, and personnel, to relieve anxiety associated with a new environment, 3) ascertain some level of knowledge from the information presented about University life and how to succeed within it, 4) take the necessary placement tests so that students may be appropriately advised about academic courses to increase their likelihood for academic success, and 5) register for classes. SOAR is held on several dates, either a Friday or Saturday, from May through August. Any student who does not complete required placement tests may be restricted from certain courses for a current term and will not be allowed to register for a future term until such time as placement tests have been completed, results made available to academic advisors and advisement has been administered.

### **Student Development Transcript:**

The Student Development Transcript is a record of a student's involvement in co-curricular activities, programs, and organizations while enrolled at The University of South Carolina Sumter. This transcript is not intended to replace the official academic transcript. Rather, this certified record, when used with the academic transcript, provides a comprehensive description of a student's involvement while attending USC Sumter. The University is committed to providing a stimulating environment in which students can develop the attributes essential for a fulfilling and productive life: intellectual, emotional, and physical development; the capacity to make ethical decisions, respect the dignity and worth of all individuals; and a keen interest in contributing to the good of society. The University encourages the development of moral character and responsible citizenship in its students. Therefore, student involvement in a variety of activities while enrolled at USC Sumter is strongly encouraged. If you have any questions regarding the Student Development Transcript, contact the Student Life Office at 938-3796. Students may view their Student Development Transcript at <http://www.uscsumter.edu/students/studentlife/sdt.shtml> or click the "Student Life" button on the USC Sumter homepage.

## **CODE OF STUDENT CONDUCT**

### **I. Introduction**

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

This document addresses and governs the conduct of all students and student organizations. Violators are subject to local, state, and federal laws, as well as to the provisions listed herein. Nothing herein is intended or shall be construed to limit or restrict the student's freedom of speech or peaceful assembly. Free inquiry and free expression are indispensable to the objectives of an institution of higher education; and to this end peaceful, reasonable, orderly demonstrations in approved areas shall not be subject to interference by members of the University community. Those involved in demonstrations, however, may not engage in conduct that violates the rights of other members of the University community.

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

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

### **II. Student Academic Responsibility**

Under the Code of Student Academic Responsibility, students are on their honor not to cheat, lie, or steal. If they witness another student doing so, it is their responsibility to request that the student report him/herself to the instructor of the course, and if this is not done, to report the individual and the circumstances to the Instructor, Department Chair, or Associate Dean for Academic Affairs.

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

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

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

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

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

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

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

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

### **III. The Student Discipline Code**

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

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

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

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

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

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

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

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

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

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

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

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

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

Hazing and Threats: Any action taken, or situation created, intentionally, whether on or off campus or on the Internet to produce mental or physical discomfort, embarrassment, harassment, ridicule, or suffering. Such actions and situations include creation of excessive fatigue; physical and physiological shocks; wearing apparel in public that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery, morally degrading or humiliating games and activities; and any other activities not consistent with the rules and regulations of USC Sumter.

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

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

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

Environmental Concerns: The University of South Carolina Sumter is committed to environmental protective measures for land, water, and air resources. It is the responsibility of each student to properly dispose of

personal trash in the receptacles provided within the buildings and on the grounds. Leaving trash in classrooms, lobbies, recreation or office areas, discarding cigarettes on the grounds, and waste or damage to any natural resource on or off campus are examples of violations of the Code of Student Conduct related to environmental concerns.

#### **IV. Student Disciplinary Procedures**

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

This notice will include:

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

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

1. Plead not guilty to the charge(s) and have a regular hearing before the Discipline/Grievance committee where a determination of responsibility is made and recommendations are made to the Regional Campus Dean.
2. Plead not guilty to the charge(s) and request an administrative hearing before the Director of Student Life or a designee of the Associate Dean for Student Affairs where a determination of responsibility will be made and recommendations are made to the Regional Campus Dean. The Director of Student Life or designee may decline to hear the case.
3. Plead guilty to the charge(s) and elect for the Discipline/Grievance committee to recommend appropriate sanctions to the Regional Campus Dean.
4. Plead guilty to the charge(s) and elect for the Director of Student Life or a designee of the Associate Dean for Student Affairs to recommend appropriate sanctions to the Regional Campus Dean. The Director of Student Life or designee may decline to hear the case.
5. Failure to respond to charge(s) and/or fails to appear for a required pre-hearing interview will constitute forfeiture of the above options. At the hearing, a determination of responsibility will be made with or without the accused student being present. Recommendations will be made to the Regional Campus Dean and final disposition will be made to the student in writing.

**C.** If a student desires the presence of a witness, it is the student's responsibility to ensure that the witness appears. Any written statement presented must be dated, signed by the person making it, and witnessed by a University employee. Written statements will be given less weight than spoken testimony because of the inability to question the individual for more information.

- D. It should be clearly understood that there is a fundamental difference between the nature of student discipline and that of criminal law. Regardless of the above options exercised for resolution of charges, the discipline of students within the University community must be consistent with the educational mission of the institution.

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

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

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

## V. Penalties

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

### **Major penalties(suspension, up to and including expulsion)**

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

### **Probation**

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

### **Conditions**

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

### **Restriction**

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

### **Reprimand**

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

### **Other Specific Penalties**

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

*Persons found guilty of any of the following offenses may receive penalties up to and including suspension from the University:* (a) serious acts of malicious vandalism; (b) possession or use in any way of any kinds of firearms or weapons (concealed or not concealed) without authority or under prohibition of law; (c) starting or being in any way responsible for starting a fire on University property; (d) theft, forgery, fraud or other dishonest acts of any kind including the possession or sale of books without permission of the owner(s); (e) possession of stimulant, depressant, narcotic, or hallucinatory drugs or other agents having potential for abuse, unless possession is legal; (f) selling, bartering, exchanging and giving away of stimulant, depressant, narcotic or hallucinogenic drugs or other agents having potential for abuse to any person not intended to possess them or not legally entitled to their possession or use; (g) serious violations of laws pertaining to consumption of alcoholic beverages; (h) disruption of normal activities of the University, or any conviction in a court of law for offenses of the nature which deals with interruption of normal operation of the University of South Carolina Sumter or other educational institutions; or of a kind involving activity which would constitute a danger to the health, safety or property of individuals within the University community or constitute similar danger to the welfare of the institution generally; (i) willful possession, ignition or detonation of anything which could cause damage by fire or other means to persons or property at the University; and (j) unauthorized possession or duplication of master keys.

