

The University of South Carolina Union
Student Handbook
Academic Year 2022-2023



University of South Carolina Union

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Union, SC 29379
(864) 424 – 8100

Important Note: Dates and other information in this handbook are subject to change

Contents

Message from the Dean	6
Leadership and Administration	7
USC Union Administration	7
University Administration.....	7
Union/Laurens Commission for Higher Education	7
USC Educational Foundation, Union Partnership	7
Faculty and Staff	8
Full-Time Faculty.....	8
Permanent Staff	8
Temporary Staff	9
Mission Statements	10
USC System Mission Statement.....	10
USC Union Mission Statement	10
Carolinian Creed	12
Accreditation	13
History of USC Union	14
Facilities	15
Main Building.....	15
Whitener Building	15
Bookstore	15
Truluck Activity Center.....	15
Founders House.....	15
Nursing Simulation Laboratory	16
Science and Nursing Building	16
Student Services Building	16
Laurens Location.....	16

USC Union Library	17
Athletics	18
Bantams Baseball	18
Lady Bantam Softball.....	18
Bantam Soccer.....	18
Lady Bantam Volleyball.....	18
Bantam Anglers Bass Fishing	18
Bantam Rifle	18
E-Sports.....	18
Student Life	19
Activities and Organizations	20
Student Government Association (SGA)	20
The Bantam Gazette	20
The USC Union Research Club.....	20
The Sustainable Garden and Botany Club.....	21
African American Alliance.....	21
USC Union Gaming Club.....	21
The USC Union Art Club.....	21
Bantam Alliance.....	21
USC Union Student Nurse Association.....	21
USC Union Faculty Organization Standing Committees	22
Services	23
Student Academic Success Center	23
Writing Center.....	23
USC Union Bookstore.....	24
Disability Services.....	24
Travel Abroad	24
Carnegie Library	24
Academic Advisement.....	25
Graduation with Leadership Distinction.....	25
Mental Health Support Services.....	25
Student Objectives and Carolina Core	27
Academic Calendar	28
Academic Calendar Policies	30

Degrees Offered	31
Associate of Arts Degree Curriculum (60 Hours)	31
Associate of Science Degree Curriculum (60 Hours).....	32
Baccalaureate Degree Programs	34
Bachelor of Arts in Elementary Education.....	34
Bachelor of Science in Nursing.....	34
Bachelor of Arts in Liberal Studies	34
Bachelor of Arts in Organizational Leadership	34
Other Online Degree Programs	34
Special Academic Programs	36
University 101	36
Evening Program	36
Off-Campus/Laurens Location Classes	36
Distributed Learning Courses	36
Independent Study	36
Advisement Policies	37
Advisement Policies	37
Undeclared Freshmen	37
Course of Studies	37
Changes in Curriculum.....	38
Course Substitutions.....	38
Change of Campus	39
Academic Regulations	40
Student Rights	41
Student Rights and Freedoms	44
USC Union Student Code of Conduct	46
Procedural Standards in Disciplinary Proceedings	55
USC Union Code of Student/ Faculty Academic Integrity & Responsibility	58
Notice of Plea Charges and Plea Response Form.....	65
Grievance Policy	66
Drug and Alcohol Awareness	69
Health Risks	69
Alcohol.....	69

Cigarettes and Tobacco Products.....	70
Marijuana	70
Cocaine.....	71
Policies	71
Alcohol Policy.....	72
Tobacco Policy.....	72
Drug Policy	75
USC Union Care Team	77
Campus Safety and Security	78
Parking Regulations	80
USC Union Title IX.....	81
Palmetto College Non-Harassment Policy.....	82
Computer Use Policy.....	92
Carolina Alert.....	94
Inclement Weather	94
Who to Ask.....	94
Glossary of College Terminology	97
Appendix	103
AA Degree Advising Form	104
AS Degree Advising Form	105
Dual Degree Advising Form	106

Message From the Dean

Welcome to the University of South Carolina Union, home of the Bantams!

Please take some time to familiarize yourself with the information in this Student Handbook, as it includes many important policies and useful resources for you as you embark on your college journey with us here in Union. The faculty and staff on this campus place a high priority on supporting your success, inside and outside of the classroom. You have a unique opportunity as a Union student to cultivate close working relationships with your instructors in small classroom environments and even through a variety of beyond-the-classroom experiential opportunities and campus life, such as independent research, travel study, practical experiences, the arts, and student organizations. You may also find yourself representing the campus through participation in NJCAA or club athletics, including softball, baseball, soccer, volleyball, bass fishing, riflery, or e-sports.

As you work with your academic advisor at USC Union to complete requirements toward the Associates of Arts or Science, you will be able to map out the ways in which that coursework can travel with you into the eventual baccalaureate degree that you would like to pursue beyond your Associates. In so doing, we want you to know that you have many options for that baccalaureate degree without having to leave Union to obtain it. This includes the B.A. in Organizational Leadership or B.A. in Liberal Studies, which you can earn here through Palmetto College and complete through a combination of in person and online courses. Or, you also have many completely online baccalaureate degree completion options through Palmetto College that your first two years of coursework here can prepare you to enter. This includes a B.A. in Elementary Education option that allows you to complete all your practical experiences in local schools. Finally, if you are interested in becoming a nurse, you may instead decide to pursue the USC Aiken BSN degree here on the Union campus.

