

STUDENT LIFE

Overview

The purpose of the student services program at USC Union is to contribute to the total development of the student as an individual. This is accomplished through services and activities designed to supplement students' academic programs, as well as to assist in their physical, emotional, and social growth.

A student is any person who is admitted, enrolled, or registered for study at the University of South Carolina for any academic period.

An orientation and preregistration program is conducted by the Admissions Office each summer for new freshmen and for transfer students. In addition, extended orientation is provided to new students throughout their first year through UNIV 101.

Academic advisement and placement testing are coordinated by the associate dean, with assistance from the Admissions Office. Each student is assigned an academic advisor upon enrolling. Advisors are faculty and staff members and administrators; they help students select courses that satisfy the requirements of their degree programs and empathetically assist students to resolve problems they experience during the course of their academic programs.

The University provides a balanced student-life program, which contributes significantly to students' educational experiences. Students are encouraged to participate in a variety of extracurricular activities, which are designed to enhance their sense of community responsibility and their capacity for leadership.

Services for Students with Disabilities

Students with disabilities are assisted through the Disability Services Office, with the help of the Columbia Office of Educational Support Services. The professionally trained staff works toward accessibility for all University programs, services, and activities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Some of the services offered include orientation, priority registration, library access, test proctoring, classroom adaptations, and academic, personal, and vocational counseling.

Student Lounge/Bookstore

A comfortable lounge area is available for students to study, socialize, or eat. The facility includes snack and drink machines, dining tables, cable television, magazines, and sofas and chairs.

Adjacent to the lounge is the campus bookstore. Students may purchase course textbooks, some school supplies, and Carolina clothing and memorabilia. If the bookstore does not have an item, the staff will try to obtain it from another bookstore. Book buy-back is normally held at the end of each semester.

Student Identification Cards

USC Union students receive picture ID cards. The cards are made during registration periods and must be used for voting, admission to campus events, access to the library, and other programs. Students who lose their ID cards may lose some student privileges until a replacement is obtained. A fee is charged for replacement cards. Cards are revalidated each semester.

Student Organizations

Since it recognizes that extracurricular activities form an important part of the overall educational experience of students at the University, USC Union promotes and regulates the activities of student organizations. The institution provides the use of its name and physical facilities, contributes faculty time for advice and counsel, and encourages development of student government and organization.

A student organization is defined as any group or organization that admits USC Union students to its membership, whose program or activities affect student welfare, and that uses campus facilities in the operation of its program.

Student Government Association

The Student Government Association (SGA) is composed of all registered undergraduate students of the University of South Carolina Union. Upon payment of semester fees, students are automatically considered members of this organization. Student Government Association senators are elected by the student body and the president and vice-president are elected by the senators. The officers and senators comprise the governing council of the SGA.

The purpose of the SGA is to represent the student body both academically and socially. The SGA schedules and directs a wide variety of activities.

Clubs and Extracurricular Activities

Find updated listing of Student Organizations on the USC Union website (https://www.sc.edu/about/system_and_campuses/union/experience/clubs_and_organizations/).

Contact the Student Life Office to join or start a new club. Your active participation in the clubs and other organizations at USC Union will greatly enhance your college experience.

Campus Safety and Security

Personal safety and security while you are on our campus pursuing academic studies and attending our events is our primary objective.

The university assumes no responsibility for the care or protection of any vehicle or its contents while it is parked on campus. Lock your car and make sure valuables are out of sight.

Keep personal property within sight and secure. Purses, books, and laptops are easy targets for thieves.

Protect your logins and passwords. Never share with anyone.

Make sure when you are on campus as a student, faculty, or staff that you have your Carolina Card.

Use good judgement and common sense while on campus.

It is always advisable to walk in groups, especially during the evening hours.

If you ever feel uncomfortable while on campus, contact any office during regular business hours. If the offices are closed, please contact any member of the operations or security staff.

If necessary, members of the security staff are happy to escort you to your vehicle (during regular business hours).

Access to police assistance is available by calling 911.

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

If an accident or emergency occurs, the Dean, the Associate Dean, the Director of Operations, or the Campus Health and Safety/Security Director is notified, and he or she assesses the injury and its severity. On-site treatment is limited to general first aid such as bandages and ice packs. The injured person is transported to the hospital or doctor by the Union County Emergency Medical Service when proper treatment cannot be provided on site. The family is also notified of the accident if necessary.

The Dean, the Associate Dean, the Director of Operations, or the Campus Health and Safety/Security Director are notified, and he or she makes an assessment and responds to the injuries and the incident if it is of a civil nature. If the incident or accident is of a criminal nature (such as theft) or property damage occurs (such as an automobile accident) local law enforcement are contacted and take responsibility for investigation for the incident.

If an emergency occurs on the campus, the Campus Dean is notified, and a decision is made on the action to be taken based on assessment of the situation or emergency that has occurred. To consistently ensure safety measures on campus, USC Union utilizes the Carolina Alert System which can send SMS/text and voice messages to your cell phone, e-mail address and land- line phone in case of emergencies. To sign up, update your account settings by following these instructions:

1. Log in to my.sc.edu/emergency.
2. You will be presented with a series of screens to update your information. Complete all applicable fields and ensure your information is correct. Do not skip these messages.

The Dean's Office is responsible for enforcing the rules and regulations of the campus policies. The Campus Dean, Associate Dean, Human Resources Director, and Campus Health and Safety/Security Director are available for immediate emergencies.