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

## **VI. Retention of Student Discipline Records**

- A.) These procedures and guidelines are established to govern the release, screening, retention, and destruction of the educational discipline records of USC Sumter students.
- B.) Records subject to this policy include but are not restricted to:
1. Written information and documentation filed with the Student Life Office by a USC Sumter student, faculty, staff or University official.
  2. Student Discipline/Grievance Committee records of proceedings and recommendations.
  3. Student Academic Grievance reports and decision statements.
  4. The Regional Campus Dean's sanctions and/or conclusion on cases referred from the Student Discipline and Grievance Committee.
- C.) Disposition Instructions:
1. Student Academic Grievance reports, decision statements, discipline reports, and summaries are maintained by the Records Office (separate from academic files) for six (6) years from date of conclusion.

2. The student records of cases which have been resolved with a sanction less than suspension or expulsion will be maintained in the Records Office for a period of six (6) years from the date of the last offense or until the student named has received the degree(s) he or she was pursuing at the time of the last offense (Baccalaureate, Master, or Ph.D.). When a disposition date has been reached, records in all formats are to be destroyed. (Note: Statistical data may be retained but all information that would identify an individual must be removed).
3. Records whose discipline sanction was suspension or expulsion will be permanently maintained in the Records Office. At the end of the six (6) years, records may be microfilmed and "hard copies" may be destroyed. The office of record will be the Records Office, and access to these records will be allowed only by written permission from the Associate Dean for Student Affairs or designated representative.

Screening of Records:

4.
  - (a) Upon resolution of a case, a disposition date will be assigned and placed in a prominent place on each case file by the person responsible for maintaining the case files.
  - (b) Files will be screened annually by a designated representative.
  - (c) Screened records will be separated into the categories, according to the guidelines established above.
    - 1.) Current records
    - 2.) Records to be destroyed
    - 3.) Records to be permanently maintained
  - (d) No personally identifiable records will be kept after the record has been designated for destruction.

Destruction of Records:

5.
  - (a) All paper records will be destroyed by shredding, burning, or other similar certain means.
  - (b) Destruction of records will be accomplished by a designated representative.
  - (c) Statistical files may not reflect the identity of an individual.
  - (d) Non-paper artifacts will be disposed in a manner that will insure the artifact cannot be traced to an individual or any discipline case.

## UNIVERSITY POLICIES

### Class Attendance

The University's attendance policy may seem ambiguous to some because in addition to the University's policy, many of the individual divisions and most instructors have their own attendance guidelines. The official policy is:

Absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences.

It is important to ask your instructors about their attendance policy if it is not supplied to you at the beginning of the semester. If you anticipate absences in excess of the 10 percent rule, you should inform your instructor in advance so that you are able to withdraw from the course if there is a conflict.

### **Dress Code**

*Student (General)* – Shirts, shoes and bottoms are required of all persons on campus at all times.

*Student Employee*– As an employee of the University of South Carolina Sumter, students must understand that they are expected to adhere to generally accepted standards of decency and politeness in attire when on the job. USC Sumter's standards include men not wearing hats inside of the building and neither men nor women wearing excessively revealing attire. Additionally, attire that contains writing, pictures, or emblems that may be offensive to others is not acceptable. The final decision as to what constitutes "generally accepted standards" of decency and politeness in attire resides with the Regional Campus Dean.

### **Dropping a Course**

It is possible for you to drop a course for which you are already registered. Before using VIP to drop your course, it is recommended that you consult your advisor. If you receive financial aid, you will need to consult a financial aid counselor. Dropping a course can affect your progress toward a degree or your eligibility for financial aid. Consult the appropriate Master Schedule of Classes for registration, refund and grade deadlines. If you stop attending class and do not officially withdraw from the course, an "F" grade will be recorded on your permanent record. If medical reasons force you to stop attending class after the deadline for assignment of a "W", you should contact the Office of Records and Registration.

### **Grades**

Each semester, grades are posted on VIP. No grades are mailed unless the student is suspended or put on academic probation. The following are other indicators used on grade reports:

- "WF" (Withdrawal Failing) has the same impact as an "F" on your Grade Point Average (GPA).
- "W" (Withdrawal) assigned if you drop a course after the official drop/add period. It is not calculated into your GPA.
- "I" (Incomplete) assigned by the instructor. You may request an "I" if you are unable to complete the assigned work. If your instructor does not issue a replacement grade within a year, an "I" will change to an "F".
- "AUD" (Audit) Auditing a course consists of attending class without responsibility for assignments and examinations. No credit may be earned in an audited course, yet tuition is the same as for credit courses and it will appear on your permanent record. Some courses may not be audited. Audited courses may not be taken later for credit.
- "NR" (No Report) indicates that a grade has not been reported to the Records and Registration Office for that course.

### **Withdrawal from the University**

Students who wish to fully withdraw from the University may drop all courses via VIP or may contact the Office of Records and Registration for assistance. Before dropping all classes, you should consult your advisor, and your financial

aid advisor if you are receiving financial aid. You should also consult the Master Schedule of Classes for fee refund and academic deadline information.

### **Students Planning to Attend Other Colleges and Universities**

Any USC Sumter student whose goal is to complete a degree at an institution other than the University of South Carolina Sumter will provide information to his/her advisor from the institution he/she plans to attend for advisement purposes. The student should also be in regular contact with the other institution for information concerning any changes/updates on his/her intended major. This information should be shared with his/her USC Sumter advisor, so responsible/informed advisement may be given. USC Sumter and the advisement staff cannot be responsible for loss of credit in transfer when the student does not provide appropriate curriculum material and information and maintain updates to his/her advisor.