Whether you are just beginning your college career, coming to us from another institution, or picking your studies back up after an extended time away from school, we have many paths to offer and a dedicated team who are ready to help you succeed. Don't hesitate to reach out to any of us as you navigate your time here so that we can assist you.

Go Bantams!

Randy Lowell, Ph.D.
Campus Dean
Professor of Psychology

Leadership and Administration

USC Union Administration:

Randy Lowell, Ph.D., Campus Dean
Majdouline Aziz, Ph.D., Interim Associate Dean for Academic and Student Affairs

University Administration:

Michael Amiridis, Ph.D., President of the University of South Carolina
Donna K. Arnett, Ph.D., Executive Vice President for Academic Affairs and Provost for the University of South Carolina
Susan Elkins, Ed. D., Chancellor for Palmetto College

Union/Laurens Commission for Higher Education:

C. Richard Denton, Chair
Lewis Jeter, Vice-Chair
Brenda C. Childers, Secretary/Treasurer
Patricia C. Craine, Member
J. Steve Hudson, Member
Timothy Svedlund, Member
Terry J. Wade, Member
Paula Moss, Member
Michael Cassels, Member

USC Educational Foundation, Union Partnership:

J. Carlisle Oxner, III, Chair
Roger Bailey, Vice Chair
Emma Garner, Secretary/Treasurer
Helen Diamaduros, Member
Sammy Diamaduros, Member
Dale McClelland, Member
Robert Love, Member Steve
Aldrich, Member
Katherine Pendergrass, Member
Martha Whitener, Member
Tom Hobbs, Member
Bill Graham, Member

Faculty and Staff

Full-Time Faculty:

Joe Anderson, Mathematics Instructor
Gale Ashmore, Instructor of Spanish
Majdouline Aziz, Associate Professor of Sociology
Jennifer Emswiler, Assistant Professor of Fine Arts
Avery Fouts, Associate Professor of Philosophy and Religious Studies
Randall Ivey, Senior Instructor of English
Tekla Johnson, Assistant Professor of African-American Studies
Andrew Kettler, Assistant Professor of History
Katie Klik, Assistant Professor of Psychology
Randy Lowell, Professor of Psychology
Steve Lowe, Professor of History
Steve Lownes, Assistant Professor of World Languages
Helene Maire-Afeli, Assistant Professor of Chemistry
David Mitra, Mathematics Instructor
Lee Morris, Assistant Professor of Biology
Sandy Phillips-Long, Biology Instructor
Courtney Pinnell, Nursing Instructor
Andrew Pisano, Associate Professor of English
Emily Schafer, Assistant Professor of Psychology
Christine Sixta Rinehart, Professor of Political Science
Kevin Torres, Spanish Instructor

Permanent Staff:

Teresa Adams, Administrative Assistant
Keith Ballington, Director of Operations
Jeremy Black, IT Director
Tanja Black, Bookstore Manager
Stacey Eaves, Assistant Bookstore Manager
Lynn Edwards, Nurse Administrator
Brad Greer, Enrollment Director
Tony Gregory, Health, Safety/Security
Bobby Holcombe, Financial Aid Director
Amber Ivey, Administrative Specialist
Nicholas Jeter, IT Technician
Susan Jett, HR Director
Ada Kitchens, Dual Enrollment Coordinator
Donald Lawson, Maintenance/Facilities Director
Kim Lawson, Assistant to the Dean
Michele Lee, Budget/Finance Director
Christen Mayes, Academic Advisor/Academic Specialist
Allen Owens, Maintenance Assistant
Amy Queen, Administrative Specialist
Kristie Roberson, Bursar
Sharon Rupp, Archivist
Zachary Simmons, Athletic Director
Annie Smith, Marketing/Development Director
Eddie Smith, Maintenance Assistant

Michael Sumner, Palmetto College Coordinator
Anita Whitney, Student Activities Coordinator
Blake Wilson, Assistant Registrar
Annalee Wyatt, Financial Aid Counselor

Temporary Staff:

Madison Brewington, Tutor- Academic Success Center
Cameron Coone, Bass Fishing Coach
Marc Curlee, Men's Head Soccer Coach
Janet Dos Santos, Facilities Assistant (Laurens)
Stephony Estes, Bus Driver
Ronnie Gossett, Bus Driver
John Michael Greer, Apple Lab Coordinator
Michael Gregory, Security
Perry Haney, Security Assistant
Carolyn Mayfield, Custodian
Payton Moss, IT Assistant
Chris Nall, Assistant Baseball Coach
Jose Pimentel, Men's Assistant Soccer Coach
Kenneth Proctor, Bus Driver
William Royce, Head Softball Coach
Brandon Simpson, Disability Services Coordinator
Micah Stancil, Men's Baseball Coach

Mission Statement

USC System Mission Statement:

Approved by the Board of Trustees- October 11, 2019

Next Board of Trustees Scheduled Review- January 2023

The primary mission of the University of South Carolina System is the education of the state's diverse citizens through teaching, research, creative activity, and community engagement. This public university system serves students from its flagship Columbia campus, three comprehensive universities (Aiken, Beaufort, and Upstate), and four regional Palmetto College campuses (Lancaster, Salkehatchie, Sumter, and Union).