The Campus Health and Safety/Security Director is in constant communication with the administration to ensure immediate response to any emergency. The City of Union and other local law enforcement services could be utilized when necessary for accidents or incidents that may be criminal in nature or vehicle accidents and/or property damage. The USC System Law Enforcement Division is also utilized when necessary, depending on the situation. The operations and security staff work on rotating shifts providing security for the campus from 7:00 a.m. until 8:00 p.m. Monday – Thursday, 7:00am until 5:00pm on Friday during the fall and spring terms and 7:00am – 4:30 pm during the summer and are on call and make routine checks on the weekends and other hours. The Director of Operations (803-447-1265) and the Campus Health and Safety/Security Director (864-441-2108) are available 24 hours on weekdays and weekends through the fall, spring, and summer terms for any emergencies.

Local law enforcement officers are used during special events and for other activities on campus when necessary. After hours, Union Public Safety can be contacted using the 911 system.

USC Union requires that all faculty, staff and students have Carolina Card IDs on their person when they are on campus. The Carolina Card IDs are checked when necessary by the Campus Health and Safety/

Security Director, the Administration, and local law enforcement to ensure that only authorized personnel are using the facility. All faculty, staff and students are required to have their vehicles registered and USC Union parking decals attached to their vehicle for parking on campus. The Campus Health and Safety/Security Director is responsible for the registration records and policing the parking lots to ensure that only registered vehicles are parking on campus. Parking lots are checked and monitored for security purposes and parking violations.

Campus security procedures are published in the Student Handbook. All students are informed of security procedures and practices during orientation sessions and special student meetings, which are scheduled each semester. Other programs on safety and security are frequently scheduled for students and other campus personnel.

All freshmen and new students are informed of security procedures and practices during freshman orientation and are encouraged to be responsible for their own security and the security of others. Students are provided online access to the USC Union Student Handbook that describes the proper conduct for the campus. Those individuals who refuse to conduct themselves in a manner consistent with those statements may be subject to criminal and/or civil proceedings, as well as stated University sanctions described in the handbook. Students are also informed in University 101 classes.

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

All freshmen and new students are informed of security procedures and practices during freshman orientation and are encouraged to be responsible for their own security and the security of others. Students are provided online access to the USC Union Student Handbook that describes the proper conduct for the campus and includes policies relating to sexual misconduct. Those individuals who refuse to conduct themselves in a manner consistent with those statements may be subject to criminal and/or civil proceedings, as well as stated University sanctions described in the handbook. USC Union provides educational programs to promote the awareness of rape and sexual offenses. These topics are also often addressed in University 101 classes.

All sexual offenses are considered to be serious offenses. The University will respond to all reported violations in accordance to the disciplinary procedures published in the USC Union Student Handbook. The sanctions imposed by the University on individuals found in violation, include, but are not limited to, expulsion, suspension, conduct probation, and fines and restitution. The continued enrollment of students not immediately suspended will be subject to conditions and restrictions recommended by the Student Affairs Committee. The sanctions imposed by the University on student organizations found in violation, include, but are not limited to, permanent revocation of organizational registration, suspension of rights and privileges for a specified period, and conduct probation.

If a sexual assault occurs, the Dean, Associate Dean, or Campus Health and Safety/Security Director is notified. If the victim chooses to report the assault, local law enforcement is contacted and their sexual assault unit assists the victim and conducts the investigation.

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

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

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

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 Union Student Handbook shall govern. The accuser and the accused are entitled to the same opportunities to have others present during the campus disciplinary proceedings. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought forth alleging a sexual assault.

If a sexual assault occurs, the Dean, Associate Dean, or Campus Health and Safety/Security Director are notified. All victims of sexual assault/battery are encouraged to report the incident to law enforcement agencies. If the victim chooses to report the assault, Local law enforcement are contacted and their sexual assault unit assists the victim and conducts the investigation.

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

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.

Parking Regulations

These regulations apply to all students, faculty, and staff of USC Union. Fines and regulations are subject to change. All fine amounts are based on the fee schedule approved by the USC Board of Trustees.

Fines for Violations

- Parking Permit Violation: \$20.00
- Handicapped Parking Violation: \$50.00
- Union Public Safety Fine: \$1,000.00
- Miscellaneous Parking Violations: \$20.00
Examples include parking in RESERVED or DESIGNATED spaces, occupying multiple spaces, blocking driveways or access areas, and littering.

Parking Policies

1. Parking Decals - All students, faculty, and staff are required to display a valid parking decal on their vehicles.
2. Parking Fee - The security parking fee is \$40.00 per semester for fall and spring, and \$10.00 for the summer.
3. Fine Payment Deadline - Students must pay all fines within 30 days of issuance. Failure to pay within this timeframe will result in a HOLD being placed on the student's account.
4. Registration Restrictions - Students with unpaid fines will not be permitted to register at any USC campus until all fines are paid in full.
5. Transcript Holds - Student academic records will not be released by the Registrar's Office until all outstanding fines are cleared.

6. Appeals Process - Questions about fines should be directed to the Campus Health, Safety & Security Director. Appeals must be submitted within five (5) days of the violation.
7. Use of Fine Revenue - Revenue from fines is deposited into the University's Security & Parking account to support safety and security services.
8. Additional Parking Permits - Students may purchase additional parking permits for \$3.00 each. All permits are valid from August 15 through August 15 of the following year.
9. Permit Requirement - All vehicles must display a valid parking permit to park in any USC Union parking lot.
10. Jurisdiction - The City of Union Public Safety Department maintains jurisdiction over all USC Union property.
11. Traffic Accident Investigation - The City of Union Public Safety Department will investigate all traffic accidents on campus, with support from Campus Security.