### **Policy for Academic Grievances**

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

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

### **Policy for Non-Academic Grievances**

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

1. **Both phases of Step 1 are optional and unofficial.**
  - A. It is suggested that the student begin with an oral discussion with the person(s) alleged to have caused the grievance.
  - B. In lieu of, or after speaking with the person(s) alleged to have caused the grievance, the student may choose an oral discussion with the person(s)' immediate supervisor.
2. If the student wishes to file an official grievance, a written grievance must be filed with the immediate supervisor of the person alleged to have caused the grievance. The written grievance must be filed within ten (10) working days of the incident which constituted the grievance.
3. The supervisor shall immediately investigate the incident. The investigation shall not exceed five (5) working days.
4. The supervisor shall render a decision within three (3) working days of the conclusion of the investigation.

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

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

Upon receipt of the appeal, the chairperson of the Discipline/Grievance Committee shall send a copy of the appeal to the members of the Committee and the major parties involved. The major parties include: the person(s) against whom the

grievance was initiated, the supervisor of that individual(s), and the Associate Dean for 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 days period, the chairperson shall meet with the Discipline/Grievance Committee to examine the request for an appellate hearing and replies. A hearing shall be granted if a majority of the quorum finds that ground for the appeal have been substantiated. A tie vote shall result in a hearing being granted. The chairperson shall notify all major parties of the decision of the Committee to either hear or not hear the grievance. The hearing procedure is outlined in Section IV of the Code of Student Conduct.

### **USC Sumter Alcohol Policy**

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

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

Non-USC Sumter groups/organizations authorized by proper authority to use USC Sumter facilities may serve alcoholic beverages at specified events upon securing permission from the appropriate University official. It is the responsibility of the sponsoring individual or organization to insure that the policies of the University of South Carolina and USC Sumter, and the laws of the State of South Carolina are enforced and complied with at events where alcoholic beverages are served and/or consumed.

### **Solicitation Policy**

Privately operated business enterprises may not be operated on campus except as permitted by the Director of Student Life and the Regional Campus Dean. The distribution of non-University related material on student property (i.e. automobiles) while on campus is prohibited except when approved by the Director of Student Life and the Regional Campus Dean. The University of South Carolina Sumter has the right to refuse to post, promote, advertise, or distribute materials for programs and activities not sponsored by the University.

Government agencies wishing to solicit USC Sumter students must submit their requests in writing. Recruitment of students for employment will be allowed only during regularly scheduled career functions sponsored by USC Sumter. Officially sanctioned USC Sumter student organizations may request permission from the Student Life Office to place flyers on automobiles. The student organization will accept responsibility for picking up discarded flyers from the parking lots within 24 hours of distribution. The student organization will also accept responsibility for all property damage claims filed by vehicle owners. Failure to adhere to this policy will result in loss of this privilege.

Student organizations are allowed to solicit on campus for specific functions and/or projects with prior approval from the Director of Student Life and the Associate Dean for Student Affairs. Solicitation must be done in the Student Union Building or various building lobbies on campus. Door-to-door solicitation on campus violates the spirit of gifts and donations.

***Fund raising requests will not be granted for the personal benefit of an individual.***

Raffles are prohibited on the USC Sumter campus.

Student organizations wishing to contact outside entities for donations must seek permission from the Office of University Advancement. Forms requesting permission to seek donations outside the University may be obtained in the Student Life Office.

### **Facility Reservations**

Any USC Sumter Student, Faculty or Staff member or Student Organization may reserve a room on campus for an approved event. See the Student Life Office for details.

### **Health Issues**

The University of South Carolina Sumter does not have a health care facility on campus. If the patient is conscious and ambulatory, assistance may be requested by contacting the Campus Security at 3400. If the patient is unconscious, first call the Emergency Medical Services 911 or (9911 from on-campus office phones).

The above paragraph should not be misconstrued as prohibiting or otherwise limiting any student or other individual from directly contacting Emergency Medical Service or other providers of choice if the student or individual determines health care services are necessary or desirable.

**AIDS/HIV:** The University of South Carolina Sumter recognizes AIDS (Acquired Immune Deficiency Syndrome) as a national health concern that impacts all segments of society including students. Current information provided by the Centers for Disease Control indicates that the HIV (Human Immunodeficiency Virus) is not transmitted by casual contact; therefore, University rules and regulations pertaining to student life and admission to the University shall not discriminate against students that have or may have been exposed to the HIV.

A student seeking professional help shall be offered assistance in a manner consistent with the professional ethics of the discipline offering the assistance. If administrative or medical decisions need to be made with respect to an individual student with HIV infection or AIDS will be made on a case-by-case basis by appropriate University personnel. Strict confidentiality will be maintained in each case.

The American College Health Association has recommended that colleges provide their students with information concerning AIDS since AIDS education can help students understand how to prevent the spread of the HIV. The University of South Carolina Sumter encourages its divisions and administrative areas to provide students with information where it can be done in a manner consistent with the mission of the division or administrative area.

The publications of the American College Health Association, The Center for Disease Control, the United States Public Health Service, and the South Carolina Department of Health and Environmental Control shall be considered official reference sources for use by University of South Carolina Sumter professional staff in providing students with general AIDS information and establishing University policies and procedures. These sources shall also be used as primary reference sources when responding to general inquiries or addressing situations on the campus of the University of South Carolina Sumter. This policy reflects current information concerning AIDS and HIV infection. It will be revised and is subject to change as research provides more information on diagnosis, treatments, and transmission.