The University of South Carolina System offers degree programs at the associate's, bachelor's, master's, and doctoral levels. Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, degree programs are offered in the following areas: arts and sciences; business; education; engineering and computing; hospitality, retail, and sport management; information and communications; law; medicine; music; nursing; pharmacy; public health; and social work.

With a flagship campus recognized by the Carnegie Foundation as a top research and community engaged institution and nationally ranked in start-up businesses, and an eight-campus system that confers nearly 40% of all bachelor's and graduate degrees awarded at public institutions in South Carolina, the university has a profound relevance, reach, and impact on the people of the state.

The University of South Carolina System provides all students with the highest-quality education, including the knowledge, skills, and values necessary for success and responsible citizenship in a complex and changing world through engagement in nationally and internationally ranked research, scholarship, service, and artistic creation.

USC Union Mission Statement:

Approved by the Board of Trustees – October 11, 2019

Next Board of Trustees Scheduled Review – January 2023

The Union regional Palmetto College campus is a branch campus of the University of South Carolina Columbia. Union has as its mission to provide higher education and intellectual leadership for its service area. At the heart of this mission is a teaching faculty of high quality dedicated to excellence in instruction, scholarship, public and professional service, and creative endeavor which enrich the classroom experience. USC Union offers a varied curriculum grounded in the liberal arts and focused on preparing students to continue their education in the University and throughout life.

The Union regional Palmetto College campus recruits students prepared to succeed in completing a baccalaureate-level education. While the institution does not offer remedial instruction, it is nonetheless able to admit most students who apply due to the close working relationship between students and faculty. The Union Regional Palmetto College campus was established to encourage higher education in the counties of Chester, Cherokee, Fairfield, Laurens, Union, and York. The original design of the institution incorporated a flexibility that has allowed changes in institutional capability with increasing educational demands of constituents.

Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, the institution awards the Associate in Arts and Associate in Science degrees and provides for the completion of selected bachelor's degrees on campus through cooperative agreements and delivery structures with other University of South Carolina System institutions. The Union regional Palmetto College campus also provides general education and upper division coursework applicable to baccalaureate degree programs offered through colleges and universities nationwide. In addition to academic coursework, the mission of the campus includes noncredit courses, seminars, and workshops made available to the community for cultural enrichment and professional development.

The traditions of cultural diversity and freedom of thought are valued at the Union regional Palmetto College campus. In a learning environment that develops respect for racial, geographical, intellectual, and economic diversity and an awareness of individual, societal, and global responsibilities, Union promotes courses, activities, and attitudes which influence the life of the mind in men and women and instill in them a thirst to continue learning throughout life.

The Union regional Palmetto College campus emphasizes the development of the whole person and especially seeks to foster in students the disciplines essential to an educated citizenry. Core competencies, including the ability to communicate through effective writing and articulate speech; computational and quantitative mastery; creative and critical thinking; and the duties of citizenship are strategically integrated within the curriculum. Classroom experiences, student activities, and physical education programs also provide opportunities for cultural enrichment, leadership development, intellectual growth and interpersonal relationships, all contributing to a sense of self-reliance and a joy of learning.

Carolinian Creed

Written 30 years ago by students, professors and staff members, the Carolinian Creed embodies the University of South Carolina's core values of respect, integrity and kindness.

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;

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, while 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 the 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 insightful, 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 of all individuals.

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.

Accreditation

The University of South Carolina is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associates, bachelors, masters, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033- 4097 or call 404-679-4501 for questions about the accreditation of the University of South Carolina. The accreditation report of the Southern Association of Colleges and Schools is available to the public in the Office of the Provost and the Office of Institutional Assessment and Compliance and is on reserve at the Thomas Cooper Library on the Columbia campus.

History of USC Union

Like the other USC regional campuses, the Union campus was established because of a local initiative. The Union County Commission for Higher Education was created by an act of the state legislature in the spring of 1965, and a contract was immediately signed by that commission with the University of South Carolina, an arrangement which guaranteed University-quality education at a low cost for area students within commuting distance of the campus. A former public secondary-school building was secured by the commission, and local funds were made available to renovate the structure. Scheduled classes began in September 1965 for the original freshman class of 51 students. In September 1967, 160 students registered at the campus, and enrollment has continued to climb.

Centrally located near the downtown business district, USC Union occupies a seven-acre tract fronting the east side of Main Street. Established to meet the educational needs of Union, Laurens, Cherokee, York, Chester, Fairfield, and Newberry counties, the campus has grown to its present enrollment of approximately 1100 and a physical plant consisting of eight buildings, which house administrative offices, classrooms, laboratories, a Carnegie library, a campus shop, and a gymnasium. The Union campus has traditionally focused on offering the first two years of courses for most University curricula, and the campus continues that tradition today. Because of its expanding role as a unit of USC, upper-level courses are increasingly available, including both junior- and senior-level courses.