Student Rights and Freedoms

Preamble

Academic institutions exist for the transmission of knowledge, and the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

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

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

Section I-Freedom of Access to Higher Education

Under no circumstances should a student be barred from admission on the basis of race, creed, or natural origin. Thus, within the limits of its facilities, the University should be open to all students who are qualified according to its admission standards.

Section II-In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis.

Students should be free to take reasoned exceptions to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

Students should have protection through orderly procedures 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.

Information about views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential.

Section III-Student Records

To minimize the risk of improper disclosure, academic and disciplinary records should be separate. Final transcripts or academic records should contain only information about academic status. Information from disciplinary files should not be available to any unauthorized persons. No permanent records should be kept which reflect the political activities or beliefs of students. Authorized counselors should not, without the consent of the student, disclose any information obtained while counseling any student unless failure to disclose the information may result in physical or emotional harm to the student or others.

Section IV-Student Affairs

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

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin.

Students and student organizations should be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. At the same time, it should be made clear that in their public expressions or demonstrations, students or organizations speak only for themselves. Students should be allowed to invite and to hear any person of their own choosing, subject to those routine procedures provided for off-campus speakers.

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. Institutional authorities have a responsibility to provide written clarification of the role of the student publications, of the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors entails corollary responsibilities to be governed by the canons of responsible journalism.

Section V-Off-Campus Freedom of Students

University students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

Code of Student Conduct

USC Policies and Procedures (STAF 6.26) [modified for USC Union]

I. Purpose

The purpose of the Code of Conduct is to articulate the university's authority to initiate disciplinary action against a student in accordance with procedure and due process protections. The Code of Conduct also identifies prohibited conduct and sanctions for violations of prohibited conduct.

II. Policy Statement

The University of South Carolina Union's mission includes providing students with the knowledge, skills, and values necessary for success and responsible citizenship in a complex and changing world. The university's aspirational set of values that will guide student behavior is encompassed in the Carolinian Creed (https://sc.edu/about/offices_and_divisions/student_affairs/our_initiatives/involvement_and_leadership/carolinian_creed/) (<http://www.sc.edu/creed/>). Consistent with procedural and due process protections, however, this policy outlines specific prohibited conduct that can result in the disciplinary process being initiated with a student, group of students, or student organization.

• Application and Jurisdiction

1. The university may initiate disciplinary action for prohibited conduct that occurs on university property or within a university-operated facility. The university may initiate disciplinary action for prohibited conduct that occurs while the student, students, or student organization is participating in off-campus activities sponsored by or affiliated with the university (including student organization functions, field trips, internships, rotations, and clinical assignments) or for any conduct that is deemed to potentially threaten the health/safety of the campus or disrupt the university learning environment no matter where such behavior may occur.
2. University disciplinary action may be instituted against a student or student organization charged with conduct that potentially violates both criminal/civil law and university policy without regard to the pendency of civil or criminal litigation in court or arrest. The university's disciplinary process may be initiated prior to, simultaneously with, or following criminal/civil proceedings off campus, and any disciplinary sanctions reached under the university's process will not be re-evaluated based on the results of a criminal/civil proceeding. Students or student organization conduct proceedings and actions are not subject to challenge or postponement on the grounds that criminal or civil charges involving the same/similar incident have been dismissed, reduced, or are pending in criminal/civil court.
3. University disciplinary action occurring under the Code of Conduct will be based on the preponderance of evidence standard.
4. Students, guests of students, and student organizations remain subject to discipline for prohibited conduct that occurs while suspended from the university.
5. Adjudication of any alleged violation of prohibited conduct will advance under established policies that are in effect on the day that the university receives notification of the alleged violation and not the date on which the purported infraction is noted to have occurred.
6. Additional rules and regulations may be put in place during the year and will be updated to the university's website upon adoption.

- Definitions

1. Definition of a "Student" - For the purpose of this policy, a "student" is defined as any person who is admitted, enrolled or registered for study at the University of South Carolina for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, the University of South Carolina are considered "students". A person shall also be considered a student during any period that follows the end of either the Spring or Fall semester that the student has completed until the last day for registration for the next succeeding semester. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to orientation, placement testing, and registration.
2. Definition of a "Student Organization" – A student organization is any group that is officially registered (or is pending registration) with the Admissions Office for the current academic year. STAF 3.10 (<https://www.sc.edu/policies/ppm/staf310.pdf>) governs specific policies pertaining to the university recognition of student organizations as well as a number of specific regulations student organizations must follow. Student organizations accused of violating the regulations in STAF 3.10 (<https://www.sc.edu/policies/ppm/staf310.pdf>) or the Code of Conduct, will follow the same disciplinary procedures outlined in this policy (<https://www.sc.edu/policies/ppm/staf310.pdf>)

- Authority

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

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

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

1. Prohibited Conduct

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

this handbook. A link to this handbook may be found on the university's website.

- Compliance with General Laws and Arrests

Disciplinary action imposed by the university may precede and/or be in addition to any penalty imposed by an off-campus authority if a student engages in conduct that is determined by the institution to violate any provision of federal, state, or local laws.