**Immunization:** The University of South Carolina Sumter does not have immunization requirements for enrollment. However, joint program offerings with USC Upstate (Education), USC Aiken (Business), and USC Columbia (BALS) require immunization for enrollment in upper-level courses. Therefore, all students born after December 31, 1956 who wish to enroll in any of the aforementioned programs must provide proof of immunity from Rubella (Measles) and Rubella (German Measles). Before attempting to register for any courses administratively controlled by schools/colleges with an immunization requirement, **students must show proof of immunity.**

Proof of immunity requires documentation of one of the following:

- 1) receiving two Red Measles and one German Measles vaccination after 1957 and after the first birthday (Newly updated measles immunization requirements include a stipulation that shots must have been taken after 1967 because of ineffectiveness of the earlier vaccine.)
- 2) positive serum titer (blood antibody) to Measles and German Measles
- 3) physician diagnosed Measles illness, plus meeting one of the above criteria for German Measles. A history of German Measles illness does not meet requirements.

## **NETTLES BUILDING STUDENT AREA**

## **Use**

The Nettles Student Area and the Student Union Building are intended for use by Students, Faculty and Staff of USC Sumter. Students must always possess and present upon request a valid ID card to receive any University privileges. A periodic I.D. check will be conducted to determine eligibility. Guests may use the facility provided:

- A) A USC Sumter valid ID holder serves as host. Only one guest per ID card per day. The guest is required to present some form of current photo and signature ID (i.e. driver's license). The host must register the guest with the equipment check-out desk. A person may be the guest of only one host per day. The check-out desk staff will retain the guest's identification card for the duration of the visit.
- B) The host must accompany the guest to the facility and stay with the guest during his/her visit. If the guest arrives before the host, the guest must register with the check out desk staff, identify the host and wait in the lobby or "Commons" area for the host to arrive. Once the host has registered his/her guest, the guest is non-transferable. The host is responsible for the guest. Guests must adhere to USC Sumter rules, policies, and procedures. Host or guest privileges may be revoked at any time for due cause.
- C) The University is not responsible for the security of any guests' belongings.
- D) Guests may use the Nettles Facility, Locker Rooms, Gymnasium and Racquetball Courts. The Wellness Center may not be utilized by guests.
- E) Academic and intramural programming have priority over facility usage. Hosts should check the Intramural bulletin board in the Nettles Hallway for an updated schedule of activities.

## **Equipment Checkout**

Ping-Pong, Foosball and a wide variety of board games are available for use by USC Sumter Students, Faculty and Staff. To check out this equipment, one must present a valid USC Sumter I.D. card to the Student Life Office. A checkout card will be completed and the staff will keep the I.D. card. Whoever checks out equipment is required to remain in the facility while the equipment is their responsibility. When the equipment is returned, in good condition, the I.D. card is returned to the user. Failure to adhere to posted rules or to return equipment upon completion of use by the student who checked the equipment out may result in loss of Nettles or Student Union Area privileges for 7-14 days for the first offense. Returned mistreated or damaged equipment may result in suspension of the Nettles and Student Union Area privileges, and repair/replacement charges may be levied. Board games must stay within the Student Union.

## **Billiards**

To preserve the quality of equipment, participants are asked not to attempt masse' shots. If any billiard ball contacts the floor twice during the course of play, the participants should refrain from participation for the remainder of the day.

## **Furniture**

Proper care of furniture is a requirement. Misuse or damage to furniture is a violation of the Code of Student Conduct.

## **Conduct**

Proper conduct of USC Sumter Community members is expected at all times. Students are asked to wear proper attire (shirts, shoes, bottoms, etc.) in all areas and to refrain from the use of profanity and vulgarity. Food and beverages are allowed in all areas of the Student Union except the Bookstore. No food or drink is allowed in the Nettles Auditorium. Students are asked to always properly dispose of trash.

## **Privileges**

Faculty/staff currently employed by USC Sumter are eligible to use the facilities provided they present a valid USC Sumter ID card.

Faculty and staff spouses and/or dependents are eligible to apply for facility use by presenting a valid USC Sumter dependent ID card. Dependents 16 years of age and younger must be accompanied by the sponsoring member/spouse at all times while in the Nettles Recreational facility. (Dependents 18 years of age or older may accompany younger

persons in their own family in lieu of member/spouse.) Policies and procedures for the use of the Nettles Recreational facility apply to all users.

**Dress Requirements:**

In order to use the Nettles Recreational Facility, one must be appropriately dressed. This includes: appropriate footwear (shoes that leave marks may not be worn on the gym floor or racquetball courts) and proper athletic attire for use of the Wellness Center.

**Gymnasium Free Play:**

The gym is available for free play activities when not being utilized for classes or intramural activities. Only non-marking shoes are permitted.

**Wellness Center:**

This center provides opportunities for the use of fixed stations in the development of strength training and body conditioning. It can be used regardless of strength or skill level. A shirt or top and shorts must be worn at all times. An individual must be over 16 years old and have successfully completed a USC Sumter Wellness Center clinic or show proficiency with Nautilus equipment before using the facility.

**Racquetball Courts:**

Racquetball courts are open for use when not being utilized for classes or intramural activities. Reservations may be made through the Campus Recreation office.

1. Reservations may be made one (1) day in advance by calling ext. 3751 or stopping by the Campus Recreation office (Nettles Facility). After this time, reservations must be made in person. Only one (1) hour may be reserved.
2. Dress requirements: non-marking shoes, shirts, sweats or shorts must be worn; no street shoes or colored sole shoes that mark.

**Use of Nettles Auditorium**

The Nettles Auditorium is intended for the use by Students, Faculty and Staff of USC Sumter. For events requiring stage lighting and/or sound equipment, it is the responsibility of the sponsoring department, organization, or individual to make the proper arrangements for a USC Sumter trained technician to operate the sound and lights. The sponsoring organization or individual is also responsible for the per hour fee associated with the operation of sound and lights. Please contact the Associate Dean for Administrative and Financial Services for further information and arrangements.