Union-area residents realize the beneficial aspects of a local regional campus and have been enthusiastic supporters of both the campus and its programs. Both the city and county governments have generously increased their support of the campus and have provided much-needed funds for both physical-plant and equipment needs. Several local organizations provide scholarships for USC Union students, and the campus has been the recipient of numerous gifts of goods and services. The campus and the surrounding area have continually maintained this mutually supportive relationship, the result of which has been a high-quality, comprehensive program of higher education for area citizens.

Facilities

The USC Union campus consists of nine buildings.

Main Building

The Main Building was a secondary public school originally constructed in 1909, renovated in 1965, and completely restored in 1991. It currently houses classrooms; an auditorium; administrative and faculty offices; biology, chemistry, and computer science laboratories; a student lounge; disability services; and the Student Academic Success Center.

Whitener Building

Listed on the National Register of Historic Places, the Whitener Building was built in 1891 as the first modern public-school building in Union County. After several additions and incarnations as a high school, middle school, and elementary school, it was secured for USC Union by the Union County Commission for Higher Education in 1975. Renovations were completed on the Whitener Building in the fall of 1988 and it now houses administrative and faculty offices, traditional and active learning classrooms, telecommunications instruction classrooms, and a community room for meetings and receptions.

Bookstore

The University of South Carolina Union Bookstore is located at 311 East Main Street. The bookstore sells a variety of Carolina-themed products which include clothing for adults and children, tailgating products, jewelry, miscellaneous items, snacks, and non-alcoholic beverages. Students can purchase or rent their textbooks and obtain their Carolina cards. Textbook buy back is held at the end of each semester. USC Bantam clothing, memorabilia, and USC-Union clothing are also available for purchase. Store hours are Mondays-Thursdays from 8 a.m. to 5 p.m. and Fridays from 8 a.m. to 2 p.m.

- Student Center: The Student Center, which is located at the rear of the bookstore, is a fun area for students to gather before or after class. Students can enjoy television, pool tables, air hockey, video games, ping pong, and vending machines.
- The Bobby and Barbara Rippy Courtyard: Located behind the Student Center, the courtyard is a pleasant outdoor area for reading and relaxation. Power stations are located near the seating areas where students can charge their phones or tablets.

Truluck Activity Center

Completed in 1969, the activity center provides space for athletic and social activities. The center contains a basketball court, office space, physical-fitness equipment, and is home to the USC Union Volleyball program. The center has a seating capacity of 500.

Founders House

The former Child Development Center, renamed Founders House to honor local leaders who have had a special relationship with USC Union, has recently undergone a complete renovation. The house is home to the USC Union Fine Arts program.

Nursing Simulation Laboratory

A newly purchased building on Main Street will house additional university facilities soon, including two simulation rooms and a control room, skills lab, and new beaming classrooms and wet lab.

Science and Nursing Building

The new Science and Nursing Building on Main Street, across the street from the bookstore, will house a new state-of-the-art virtual reality science lab/classroom, as well as faculty offices, and meeting space.

Student Services Building

The new Student Services Building located on Main Street next to the bookstore houses the admissions, financial aid, and student life offices.

Laurens Location

The University of South Carolina Union Laurens Location is located at 507 North Harper Street Suite L, Laurens, SC. USC has been serving the Laurens County community since the 1980's. Currently, students are able to take advantage of small class sizes in traditional classrooms, telecommunications instruction classrooms as well as online.

USC Union Library

Our library services are provided by Union County Carnegie Library located at 300 E. South Street. The library is a resource for the USC Union students and faculty, as well as members of the community.

The mission of the USC Union Library is to support the educational goals of the campus while adhering to the overall academic mission of the University. The library accomplishes its mission in the following ways: by building and maintaining comprehensive collections of resources that support the academic offerings of the curriculum available to USC Union's students, faculty, staff, and other patrons throughout Union County and the immediate area; by instructing students and library patrons in effective methods to locate and retrieve the information they seek; and by utilizing the most advanced technologies available to provide additional access to information needed to successfully meet the academic needs of USC Union and its community.

Athletics

USC Union Bantam Athletics is committed to fostering academic and athletic achievement that will enable players to attain success on the field and in their future careers.