- Alcohol Related Misconduct

- Prohibited behaviors include:

1. As a general rule, students and student organizations are not permitted to possess alcohol on the USC Union campus or at any officially sponsored university function.
2. Possession or consumption of alcohol by a person under the age of 21 or under the lawful age of the jurisdiction in which the student resides.
3. Public intoxication in a public place or gathering in a grossly intoxicated condition or otherwise conducting oneself in a disorderly or boisterous manner.
4. Possession of alcohol related paraphernalia (empty containers, beer pong table, etc.) or games that are specifically designed for alcohol consumption anywhere on university property.
5. Open containers in vehicles or anywhere on university property.
6. Possessing, manufacturing, distributing, dispensing or selling alcohol on university- controlled property or in connection with university-affiliated activity.
7. Providing or distributing alcohol to individuals under the age of 21 or to an intoxicated person.
8. Common containers (kegs, coolers, etc.) that provide unrestricted access are not permitted on campus or at student organization functions.
9. Violating other provisions of the Student Code of Conduct while under the influence of alcohol.
10. Students and student organizations must comply with the published regulations and applicable laws concerning the transport, display, provision, possession, and consumption of beer, wine, and other alcoholic beverages. Stipulations of the university alcohol policy can be found <https://www.sc.edu/policies/ppm/staf302.pdf>
11. Possession of fake or altered identification.

- Drug Related Misconduct

- Prohibited behaviors include:

- i. Possession or use of any illegal, counterfeit, or controlled drug or narcotic is prohibited. This includes the unauthorized use or possession of prescription medications, prescription medication that is not issued under your own name, and medical marijuana in any university operated facility.
- ii. Possession of quantities of any illegal, counterfeit, or controlled drug or narcotic that meet the legal definition for distribution.
- iii. Selling, transferring, giving away, or exchanging something in return for narcotics, prescription medication, or other illegal, controlled, or counterfeit substances.
- iv. Manufacturing of any counterfeit, illegal, dangerous or controlled drug or other substance is prohibited.

- v. Possession of drug paraphernalia (i.e., pipes, bong, rolling papers, grinder, scale, nicotine cartridges, etc.).
- vi. Violating any other provision of the Student Code of Conduct while under the influence of an illegal or illegally obtained drug.
- vii. Failing, missing, forging or submitting a dilute test or late test for a drug screen that is required by the university.

- Health and Safety Concerns

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

- Prohibited behaviors include:

- a. Conduct that threatens or endangers the health or safety of another living being.
- b. The use of any object or instrument in a manner that a reasonable person in a similar situation would believe to be threatening.
- c. Driving while impaired under the influence of drugs or alcohol.
- d. The use of skateboards, bicycles, roller blades or any motorized vehicle in unauthorized areas or in a manner that threatens public safety, damages university or personal property, disrupts university classes or activities or disrupts normal pedestrian or vehicular traffic flow.
- e. Intentional obstruction or restriction which unreasonably interferes with freedom of movement (including but not limited to pedestrian or vehicular obstruction).
- f. Physical, verbal, or electronic threats of violence or placing a reasonable person in fear of imminent physical injury or danger.
- g. Physical abuse, physical intimidation, coercion, and/or other conduct that threatens or endangers the health or safety of another person or violates a legal protective order or No Contact directive.
- h. Throwing or dropping objects or substances out of university operated facilities.
- i. The entry or exit of any person through a window, balcony access, rooftop or any otherwise authorized/unsafe opening without cause of emergency.

- Weapons

- Prohibited behaviors include:
- a. Unauthorized use, possession, or storage on university property or in any university operated facility of any weapon. Weapons may be defined as any object used or designed to inflict or attempt to inflict harm or injury or fear of harm or injury. Weapons include, but are not limited to firearms, any weapon designed or intended to propel a missile of any kind (this includes air soft, paintball, BB or pellet guns, potato guns and other such homemade devices), knives over two inches, slingshots, metal knuckles, explosives, fireworks, any dangerous chemical or biological agent, or any other object or material capable of causing harm.
- b. Possession of ammunition is not permitted in any university facility or on university property.

- Disruptive Activity

Disruptive activity is any conduct that impedes, interferes with, or disrupts any teaching, research, administrative, disciplinary, public service, learning, or other authorized behavior. Disruptive Activity may occur at functions on or off campus, or at other authorized non-university activities when the conduct occurs on university property.

- Prohibited behaviors include:

1. Behavior in a classroom or instructional program that unreasonably interferes with the instructor or presenter's ability to conduct the class or program after the instructor requests the activity to cease.
2. Non-compliance with reasonable time, place, and manner restrictions on activities.
3. Making, causing, or continuing any loud, unnecessary, or unusual noise that disrupts the normal operations of the university or infringes on the rights of other members of the university community or in off-campus living communities.
4. Interfering with or disrupting the normal activity and operations of the university or its educational mission, programs, or events.
5. Failure to leave immediately when asked to disperse by university or law enforcement officials.

- Violent Conduct

- Prohibited behaviors include:

- a. Fighting, assaults, or actions which inflict bodily harm upon any person or animal or threaten force of bodily harm against any person or animal.
- b. Hazing as defined by the university policy STAF 3.05 Hazing (<https://www.sc.edu/policies/ppm/staf305.pdf>).

- Damage to Property

Damage to or destruction of property

- Discrimination and Harassment

No student shall engage in discrimination or harassment as defined in the university policy CR 1.00 (<https://www.sc.edu/policies/ppm/cr100.pdf>) "Policy against discrimination, harassment, and sexual misconduct" or other university approved policies and prohibitions related to discrimination and harassment.

- Retaliation

Retaliation against a person who reports a potential violation under the Code of Conduct, assists someone with a report of a violation, or participates in any manner in an investigation or in the resolution of a complaint made under the Code of Conduct is prohibited. Retaliation includes but is not limited to threats, intimidation, reprisals and/or adverse actions related to an individual's employment or education. The university will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an investigation pursuant to this institutional rule will not be subjected to retaliation. Individuals who believe they are experiencing retaliation are strongly encouraged to file a complaint with the university.