**Travel**

1. Off campus student activities are limited to USC Sumter students, faculty and staff. Only USC students may be included for official travel authorization, ticket purchases, and lodging requests. Students are required to travel in University vehicles or University designated vehicles. Students who travel to an event or activity in a University vehicle must also return in a University vehicle. Use of a University vehicle to attend a student activity by a student without a faculty/staff member is prohibited.
2. Whenever University vehicles are used for off campus activities, a faculty or staff member must accompany each trip and it is strongly recommended that a faculty/staff member be in each vehicle. All drivers of University vehicles and the accompanying faculty/staff member must have their driver's licenses on file with the Business Office (this requires the completion of the driver's record request form, recent copy of the driver and the accompanying faculty/staff member's motor vehicle driving record from the DMV, and University approval). All drivers must complete an additional University training course on the USC Columbia campus in order to be certified to drive the 15 passenger van.
3. Besides University employees, federal work-study students can serve as drivers. Non-federal work-study students can drive, but it is not encouraged. The driving records of any student planning to drive a university vehicle must be checked and approved in advance. The driver's record request form is available from the Student Life Office or Business Office.

4. A student may operate a University vehicle outside the general vicinity of the University campus when the vehicle is being used for Official University or Student Government Association (SGA) business. However, if the vehicle is being used for student activities, the advisor or faculty/staff representative must be present.
5. All students traveling to or from University sponsored or sanctioned activities are required to complete the travel consent and release of liability form prior to departure from campus. The University may pay mileage for travel to sponsored events in which the University does not provide transportation. All requests for mileage payments, and approvals, must be done in advance of the travel date.
6. The University does not accept responsibility or liability for travel in privately owned vehicles. University insurance will not cover students, their vehicles, or liability issues incurred by students traveling in private vehicles to or from an event or activity. There is no mileage compensation for any student choosing to drive a privately owned vehicle if University transportation is available.
7. Student organizations are responsible for the per mileage fee associated with use of state vehicles. Student organizations must budget accordingly.

## **Sexual Improprieties**

### **A. USC Sumter Sexual Assault/Rape Policy**

The University of South Carolina Sumter considers sexual assault/rape a most serious offense. USC Sumter has established campus sexual/assault prevention programs and procedural guidelines.

1. USC Sumter provides programs each semester that promote the awareness of rape and other sexual offenses. These programs are designed to educate students on prevention, acquaintance rape, and rape crisis.
2. The University considers any rape or other sexual offense (forcible or non-forcible) involving a USC Sumter student to be a serious offense. The University will respond to all reported violations in accordance to the disciplinary procedures published in the USC Sumter Student Handbook. Sanctions imposed may be influenced, impart, by mitigating or aggravating circumstances. The sanctions imposed by the University include, but are not limited to, suspensions held in abeyance with conditions, and permanent suspensions from the University. The continued enrollment of students not immediately suspended will be subject to conditions and restrictions recommended by the appropriate USC Sumter Disciplinary Committee.
3. The nature of rape and other sexual offenses requires immediate action by the victim. The emergency number for campus security is 3400 from an on campus phone. In the event of a sexual assault on campus, contact the Associate Dean for Administrative and Financial Services, the Director of Student Life, or the Director of Advisement Counseling Center who will in turn document all pertinent information. The student will be given the opportunity to report the incident to local law enforcement officials. The student will be asked to preserve all evidence as proof of a criminal sexual assault. The student will be given the opportunity to seek immediate and appropriate medical attention and counseling.
4. Upon notification by the alleged victim that a sexual assault has occurred, the University will begin disciplinary proceedings for violation of the student discipline code for the offense of sexual misconduct. The disciplinary procedures outlined in the USC Sumter Student Handbook shall govern.
  - (a.) The accuser and the accused are entitled to the same opportunities to have others present during the campus disciplinary proceedings.
  - (b.) Both the accuser and the accused shall be informed of the outcome of each step of any campus disciplinary proceedings brought forth alleging a sexual assault.
5. It is University procedure for students reporting sexual assault on campus to be given their option to notify proper law enforcement authorities. This may include on-campus authorities and /or local police. The student has the option to be assisted in this process by campus officials if the student chooses to do so.

6. Students reporting sexual assault will be immediately made aware of the counseling services available at the advisement/counseling center on campus, or the Sumter Rape Crisis Center at 773-HELP. It is University procedure to assist a student in acquiring these services.
7. It is appropriate for University officials to notify students of options for, and available assistance in, changing academic situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available. Every possible arrangement will be made to ensure the safety and functional capacity of the victim in such situations.

## **B. Sexual Harassment Policy**

It is the policy of the University of South Carolina, in order to maintain an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of employees or students is prohibited. Such conduct is unacceptable and will not be tolerated. It is a form of behavior which seriously undermines the atmosphere of trust essential to the academic environment. This policy is in keeping with federal and state laws prohibiting sex discrimination. It is also the policy of the University that willful false accusation of sexual harassment shall not be condoned.

Sexual harassment offenders shall be subject to disciplinary action which may include, but is not limited to, oral or written warnings, demotion, transfer, suspension or dismissal for cause.

### **Legal Authority**

Sexual harassment is a form of sex discrimination which, for employees, is prohibited under Title VII of the Civil Rights Act of 1964 and under Title IX of the Education Amendments of 1972 for students. The South Carolina State Human Affairs Law also prohibits sex discrimination.

### **Definition:**

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex when such behavior falls within the definition outlined below.

Sexual harassment of employees or students at the University of South Carolina Sumter 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, when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- b. submission to or rejection of such conduct is used as a basis for academic or employment decisions or assessments affecting the individual's welfare as an employee or student.
- c. such conduct has the purpose or effect of unreasonably and substantially interfering with an individual's welfare, academic or professional performance, or creates an intimidating, hostile, offensive, and demeaning work or educational environment.