Athletics are a big part of college life, whether you experience them as an athlete or a fan. At USC Union we're proud supporters of our Bantams and look forward to students getting involved in athletics. Be sure to check the USC Union Athletic website for schedules and athletic news at https://www.sc.edu/about/system_and_campuses/union/athletics/index.php

Bantam Baseball

The USC Union baseball field is located in Jonesville. For more information, contact Head Coach Micah Stancil at stancing@mailbox.sc.edu

Lady Bantam Softball

The USC Union softball field, The Coop, is located on Main Street. For more information, contact Head Coach Royce at royce@mailbox.sc.edu

Bantam Soccer

The USC Union soccer field is located behind Jonesville Town Hall. For more information, contact Head Coach Curlee at curleemh@mailbox.sc.edu

Lady Bantam Volleyball

The USC volleyball course is located inside of the Truluck Activity Center on campus. For more information, contact Head Coach Whitney at apeco@mailbox.sc.edu

Bantam Anglers Bass Fishing

For more information, contact Head Coach Cameron Coon at coone@mailbox.sc.edu

Bantam Rifle

For more information, contact Head Coach Doug Gilliam at leondg@mailbox.sc.edu

Bantam E-Sports

For more information, contact Nicholas Jeter at najeter@mailbox.sc.edu

Student Life

Student Life Statement

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

Commencement and Other Formal Ceremonies

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

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

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

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

Activities and Organizations

Please note the Active (A) and Inactive (IA) activities and 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 (A)

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.

Contact: Anita Whitney: apecsko@mailbox.sc.edu

The Bantam Gazette (IA)

The purpose of the Bantam Gazette is to provide information to everyone on the USC Union campus in a timely manner. The Gazette strives to be the fastest and most accurate news source on campus. The newspaper will be printed out and displayed around campus and will be sent out via email. The paper includes highlights of events happening on campus, student and faculty spotlights, polls, trivia questions, etc.

Contact:

Andrew Pisano: pisanoa@mailbox.sc.edu

Randy Ivey: rivey@mailbox.sc.edu

The USC Union Research Club (A)

The USC Union Research Club encourages participation in beyond-the-classroom experiences in research, facilitates connections between faculty in need of student research assistants and students in search of faculty mentors, and helps students articulate what they have learned in connecting their inside- and outside-the-classroom experiences via presentation of their work across a variety of dissemination platforms. Through these endeavors, the Research Club aims to cultivate an atmosphere of intellectual curiosity on the USC Union campus among students, faculty, and staff, which will nurture a more general love of learning. The activities of this organization will also create networking opportunities for its members through which they may encounter new means of collaboration and

advancement in their professional and intellectual pursuits.

Contact: Randy Lowell: lowell@mailbox.sc.edu

The Sustainable Garden and Botany Club (A)

The Sustainable Garden and Botany Club develops and maintains the USC Union Sustainable Garden and uses it as an educational tool for pollinators, botany, sustainability and upkeep of seasonal plans.

Contact: Lee Morris: lgmorris@mailbox.sc.edu

African American Alliance (A)

The mission of the African American Alliance is to raise awareness about systemic racism and support programs that will advance African American students at USC Union. AAA is an all-inclusive group that dedicated to create a positive relationship between all students on the campus of USC Union. Our mission is to create a safe space that will in which students can openly express themselves without judgement

Contact: Brandon Simpson: bsimpson@mailbox.sc.edu

USC Union Gaming Club (A)

The purpose of this club will be for any student, faculty member, or staff no matter what race or gender, you are welcome to come out and play tennis. The club is for any and all skill level and anyone who does not know how to play tennis and would like to learn. It would also be a good way for students to get some exercise in and stay in shape and move around and just to come out and have some fun.

Contact: Nick Jeter: najeter@mailbox.sc.edu

The USC Union Art Club (IA)

The USC Union Art Club engages with the community, participates in campus and community events, and creates art centered events.

Bantam Alliance (IA)

The Bantam Alliance's mission is to work towards a more accepting environment for all people, regardless of sexual identity or sexual orientation through support, advocacy, and education. The college is safe ONLY when all students are comfortable and free of fear from harassment, violence, or discrimination.

Contact: Andrew Pisano: pisanoa@mailbox.sc.edu

USC Union Student Nurse Association (IA)

The Student Nurse Association encourages and teaches various aspects of nursing, science, healthcare and related careers to interested students.

Contact: Helene Maire-Afeli: hmaire@email.sc.edu

USC Union Faculty Organization Standing Committees

The following is a list of the standing committees of the faculty organization at USC Union. The committees marked by ** are committees which include student representation. Student representatives are appointed by the Campus Dean.

Palmetto College Faculty Senate

Palmetto College Faculty Senate Research and Productive Scholarship Committee

Provost's Palmetto College Campuses Advisory Committee

Palmetto College Campuses Grievance Committee

Local Campus Tenure and Promotion Committee

Palmetto College Tenure and Promotion Committee

USC Union Faculty Organization

USC Union Faculty Advisory Committee

USC Union Academic Affairs Committee**

USC Union Student Affairs Committee**

USC Union Faculty Welfare Committee

USC Union Scholarship Committee

USC Union SAP Committee

USC Union Peer Review Committee

USC Union Diversity, Equity, and Inclusion Committee**

USC Union CARE Committee

USC Union Academic Intervention Committee

Services

Student Academic Success Center (SASC)

Located on the lower floor of the Main Building, the SASC offers a wide variety of services for students. The Success Center is here to help meet the academic needs of our students, by providing the services that we feel are necessary for student success. Call today to get ahead (864) 424-8017!

Qualified tutors are available for traditional tutoring, group study sessions, and also one-on-one sessions.

The Success Center is also able to guide students while navigating the all-new 24/7 online [Brainfuse Tutoring](#) service. Brainfuse allows students access to online tutoring from anywhere, at any time, and it covers any subject that is offered by USC.