- Sexual Misconduct, Intimate Partner Violence and Stalking

- Prohibited Behaviors include:

1. Sexual assault as defined by the university policy CR 1.00 (<https://www.sc.edu/policies/ppm/cr100.pdf>)
2. Sexual harassment and discriminatory harassment as defined in the University's Sexual Harassment and Discriminatory Harassment Policies (CR 1.00 (<https://www.sc.edu/policies/ppm/cr100.pdf>))

- Fire and General Safety

- Prohibited behaviors include:

1. Starting a fire or creating a fire hazard on university property.
 2. The unauthorized possession and/or use of candles, torches, incense and/or incense burners, other open flame apparatus, extension cords, gasoline, propane tanks or lighter fluid in any university operated facility or on-campus location without written permission from a university official.
 3. Unauthorized possession of or use of fireworks and explosive materials, the ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, or corrosion.
 4. Making or causing to be made, a false fire alarm or emergency report of any kind.
 5. Tampering with, damaging, disabling or misusing fire safety equipment and/or warning systems including fire extinguishers, fire sprinklers, fire hoses, fire alarms, and fire doors.
 6. Failing to immediately evacuate any university building when a fire alarm or other emergency notification has been sounded or hindering or impairing orderly evacuation.
 7. Disobeying a directive or command by any university or emergency official in connection with a fire, alarm, or other safety, security, or emergency matter.
- Theft and Burglary
 - Prohibited behaviors include:
 1. Theft of any kind, including obtaining academic materials or services through deceptive means or possessing public, private or university property that was removed without authorization.
 2. Burglary, the unlawful entrance of a structure to commit a theft.
 3. Knowingly giving assistance or information to aid in the action of theft.
 4. Sale, possession, appropriation or attempt to appropriate property without the consent of the owner or the person to whom it belongs.
 5. Selling or attempting to sell textbooks not owned by the student.
 - Fraudulent Behavior
 - Prohibited behaviors include:
 1. Fraudulent behavior in any oral or written transaction with the university.
 2. Dishonesty or misrepresenting the truth before a hearing of the university, or furnishing false information or withholding information to any university official which interferes with university processes or procedures.
 3. Forgery, alteration, or misuse of any document, record, or officially issued identification information from university processes and/or officials, including parking permits and athletic tickets.
 - Misuse of Identification or University Resources
 - Prohibited behaviors include:
 1. Violating, attempting to violate, or assisting the violation of any established rule or regulation of the university not specifically included in the Code of Conduct.
 2. Possession of fake or altered identification.
 3. Unauthorized entry into, presence in, or use of university operated facilities, equipment or property which has not be reserved or accessed through appropriate university officials.
 - 4. Student identification cards and keys:
 - a. Failing to present a Student ID/Carolina Card when requested by a university official acting in the performance of that individual's duties.
 - b. Possession of more than one Student ID/Carolina Card.
 - c. Lending a university Student ID/Carolina Card to anyone for reasons not authorized by the university (violations may subject both the owner and the holder to disciplinary action).
 - d. Failure to report within 24 hours a lost ID/key to a secured facility.
 - e. Unauthorized use, possession, or duplication of any university key.
 - 5. Unauthorized disclosure of confidential or proprietary information gained in the course of or by reason of the student's responsibilities or duties as a student employee.
 - Misuse of Institutional Technology
 1. Failure to adhere to the university policy UNIV 1.52 Responsible Use of Data, Technology, and User Credentials (<https://www.sc.edu/policies/ppm/univ152.pdf>).
 2. Engaging in inappropriate or disproportionate use of an information technology resource owned or controlled by the university or using an information technology resource for an illegal, threatening, or intentionally destructive purpose. Prohibited conduct includes, but is not limited to, circumventing system or network security, committing copyright infringement, transmitting unsolicited email, sharing a university-issued password, falsifying an email header, and using resources for personal financial gain or profit.
 - Failure to Comply
 - Prohibited behaviors include:
 1. Failure to comply with and respond appropriately to the unreasonable and lawful requests of university officials in the performance of their duties.
 2. Failure to properly comply with or complete a sanction or obligation resulting from a conduct or honor code hearing.
 - Shared Responsibility for Violations
 - Prohibited behaviors include:
 1. Acting in concert to violate university policy.
 2. Attempting, assisting or promoting any act prohibited by university policy.
 3. Condoning, encouraging, or the collusion of behavior that violates university conduct regulations. Collusion is any action or inaction with another one or more individual(s) to intentionally violate university policy.
 4. Allowing, permitting or providing opportunity for a guest to violate university policy.
 5. Being an accessory to any act prohibited by university policy.
 - Privacy Violation

Engaging in surveillance or recording of any type without the subject's knowledge or consent in areas where there is a reasonable expectation of privacy and/or the broadcasting or distribution of such material.

- Harassing Behavior

Repeated conduct of a harassing nature that reasonably interferes with one's ability to succeed in an academic setting or major life activity and that persists after such conduct has been requested to stop.

- Outcomes

One or more of the following sanctions may be utilized to provide educational interventions and to hold the student accountable. The severity of the sanctions will align with the severity of the offense, community standards and will increase with subsequent violations of the Code of Conduct. Although not an exhaustive list, the following are examples of sanctions that may be applied:

1. Educational workshops: seminar-style educational session which may focus on alcohol, decision making, off-campus living, civility, etc. Workshops may include pretest and posttest.
2. Conduct probation: a period of review during which a student is on official notice that subsequent violations of the Code of Conduct are likely to result in more severe sanctions, including suspension.
3. Reflection papers: a written response to prompts with the goal of promoting student learning and reflection on their actions to determine what they have learned, how they impacted others, and how they may avoid future missteps. The topic and essay questions assignment will depend on the incident type.
4. Community service: compensatory hours of unpaid service to a non-profit organization or university office to facilitate self-awareness. A reflection paper is part of the community service assignment. Hours must be documented and signed by a site supervisor.
5. Fines: fines assist with costs associated with administering, facilitating and evaluating the educational workshops and programs. Violations of policies may result in administrative fees.
6. Restitution: for theft, misappropriation or damage to university property, students may be required to reimburse the university for the loss, which may also include cost of materials and labor for repairs.
7. Drug testing: may be required for student found in violation of the drug policy. Tests are available at off-campus licensed agencies. Students are responsible for the costs.
8. Anger management or substance abuse interventions and treatment: For times students may need higher level of services and may be referred to an off-campus provider for substance use or anger management assessments. Students are responsible for the costs.
9. Removal from an academic class: when permission has been granted by academic affairs, the student may be removed from a course(s).
10. Disciplinary withdrawal: under certain circumstances when it is impossible for a student to address disciplinary action due to specific mitigating factors and the incident in question does not require a suspension, the university may grant a student a disciplinary withdrawal. The decision to grant a disciplinary withdrawal will be made by the Associate Dean for Academic and Student Affairs or their designee(s). The student will be permitted to withdraw from classes and a disciplinary hold will be placed on the student's registration and transcript. The student must understand that they will not be permitted to return to the university until the disciplinary matter has been resolved.
11. Access restriction: Access restriction for a period of time to specific or all university operated buildings may be a part of sanctions imposed for a violation of the code of conduct.
12. Delayed suspension: a status used in situations where the conduct is severe enough to justify suspension but mitigating circumstances

exist to permit the student an opportunity to correct behavior. During this period of time, students who fail to follow all requirements of their restrictions will almost always be immediately suspended. Like probation, delayed suspension is imposed for a certain period of time and may be contingent on completing additional requirements.

13. Suspension: a denial of enrollment, attendance, presence on university property, and other privileges at the university for no less than one semester. Permission to apply for readmission upon termination of the period may be granted without conditions/restrictions.
14. Expulsion: permanent dismissal from the university.
15. Degree revocation: the termination of a student's degree based on a violation that occurs after a student graduates.

Related University Policies:

ACAF 3.03 Handling of Student Records (<https://www.sc.edu/policies/ppm/acaf303.pdf>)

CR 1.00: Policy Against Discrimination, Harassment & Sexual Misconduct (<https://www.sc.edu/policies/ppm/cr100.pdf>)

STAF 3.02 Alcohol Policy and Guidelines for the University Community (<https://www.sc.edu/policies/ppm/staf302.pdf>)

STAF 3.05 Hazing (<http://www.sc.edu/policies/ppm/staf305.pdf>)

STAF 3.10 Student Organizations (<http://www.sc.edu/policies/ppm/staf310.pdf>)

UNIV 1.52 Responsible Use of Data, Technology, and User Credentials (<http://www.sc.edu/policies/ppm/univ152.pdf>)

Procedural Standards in Disciplinary Proceedings

USC Policies and Procedures (STAF 6.26) [modified for USC Union]

It is USC Union policy that disruptive behavior will not be tolerated in the classroom or other campus areas. Such behavior may result in removal from the classroom or the premises by security or other staff or by the police, depending on the severity of the incident. If a student is asked to leave or forcibly removed from class or campus, the student will not be allowed to return without permission from the Dean or the Dean's Designee.

The formality of the procedure to which a student is entitled in disciplinary cases should be proportionate to the gravity of the offense and the sanctions which may be imposed. Matters involving minor infractions of the Code of Student Conduct where suspension is not contemplated may be informally handled by the administration. Where misconduct may result in suspension, the student has the right to a hearing before an appropriate disciplinary panel. Pending action on the charges, the status of the student should not be altered, or his or her right to be present on the campus and to attend classes suspended, except where the administration determines such action is necessary.

Students detected or arrested for allegedly committing violations of the Code of Student Conduct, or infractions of statutory law, should be informed of their university rights. No form of harassment should be used by university representatives to coerce the admission of guilt.

Where a breach of the Code of Conduct may result in suspension, the student has the right to a hearing before the USC Union Student Affairs Committee.

1. Rules Governing Formal Hearings

- a. When a student/student organization representative chooses an option of a formal administrative hearing, or when a case is referred to the Student Affairs Committee for hearing, the Office of Academic and Student Affairs shall set a date and place for a hearing and notify those charged, the panel and relevant witnesses and participants as to the scheduling of the hearing. The USC Union Student Affairs Committee, composed of the SGA President, SGA Vice President, SGA Secretary-Treasurer, three USC Union faculty representatives, the Director of Enrollment Services, the Associate Dean for Academic and Student Affairs, and the Director of Campus Health and Safety/Security, shall serve as the hearing panel. Faculty members are appointed annually by the Deans and serve a one-year term. The Student Affairs Committee is charged with hearing and reviewing cases involving USC Union students charged with violations of the Student Code of Conduct and will impose sanctions based on USC and USC Union policies and procedures.
- b. Hearings shall be considered closed and confidential. All statements, information, or comments given during hearings shall be held in the strictest confidence by Hearing Officers/Committee Members, University staff, witnesses, advisors, and observers before, during, and after deliberation in keeping with relevant law and policy. Video, audio, stenographic, or photographic recording of hearing proceedings is prohibited, except as authorized by university policy.
- c. If any material facts are in dispute, testimony of witnesses and other evidence shall be heard.
- d. A party charged with a violation is responsible for presenting his/her own case. Advisors are not permitted to speak or to participate directly in any hearing.
- e. The Associate Dean for Academic and Student Affairs will exercise control over the hearing to avoid needless consumption of time through repetition of information and/or prevent the harassment or intimidation of participants. Any member of the hearing Committee may require the Committee to go into a private session to discuss and decide a matter by majority vote. The Chair can recess the hearing at any time. The Chair of the Student Affairs Committee shall ensure that all procedures are appropriately followed.
- f. The party(ies) charged with a violation(s) and the Student Affairs Committee members shall have the right, within reasonable time limits set by the Chair, to present questions for witnesses who testify orally. The Chair of the Student Affairs Committee, subject to provisions in the Student Code of Conduct, may require that questions by the charged party(ies) be addressed to the Chair of the Student Affairs Committee, who can ask these questions of the witnesses.
- g. All hearings shall be conducted informally, and technical rules of evidence will not be applied. Witnesses (except for the charged party or parties) shall be present during a hearing only during the time they are testifying.
- h. The Student Affairs Committee, or the Chair of the Student Affairs Committee, may proceed independently to secure evidence for the hearing. The charged party(ies) shall have access to any evidence at least three (3) days before the hearing, unless exigent circumstances preclude this possibility. The charged party(ies) shall have reasonable time to respond to it.
- i. If the charged student/student organization representative chooses not to attend the formal hearing, the Chair of the