### **Examples of Prohibited Behavior**

Prohibited acts of sexual harassment may take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment include, but are not limited to:

- a. threats or intimidation of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.
- b. continual or repeated verbal abuses of a sexual nature including graphic commentaries about a person's body; sexually suggestive objects or pictures placed in the work or study area that may embarrass or offend the person; sexually degrading words to describe the person, or propositions of a sexual nature.

- c. threats or insinuations that the person's employment, grades, wages, promotional opportunities, classroom and work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.

### **Consensual Relationships**

Consensual sexual relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed unwise. Such relationships, though they may be appropriate in other settings, are inappropriate when they occur between members of the teaching staff and students or between a supervisor and an employee. A professional power differential exists in these situations in terms of the influence and authority which the one can exercise over the other. If a charge of sexual harassment is lodged regarding a once-consenting relationship, the burden may be on the alleged offender to prove that the sexual harassment policy was not violated.

### **Responsibility**

Each Assistant or Associate Dean, Department Chair, Director, and supervisor is responsible for providing a work and educational environment free from sexual harassment.

### **Policy of Non-reprisal:**

No faculty or staff member, applicant for employment, or student may be subjugated to restraint, interference, coercion, or reprisal for seeking information on sexual harassment, filing a sexual harassment complaint, or serving as a witness.

### **Procedure**

1. Any University faculty or staff member who feels that she or he has been sexually harassed under the above definition, and who wishes to file a complaint, should immediately contact one of the following: the USC Sumter Human Resources Officer, 938-3721, Administration Bldg. 206B or the USC Office of Equal Opportunity Programs (777-3854).
2. Any student who feels that she or he has been sexually harassed under the above definition and who wishes further information or who wishes to file a complaint, should immediately contact the Campus Human Resources Officer, 938-3721, Administration Bldg. 206B or the USC Office of Equal Opportunity Programs (777-3854).

## **STUDENT MEDIA POLICIES**

The Student Publication Review Committee, under the authority of the University, is responsible for the following media, which receive funds allocated:

A. *The Ant Hill*

Student Publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinions on various issues on the campus and in the world at large.

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

Institutional authorities in consultation with student and faculty are responsible for a written clarification of the standards to be used on the evaluation purposes of a University publication, as well as an explanation as to the limitation of external control on the publication. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

**Definition**

All student editors and managers are responsible to the Student Publication Review Committee, which derives its authority from the Regional Campus Dean and, therefore, is ultimately responsible to the Regional Campus Dean through their designated University officials.

**Selection of Editors or Managers of Student Media**

The Student Publication Review Committee has established procedures, described below, for selecting the major executives of student media, who are as follow:

A. *The Ant Hill*

Nominees for student media heads must meet the following qualifications:

- A. Sophomore class standing with one year's experience on the staff or equivalent experience.
- B. Must maintain the cumulative GPA requirement for graduation and remain in good standing.
- C. Any qualifications set forth by the medium itself (as approved by the Student Publications Review Committee.)

**Procedures**

Outgoing heads of media may submit nominees for appointment to the Committee. Other interested persons may obtain applications from the Office of Student Life.

- A. The Student Publication Review Committee makes appointments to *The Ant Hill* in the summer for fall and spring terms.
- B. Staff positions are announced in late August/early September.

**Removal of Editors or Managers of Student Media**

To define the process whereby editors and managers of student communications media may be legally removed for just cause.

- A. Those publications and communications media which receive funds come under the cognizance of the Committee. These are:

1. The Ant Hill

- B. The purpose of the Student Publication Review Committee shall be to act as publisher for the media under its cognizance and to maintain the highest standards in the operation of student publication and communication media, commensurate with the Student Publication Review Committee Statement of Principles, and the purpose of the University of South Carolina Sumter.
- C. Editors and managers of the student publication should be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal, and then by orderly and prescribed procedure.
- D. The Student Publication Review Committee, which is responsible for the appointment of editors and managers, should be the agency normally responsible for their removal.
- E. Editors are expected to exhibit good taste and balance in the contents of their publications. Good taste excludes material which is salacious, obscene or vulgar, and which ridicules religious and minority groups, human infirmities and the like.
- F. The Student Publication Review Committee believes that the widest degree of latitude should be allowed editors and managers of student communications media for the free discussion of current issues and problems.
- G. Editors and managers of student communications media have the right to criticize, without malice, public officials on the performance of their official duties.
- H. The Student Publications Review Committee may contract professional consultants to aid in the development and distribution of a quality paper representing the University of South Carolina Sumter.

**Procedure**

- A. The Committee shall obtain a signed Statement of Understanding and Acceptance of the Statement of Principles from candidates for positions.
- B. The Committee will ensure compliance with the Statement of Principles, and shall have the power to take necessary disciplinary steps for violation of the principles. These disciplinary powers include:
  - 1. Warning
  - 2. Reprimand
  - 3. Removal from office
  - 4. Recommendations for further University disciplinary action by the Discipline and Grievance Committee.
- C. Those members of the student communications media who desire to have an editor or manager removed, for just cause, must file a written grievance to the Chair of the Student Publications Review Committee. A meeting of the Committees will be called to review the grievance, and if warranted, the Committee will take necessary action through due process.