The Student Academic Success Center also has a program which enables students to sign out loaner equipment that may be needed to be more successful in their classes. Currently the SASC offers digital voice recorders, which can be used to record classroom lectures and graphing calculators for use in math classes, which require the calculators.

Writing Center

USC Union's Writing Center Mission Statement

The mission of our writing center is to connect writers with readers, to make good writers better writers, and to help people develop an awareness about themselves as writers and thinkers that will assist them after they leave the session. To this end, we practice a collaborative approach to sessions where writers and consultants engage in one-on-one conversations about writing— conversations that focus on shared knowledge and expertise, as opposed to hierarchical instruction that treats writing center sessions as remediation. Therefore, our consultants and visiting students work together in developing ideas, the articulation of ideas, and the most practical, coherent ways of communicating ideas to readers.

Student Pre-Session Preparation

1. Students should select up to 5 pages of writing for a half hour session. For writing that's more than five pages, students and consultants should plan future sessions in increments of five pages.
2. Students should have two specific concerns/goals for each piece of writing. For example, students can choose to focus on clarity of argument and through-line of argumentation; logical integration of research and developing strong topic sentences; in-text citations and strong connections between evidence and effective argumentation; and, finally, grammar and syntax.
3. Students should bring two clean, hard copies of the assignment and writing utensils to each session.
4. If the student is returning to the writing center, reflect on previous goals. If they're being met, tell the consultant. Celebrate progress!

Contact: Andrew Pisano - Pisanoa@mailbox.sc.edu

USC Union Bookstore

Students may purchase course textbooks, some school supplies, and USC 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. Bookstore policies are available at the bookstore.

USC Union students receive picture ID cards. The cards are made in bookstore 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.

Disability Services

Students with disabilities are assisted through the USC Union Office of Disability Services (ODS), 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.

To receive the assistance, you may need, ODS first requires that you self-identify as a student with a disability. Once you have self-identified and provided the office with the appropriate documentation of your disability, ODS will determine if you qualify to register as a student with a disability. Upon registration ODS will then determine if you will receive accommodations for your disability. Accommodations are approved on a case-by-case basis and are governed by the American with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973.

Documentation requirements are specific to the disability, but in general documentation must be from a physician, licensed psychologist, or other person(s) licensed to make the diagnosis. These guidelines help determine what accommodations, if any, will be made, and are based on the disability and its impact on your major life functions. To ensure that you obtain the specific documentation required, the Office of Disability Services recommends that you print the online guidelines and present them to the qualified professional providing your documentation.

For more information on how to register as a student with a disability, visit https://sc.edu/about/system_and_campuses/union/internal/current_students/disability_services/

Students who have accessibility concerns with the online registration links should contact the Office of Disability Services at 864-424-8060, email [Brandon Simpson](mailto:Brandon.Simpson@sc.edu) for assistance, or make an appointment: calendly.com/bsimpson-1914

Travel Abroad

Travel the world with USC Union's study abroad programs. Trips generally depart in May, and students will receive course credit for their participation. For more information, contact Academic Affairs.

Carnegie Library

Library services are provided by the Union County Carnegie Library located at 300 E. South Street. The library is a resource for USC Union students and faculty, as well as members of the community. The library offers all the services as a typical county library as well as a university library.

Please visit the [Union County Carnegie Library's](#) website for all information concerning policies, computer usage, and more.

Library Hours

Monday - Thursday: 8:00am - 7:00pm

Friday and Saturday: 9:00am - 3:00pm

Sunday: Closed

Academic Advisement

USC Union Academic Advisors are here to meet with students during office hours or by appointment to help with selection of classes and with questions about degree requirements. Advisors are assigned during new student orientations. You can find out who your advisor is by visiting <https://my.sc.edu/> or calling the Admission Office

Graduation with Leadership Distinction

The Graduation with Leadership Distinction (GLD) is a formal recognition of the accomplishments that you've made above and beyond your typical coursework. There are multiple pathways to accomplish the GLD and once you've completed the steps, your diploma and transcript will say "With Leadership Distinction in (Pathway)." GLD is available at both the Associate and Bachelor's levels and is governed by the Center for Integrative and Experiential Learning (CIEL). For more information, visit https://sc.edu/about/initiatives/center_for_integrative_experiential_learning/index.php or contact Dr. Steven Lownes, lownes@mailbox.sc.edu

Mental Health Support Services for Students:

Student Assistance Program:

The University of South Carolina Union provides a valuable benefit to all students and their immediate family members known as the Student Assistance Program (SAP). We have partnered with McLaughlin Young Group, an independent provider of SAP services. There is no enrollment required and students are eligible to use the SAP through McLaughlin Young as of December 16, 2021. This SAP covers all our regular and dual enrollment students, regardless of whether they are on campus or online or off-site at the different high schools around the state where we have dual enrollment offerings. These services are also available to faculty using the contact information listed below.

The SAP offers help for personal and/or professional concerns by providing free, confidential, short-term counseling and personal consultation. Additionally, the SAP provides work-life resources for such issues as legal and financial consultations, online learning, and resources.