Student Affairs Committee may proceed with the hearing and reach decisions and impose sanctions without the student's/representative's participation.

- j. A tape recording of the hearing shall be kept by the Office of Academic and Student Affairs until any appeal, or any external judicial review has been concluded, or ninety (90) days from the date of the hearing, whichever is longer. No typed record shall be required. The charged party(ies) and advisor shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Academic and Student Affairs.
 - k. The charged student or student organization representative may request a duplicate copy of the recording at his/her/its own expense within ninety (90) days from the date of the hearing.
- ## 2. Deliberation and Decisions of the Student Affairs Committee
- a. After hearing the evidence, the Student Affairs Committee may choose to continue the hearing at a later date if additional evidence or witnesses are needed.
 - b. After all the information has been presented and the charged party has made a final statement, the Student Affairs Committee shall meet in private to discuss the case, reach its decision, and, if appropriate, determine a sanction. Decisions of the Student Affairs Committee must be made by majority vote. If the student(s) is found responsible for violating the Student Code of Conduct, the Student Affairs Committee may hear any information concerning any past disciplinary record(s) of the student(s) or student organization(s) in determining appropriate sanctions.
 - c. The Associate Dean for Academic and Student Affairs, or designee, shall be responsible for forwarding the written decision of the hearing authority to the charged party(ies). The letter from the hearing authority shall consist of:
 - Findings of the hearing authority and the rationale for the findings;
 - Sanction(s); and
 - Statement regarding the right to appeal procedures.
- ## 3. Appeals – Office of the Dean
- a. Decisions of the Associate Dean for Academic and Student Affairs or designee, or from a formal University hearing, may be appealed to the Dean of the Campus by a student found guilty of violating the Code. The reasons for an appeal are limited to the following:
 - The Associate Dean for Academic and Student Affairs or the Student Affairs Committee committed a procedural error in hearing the case, which significantly prejudiced the findings; or,
 - New evidence, which could not have been available at the time of the hearing, and which is material to the outcome of the case, is available.
 - b. An appeal to the Dean of the Campus must be made in writing within five (5) University business days of receipt of the original written decision. A decision is assumed to be received three (3) University business days from the date of mailing. On appeal, the Dean or designee shall review the appeal.
 - c. After review, the Dean or designee may either:
 - Affirm the finding(s) of the hearing authority, in which case the decision is final; or
 - Remand the case to the original hearing authority, in which case the decision is final; or

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

Student Responsibility

Each student is responsible for always abiding by the Code of Student Conduct. The Code of Student Conduct applies inside and outside the classroom, whether a faculty member is present or not.

Faculty Responsibility

Each faculty member also has responsibilities with respect to the Code of Student Conduct. These responsibilities include, but are not limited to, the promotion of conduct conducive to the effective functioning of the Code, a clear exposition to students of the values as well as the obligations of the Code, a demonstration of the faculty member's own interest in the proper functioning of the Code, and the use of uniform procedures in handling violations of the Code.

Carolinian Creed

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

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

As a Carolinian...

I will practice personal and academic integrity;

I will respect the dignity of all persons;
 I will respect the rights and property of others;
 I will discourage bigotry, while striving to learn from differences in people, ideas and opinions;
 I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

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

USC Union Code of Student/Faculty Academic Integrity & Responsibility

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

I. Statement of purpose

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

II. Jurisdiction

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

III. Responsibility of USC Union Community

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

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

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

- Faculty Responsibility

All instructors have responsibility to themselves and to their students:

1. To offer clarification of this Code where necessary
2. To state in writing at an early meeting of classes, specific course learning outcomes and the manner in which they are to be obtained

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

- Administrator Responsibility

USC Union Administration should:

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

IV. Definitions of Certain Specific Violations

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

- Bribery

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

- Cheating

Cheating includes but is not restricted to the following:

1. Any conduct that involves the unauthorized use of written or verbal information, or the unauthorized use of any other means of communication in connection with the completion of any academic work.
2. Access to the contents of any quiz, test, or examination, or the buying, selling, or theft of any examination or quiz prior to its administration.
3. The unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.
4. The unauthorized use of laboratory reports, term papers, theses, or other written materials, in whole or in part.

5. unauthorized collaboration on any test, assignment, or project
6. The submission of another person's work in lieu of one's own work
7. The taking of all or part of another person's course and/or examination
8. Any conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic course, internship, or program.
9. Any conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic course, internship, or program.