# OFFICE OF ACADEMIC AFFAIRS

## Academic Information

Courses/Degree Programs Offered In	Contact	Location
Advising	Ms. Gail Pack	Administration Bldg. 103, ext. 3771
Anthropology	Dr. J. T. Myers	Schwartz Bldg. 117B, ext. 3774
Art Education	Dr. Hayes Hampton	Arts & Letters 103, ext. 3860
Art Studio	Dr. Hayes Hampton	Arts & Letters 103, ext. 3860
BALS	Dr. Anthony Coyne	Admin. Bldg. 103, ext. 3771
Biology	Professor John Logue	Science Bldg. 101A., ext. 3745
Business Administration	Dr. Kay Oldhouser Davis	BADM Bldg 114A, ext. 3746
Business Adm./Account.	Dr. Kay Oldhouser Davis	BADM Bldg. 114A, ext. 3781
Business Adm/Mgmt. Sci.	Dr. Christine Borycki	BADM Bldg. 120, ext. 3826
Chemistry	Dr. James E. Privett	Science Bldg. 115, ext. 3758
Computer Science	Prof. Stephen Anderson	Library 202, ext. 3775
Continuing Education	Ms. Susan Brabham	Library 216, ext. 3795
Distance Education	Ms. Jean Carrano	Schwartz 117A, ext. 3708
Economics	Dr. Jean-Luc Grosso	BADM Bldg., 110, ext. 3859
Education	Dr. Marilyn Izzard	Schwartz Bldg., 124, ext. 3709
English	Professor Ellen M. Arl	Arts & Letters, 106, ext. 3750
Engineering	Dr. Robert C. Nerbun, Jr.	Science Bldg., 113, ext. 3742
French	Prof. Bernard Fitzgerald	Arts & Letters 109, ext. 3802
Geography	Dr. David F. Decker	Schwartz Bldg., 142, ext. 3773
Government	Dr. John L. Safford	Schwartz Bldg., 139, ext. 3772
Graduate Reg. Studies	Columbia Campus	
Health Promotion	Dr. J. T. Myers	Schwartz Bldg. 117B, ext. 3774
History	Dr. Thomas L. Powers	Schwartz Bldg. 103, ext. 3776
International Studies	Dr. John L. Safford	Schwartz Bldg. 139, ext. 3772
Mathematics	Dr. Jim Privett	Science Bldg. 109B, ext. 3758
Marine Science	Professor John F. Logue	Science Bldg. 109, ext. 3745
Music	Dr. Hayes Hampton	Arts & Letters 103, ext. 3860
Nursing	Ms. Gail Pack	Administration Bldg. 103, ext. 3771
Physical Education	Dr. J. T. Myers	Schwartz Bldg. 117B, ext. 3774
Philosophy	Dr. John L. Safford	Schwartz Bldg. 139, ext. 3772
Physics	Dr. Robert C. Nerbun, Jr.	Science Bldg. 113, ext. 3742
PMBA	Dr. Kay Oldhouser Davis	BADM Bldg. 114A, ext. 3746
Psychology	Dr. Salvador Macias, III	Schwartz Bldg. 136, ext. 3756
Psychology	Dr. Nancy E. Macdonald	Schwartz Bldg. 130, ext. 3804
Psychology	Dr. Robert B. Castleberry	Schwartz Bldg. 104, ext. 3779
Sociology	Dr. Richard S. Bell	Schwartz Bldg. 137, ext. 3715
Spanish	Prof. Bernard Fitzgerald	Schwartz Bldg. 140, ext. 3802
Statistics	Dr. Michael S. Becker	Schwartz Bldg. 132, ext. 3759
Theatre/Speech	Dr. Hayes Hampton	Arts & Letters 103, ext. 3860
University 101	Dr. Anthony M. Coyne	Administration Bldg. 108A, ext. 3749
Women's Studies	Dr. Hayes Hampton	Arts & Letters 103, ext. 3860

**Change of Campus Information**

Students wishing to change to another campus in the USC system should contact the USC Sumter Records Office for details. Colleges within the University vary in minimum requirements to process a Change of Campus /School form. The USC Sumter Records Office keeps a listing of the minimum requirements - as the various colleges provide them. Additionally, a Change of Campus seminar is often held for the benefit of USC Sumter students.

**USC Columbia Housing Applications**

If you wish to live in University housing on the Columbia campus, contact the USC Sumter Records Office for details on housing applications. The USC Columbia campus normally sets aside an allotment of dorm spaces for students from the regional campuses.

**Emergency Notification and Hazardous Weather Procedure**

In the event of a life threatening emergency or hazardous weather, you will be notified via the Emergency Notification System. You are required to register with the USC Sumter Emergency Notification System on VIP. This allows the University to quickly notify you should conditions warrant. Emergency notifications will only be sent when the University of South Carolina Emergency Management Team deems it necessary. This contact information will only be used to alert you to a life threatening situation. It will not be used for marketing purposes.

By providing the following information you consent to being contacted by the following methods and at any time deemed necessary by the University of South Carolina Emergency Management Team. To verify correct operation of the system, it is necessary to send a test message to your e-mail address and text message capable cell phone once a semester.

**Apartment Information**

There are numerous apartments within walking distance of the USC Sumter campus. The Student Life Office will be happy to assist you in obtaining information on apartments that are within walking distance of the campus.

**International Students**

The Director of Admissions at USC Sumter is the person who has the responsibility of working with students on visa or other concerns. USC Sumter is a culturally diverse campus and welcomes international students.

### How to Calculate a Grade Point Average (G.P.A)

G.P.A. = GRADE POINTS DIVIDED BY GRADE HOURS

GRADE POINTS = Points earned based on the letter grade received in a course. The total points earned for a course are calculated by multiplying the credit hour value of the course by the point value for the grade earned in the course.

G.P.A. HOURS = The grade hours which are used in the calculation of a grade point average.

YOUR GRADE	POINT VALUE		COURSE CREDIT HOUR VALUE
A	4.00	X	For each course, multiply the value of the letter grade times the credit hour value of the course to obtain the grade points earned for that course.
B+	3.50	X	
B	3.00	X	
C+	2.50	X	
C	2.00	X	
D+	1.50	X	
D	1.00	X	
F, I, WF	0.00	X	

Add all of the grade points together and divide by the total grade hours.

Courses for which the grades of "S" (Satisfactory), "U" (Unsatisfactory), "P" (Pass), or "W" (Withdraw) are assigned do not affect a student's grade point average and are not calculated in the grade point average. Do not include the credit hour value of non-grade hour courses with grade hour courses when calculating the grade point average.

**Cumulative Grade Point Average** = The sum of all grade points earned divided by the sum of all grade hours. (Do not add all of your semester grade point averages together and divide by the number of semesters. This is a common mistake students make.)