The SAP has a network of counselors that are conveniently located. They can help improve or resolve personal difficulties whether big or small, personal, or work-related.

Some examples of concerns that the SAP addresses include:

- Family and relationship issues
- Resiliency and coping skills
- Grief and loss
- Stress
- Depression and anxiety
- Work-related issues
- Alcohol or drug use
- Legal and financial issues

There is no cost for phone calls, virtual or face-to-face visits with the SAP. USC Union covers all expenses for this program.

SAP contact information: **704-529-1428** or **800-633-3353**.

Appointments are available during both daytime and evening hours. The SAP staff at McLaughlin Young is available 24 hours a day, seven days a week.

USC Psychological Services Center at the USC Union campus:

Telehealth therapy, in-person therapy, and psychological assessments are available on the USC Union campus courtesy of Jessica Pomerantz from USC Columbia's Psychological Services Center. There will not be any cost to anyone from our campus to utilize her therapy or assessment services. Her priority will be to serve students here who need these services, however, as her availability allows, she can also see any of our faculty or staff who would like to work with her. Email Jessica for an intake:

pomeranj@email.sc.edu

Student Objectives and Carolina Core

The University provides all undergraduate students with a common core of knowledge, skill, and academic experience. This general education curriculum provides the foundation for subsequent specialized study in the student's major discipline area. The University of South Carolina is continually updating this curriculum, ensuring that it remains current and prepares students for productive and meaningful engagement as world citizens equipped for life-long learning. The current general education goals are outlined below and at https://sc.edu/about/offices_and_divisions/provost/academicpriorities/undergradstudies/carolinacore/courses/foundational-courses.php

Carolina Core Components:

CMW: Effective, Engaged, and Persuasive Communication: Written

Students must be able to identify and analyze issues, develop logical and persuasive arguments, and communication ideas clearly for a variety of audiences and purposes through writing and speaking.

ARP: Analytical Reasoning and Problem Solving

Students must be able to apply the methods of mathematical, statistical, and analytical reasoning to critically evaluate data, solve problems, and effectively communicate findings verbally and graphically.

SCI: Scientific Literacy

Students must be able to apply the principles and language of the natural sciences and associated technologies to historical and contemporary issues.

GFL: Global citizenship and Multicultural Understanding: Foreign Language

Students must be able to communicate effectively in more than one language. Between 0 and 6 credit hours are required, depending upon degree.

GHS: Global Citizenship and Multicultural Understanding: Historical Thinking

Students must be able to use the principles of historical thinking to understand past human societies.

GSS: Global Citizenship and Multicultural Understanding: Social Sciences

Students must be able to use the principles of the social sciences to explore diverse cultural identities and to analyze political and environmental issues.

AIU: Aesthetic and Interpretive Understanding:

Students must be able to create or interpret literary, visual, or performing arts.

CMS: Effective, Engaged, and Persuasive Communication: Spoken Component

Students must be able to identify and analyze issues, develop logical and persuasive arguments, and communicate ideas clearly for a variety of audiences and purposes through writing and speaking.

INF: Information Literacy

Students must be able to locate, evaluate, manage and evaluate information using technology, and communicate findings.

VSR: Values Ethics, and Social Responsibility

Students must be able to examine different kinds of social and personal values, analyzing ways in which these are manifested in communities as well as individual lives.

Academic Calendar

Fall 2022

Event	Date
Classes Begin	Aug. 18, Thursday
Last day to change/drop a course without a grade of "W" being recorded (Part of Term 30)	Aug. 24, Wednesday
Labor Day Holiday (no classes)	Sept. 5, Monday
Midpoint in Semester	Oct. 10, Monday
Fall Break (no classes)	Oct. 13 – 14, Thursday - Friday
Last day to drop a course or withdraw without a grade of "WF" being recorded (Part of Term 30)	Nov. 2, Wednesday
General Election Day (no classes)	Nov. 8, Tuesday
Thanksgiving Recess (no classes)	Nov. 23 – 27, Wednesday – Sunday
Last Day of Classes	Dec. 2, Friday
Reading Day	Dec. 3, Saturday
Final Examinations (includes exams on Saturday)	Dec. 5 – 12, Monday - Monday

Spring 2023

Event	Date
Classes Begin	Jan. 9, Monday
Dr. Martin Luther King, Jr. Service Day (no classes)	Jan. 16, Monday
Last day to change/drop a course without a grade of "W" being recorded (Part of Term 30)	Jan. 17, Tuesday
Midpoint in Semester	March 2, Thursday
Spring Break (no classes)	March 5 - 12, Sunday - Sunday
Last day to drop a course or withdraw without a grade of "WF" being recorded (Part of Term 30)	March 27, Monday
Last Day of Classes	April 24, Monday
Reading Day	April 25, Tuesday
Final Examinations (includes exams on Saturday)	April 26 - May 3, Wednesday - Wednesday

Academic Calendar Policies

The University follows an early Semester Calendar, with Fall semester beginning the Thursday of the third full week in August and ending in December before the winter break. Spring classes begin the second Monday of January, provided neither Monday is a holiday (New Year's Day or Martin Luther King Day). For Fall and Spring semesters, there are 70 class days with a minimum of 2100 minutes of instruction for a standard 3-hour class-28 Tuesday and Thursday classes of 75 minutes per class meeting and 42 Monday, Wednesday, Friday classes of 50 minutes per class meeting. All nonstandard one or two day per week classes must meet the minutes of instruction requirements as part of the calendar.