- Lying

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

- Plagiarism

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

- Aiding a student to commit any of the violations described above. It is likewise a violation of student/faculty academic responsibility to participate in or knowingly to aid another person in any of the above activities.

V. Procedure for Handling Alleged Violations of the Code

- Informal Procedure

1. All alleged infractions of the Code of Student/Faculty Academic Integrity & Responsibility must be submitted online via the "Honor Code Violation" page on the USC Union website. This form is used to report potential academic integrity violations. This form will be shared with the Associate Dean for Academic and Student Affairs for record-keeping purposes. Upon submission, the Associate Dean of Academic and Student Affairs will contact the instructor to discuss if the instructor would like to proceed informally or formally with this matter.
2. Alleged infractions of the Code of Student/Faculty Academic Integrity & Responsibility may be handled informally through discussion of the matter with the student or faculty member involved.
3. The Associate Dean for Academic and Student Affairs shall be requested to act as an intermediary in the informal discussion.
 - a. By the accusing party if he/she wishes to bypass the above discussion.
 - b. By either party if the discussion in A.1 is not resolved to the satisfaction of both parties.
 - c. Time limits. The part of the informal procedure involving the Associate Dean for Academic and Student Affairs must be within seven (7) University business days of the discovery of the alleged violation.

- Formal Procedure

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

The formal procedure is initiated when either party makes an official request to the Associate Dean for Academic and Student Affairs within five days (exclusive of weekends and holidays) of the informal meeting. Student requests for the formal procedure must be made in writing and should outline the basic allegations being made. Faculty requests for the formal procedure must be made by a written request to the Associate Dean for Academic and Student Affairs.

Formal Hearings will be held before the USC Union Student Affairs Committee, which consists of the SGA President, SGA Vice-President, SGA Secretary-Treasurer, and three faculty members, who are appointed by the Deans annually. The Director of Enrollment Services, the Associate Dean for Academic and Student Affairs, and the Director of Campus Health and Safety/Security Director may serve as ex-officio members of this committee.

Rules Governing Formal Hearings

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

be addressed to Committee members who can ask these questions of the witnesses.

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

Deliberation and Decisions of the Committee

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

Recommendations for Sanctions

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

In addition to any sanctions imposed by the professor, the Committee may recommend that the Associate Dean for Academic and Student Affairs impose the following disciplinary sanctions upon students found

responsible for a violation of the Code of Faculty/Student Academic Integrity & Responsibility.

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

Educational Sanctions – Educational sanctions can include:

1. A workshop reviewing ethical decision-making, integrity, and the Honor Code;
2. A research project or essay;
3. Consultations with the Writing Center or Student Success Center; or
4. Additional sanctions may be imposed by the Office of Academic and Student Affairs or the Student Affairs Committee.

Note: if the student does not complete the required educational sanction, the Associate Dean of Academic and Students will refer the charged party back to the Student Affairs Committee to recommend further disciplinary action.

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

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

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

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

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

Appeals – Office of the Dean

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

Grievance Policy

Preface

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

Purpose

The primary objective of the grievance procedure is to ensure that concerns are promptly dealt with and that resolutions are reached in a fair and just manner. Each student must be given an adequate

opportunity to bring complaints and problems to the University administration with assurance that each will be given fair treatment.

Definition

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

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

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

Procedure

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

First appeal. If the student wishes to file a formal grievance, a written appeal must be prepared that includes the name, address, and phone number of the grievant; the name of the person against whom the grievance is being filed; the nature of the grievance; a description of the desired solution; a description of the actions taken by the grievant to date; and all pertinent written documentation. This file must be completed and presented to the immediate supervisor of the person alleged to have caused the grievance within five working days of the initial discussion referred to in the above paragraph.

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

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

Appeal to the Student Affairs Committee

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

1. state the grievance,
2. state why the response is unacceptable, and
3. request a hearing before a grievance panel.

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

Upon receipt of the appeal, the chair shall send a copy of the appeal to the members of the committee and the major parties involved. The major parties include the person(s) against whom the grievance was initiated, the supervisor of that individual(s), and the appropriate administrator. The chair of the committee shall ask the major parties to respond in writing to the appeal within five working days.

At the end of the five working day period, the chair shall meet with the Student Affairs Committee to examine the request for an appellate hearing and the replies. A hearing shall be granted if a majority of the quorum finds that grounds for the appeal have been substantiated. A tie vote shall result in a hearing being granted. The chair shall notify all involved parties of the decision of the committee to either hear or not hear the grievance.

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

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

Conduct of the Hearing

The chair of the Student Affairs Committee shall open the hearing by reading the request for an appeal and informing the parties involved of the jurisdiction of the committee and its procedures. The chair shall ascertain that all the parties involved are aware of their rights, answer any questions they have regarding these matters, and conduct the meeting.

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

A tape recording shall be made of the proceedings.

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

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

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

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

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

Decisions of the committee shall be final, subject to the student's right to appeal directly to the dean and to the vice provost for regional campuses.

The decision of the committee shall be kept on file in the dean's office.

The Grievance Committee

At USC Union, the Student Affairs Committee acts as the Grievance Committee.

1. Composition-SGA President, SGA Vice-President, SGA Secretary-Treasurer, and three faculty members, who are appointed by the Deans annually. The Director of Enrollment Services, the Associate Dean for Academic and Student Affairs, and the Director of Campus Health and Safety/Security may serve as ex-officio members of this committee.
2. Terms of office-
 - a. If vacancies occur, individuals appointed to fill the vacancies shall serve for the unexpired portions of the original appointees' terms.
 - b. If a member of the committee is involved in the grievance, the committee will elect a replacement for that particular grievance.