### Alternative Sources of Money For College

If you do not qualify for financial aid or you waited too late to apply in order to have your money available for the beginning of the semester, the following ideas are provided to start your creative thinking process for ways to obtain money for college.

- #1- Always talk with a financial aid counselor
- Loan from a family member or friend
- MasterCard or Visa
- Pay advance from employer
- Labor unions
- Employee Tuition Assistance - check with your employer
- Advanced pay for veterans (must apply 45 days before classes start)
- Checking overdraft loan (check with your bank before doing this)
- Church sponsored assistance (loans and/or scholarships)
- Fraternities and Sororities (loans and/or scholarships)
- Special interest organizations (civic clubs, historical societies, foundations, nursing associations, medical groups, accounting or other business associations, etc.. Check with the Chamber of Commerce for a listing of local organizations)
- Ethnic organizations (NAACP, Hispanic groups, Native American tribes, etc.)
- Register for less than full-time in order to lower expenses
- Pre-approved line of credit with a local bank
- Personal loan (90-day bank note)
- Loan against an insurance policy
- Employee Associations
- Home Equity Loan (check with your bank)

**NEVER** assume that there is no way for you to pay for tuition. **ALWAYS** discuss your situation with counselors in the Financial Aid Office - even if you have not applied for financial aid. Financial aid counselors are always made aware of new options and sources of financial assistance.

## GLOSSARY OF COLLEGE TERMINOLOGY

**Associate Degree** - a two-year degree granted by USC Sumter 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 are the same as regular course fees. An audited course at USC Sumter may never be repeated for credit. Skill courses may not be audited.

**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 a designated courses with a minimum grade point average of 2.0 (C average).

**Chancellor** - president or chief executive officer of a college or university.

**Change of Campus Form** - a form used by USC Sumter that allows a student to attend a different campus in the USC system. Contact the USC Sumter Records Office to obtain this form.

**Cognate** - an academic course intended to support coursework in a student's major area of study. Cognate courses may be drawn from one or more departments, depending on the individual interests and requirements of the student as judged by his departmental advisor. Such courses will be in addition to specified courses required for the degree. Cognate courses must be approved by the student's advisor, and in some cases, the appropriate Columbia department chairman.

**Concurrent Student** - (1) a high school senior approved to take courses at USC Sumter while completing high school requirements. Students should submit a partial high school transcript, application fee, ACT or SAT 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 USC Sumter for personal or professional development.

**Dean** - Chief Executive Officer of a college or a special group of students.

**Elective** - an academic course selected by a student to fulfill course hour requirements. Not identified with specific courses in the group or major requirements.

**Federal Work-Study (FWS)** - a Federal Assistance Program that provides employment to students in an 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 for more information.

**Freshman** - Student who has earned between 0 and 29 credit hours in college. (The plural of freshman is freshmen.)

**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, veterans' affairs, or external agencies.)

**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 hours carried. Example: GPA hours X 2 (gives the number of grade points needed to have a 2.00 grade point average) minus the number of grade points earned equals the grade point deficit.

**Grade Hours (GPA HOURS)** - the number of credit hours used to calculate a Grade Point Average. Credit hours from courses that receive the grades of "S", "U", "P", "NR", and "Audit" are not considered as Grade Hours and are not used to calculate a Grade Point Average.

**Grade Point Average (GPA)** - the average of grades a student earns at the end of a semester is obtained by dividing the

total number of grade points by the total number of grade hours. The cumulative GPA is the total of all grade points earned divided by all grade hours.

**Grant** - a form of financial assistance which does not have to be repaid by the student .

**Honor Roll** - To be listed on the Dean's list, a student must earn a 3.5 GPA (for students who have earned less than 30 hours, 3.25 GPA); to be listed on the President's Honor Roll, a 4.0 GPA.

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

**Hours Earned** - the total number of credit hours successfully completed including transfer work, advanced standings 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.

**Intramural Sports** - games, athletic contests, recreational activities, and/or interaction designed for competition among students, faculty, and staff.

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

**Liberals Arts** - a broad course of study including courses from the Humanities, Social Sciences, and Natural Sciences.

**Loan** - a form of financial assistance that the student must repay at a later date. Interest rates and deferment procedures vary depending upon the source. Contact the USC-Sumter Financial Aid Office for more information.

**Matriculate** - to formally enroll as a degree-seeking student.

**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. (Definition may vary for financial aid recipients, veterans' affairs, or external agencies.)

**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). A pass/fail grade is 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 USC courses, hours attempted, hours earned, grades, and GPA.

**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 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. USC Sumter does not use the Probation Option. USC Sumter only uses the standard suspension policy.

**Quarter Hours** - credit hours given by institutions on the quarter system. To convert quarter hours to semester hours, multiply the quarter hours by 2/3rds. USC is on a semester system.

**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.

**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.

**Senior** - a student who has earned 90 credit hours or more in college.

**Sophomore** - a student who has earned between 30 and 59 credit hours in college.

**Standards of Academic Progress (SAP) regarding Financial Aid** - Federal financial aid recipients must complete their degree programs within 10 semesters if full-time or the equivalent of 10 semesters if attending less than full-time. Students must earn a minimum of 24 hours per academic year if enrolled full-time, 9 hours if 3/4 time, or 6 hours if half time. Student must maintain a minimum of a 2.00 GPA.

**Suspension** - the act of terminating a student's eligibility for enrollment at USC. Students in a scholastically deficient status (a semester, yearly, or cumulative USC grade average below 2.00) must have their records reviewed at the end of the semester. If the grade point deficit is 24 or more, they will be suspended for the next two semesters, which may include the summer. At the end of the suspension, students may reapply for admission, but readmission is not automatic. Students readmitted from suspension must earn a GPA of 2.00 or better each semester thereafter or face indefinite suspension.

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

**"W"** - the 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 deadline dates).

**"WF"** - 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).

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