Summer Term

The summer term consists of multiple course sessions between the spring and fall terms.

Students regularly enrolled in the University may take work applicable to their degree during the summer term. Regulations governing the regular academic year also pertain to the summer term.

A complete listing of all courses offered in the summer term will be available by April 1 on the registrar's Web site under "Master Schedule." Course sessions and times may vary.

Please refer to the registration calendars on the registrar's Web site for more detailed information.

Degrees Offered

Associate Degree Programs:

The University of South Carolina offers the Associate in Arts degree and the Associate in Science degree at the Union campus to those students who have earned 60 hours of credit and completed the following requirements:

Learning Outcomes for Associate Degree Programs:

Graduates will be able to:

- Identify and analyze issues, develop logical and persuasive arguments, and communicate ideas clearly for a variety of audiences and purposes through writing.
- Apply the methods of mathematical, statistical, or analytical reasoning to critically evaluate data, solve problems, and effectively communicate findings verbally and graphically.
- Apply the principles and language of the natural sciences and associated technologies to historical and contemporary issues.
- Communicate in more than one language.
- Use the principles of historical thinking to understand past human societies.
- Use the principles of the social sciences to explore diverse cultural identities and to analyze political and environmental issues.
- Create or interpret literary, visual or performing arts.

AND be able to demonstrate at least ONE of the following:

- Identify and analyze issues, develop logical and persuasive arguments, and communicate ideas clearly for a variety of audiences and purposes through speaking.
- Collect, manage and evaluate information using technology, and communicate findings.
- Examine different kinds of social and personal values, analyzing the ways in which these are manifested in communities as well as individual lives.

Carolina Core – 15 Hours

These serve as general education requirements common to all associate degrees.

- CMW: Effective, Engaged and Persuasive Communication: Writing (6 Hours) Must be passed with a grade of C or higher
- SCI: Scientific Literacy (3 Hours)
- GHS: Global Citizenship and Multicultural Understanding: Historical Thinking (3 Hours)
- GSS: Global Citizenship and Multicultural Understanding: Social Sciences (3 Hours)

Associate of Arts Degree Curriculum – 60 Hours

1. Basic Requirements (*including* 15 hours of Carolina Core stated above) (37-38 Hours)

All course selections are from the approved Carolina Core Learning Outcomes list unless otherwise specified.

- CMW: Effective, Engaged and Persuasive Communication: Writing (6 Hours)
Must be passed with a grade of C or higher
- ARP: Analytical Reasoning and Problem-Solving (3 Hours)
Choose from MATH, CSCE, PHIL, STAT including MATH 111 and MATH 115
- SCI: Scientific Literacy (7-8 Hours)
Must include at least 1 laboratory science course
- GFL: Global Citizenship and Multicultural Understanding: Foreign Language (0- 3 Hours)
One 3-hour language course at any level or score of “2” on placement exam
- GHS: Global Citizenship and Multicultural Understanding: Historical Thinking (3 Hours)
- GSS: Global Citizenship and Multicultural Understanding: Social Sciences (6 Hours)
- AIU: Aesthetic and Interpretive Understanding (6 Hours)

Choose ONE of the following three options (3 Hours minimum):

- CMS: Effective, Engaged and Persuasive Communication: Speech (3 Hours)
- INF: Information Literacy (3 Hours)
- VSR: Values, Ethics and Social Responsibility (3 Hours)

2. Electives for A.A. Degrees (22-23 Hours)

Electives may be any additional courses not used to fulfill the previously stated requirements. Students who intend to apply these credits toward a baccalaureate degree awarded by another campus or institution are advised to work closely with an academic advisor to choose electives that will meet preliminary requirements of the four-year major they wish to pursue. Of particular importance is completion of general education requirements. USC Columbia requires a minimum of 31 general education credit hours and a student planning to pursue a USC Columbia baccalaureate degree must complete these hours. These hours can be incorporated within the 60 hours required for an AA or AS degree when electives are carefully selected. Applying for an associate degree does not in any manner affect eligibility to apply for a baccalaureate degree, and vice versa.

Associate of Science Degree Curriculum – 60 Hours

1. Basic Requirements (*including* 15 hours of Carolina Core stated above) (38-42 Hours)

All course selections are from the approved Carolina Core Learning Outcomes list unless otherwise specified.

- CMW: Effective, Engaged and Persuasive Communication: Writing (6 Hours)
Must be passed with a grade of C or higher
- ARP: Analytical Reasoning and Problem-Solving (6 Hours)
Choose from MATH, CSCE, PHIL, STAT including MATH 111 or MATH 115
- SCI: Scientific Literacy (8-12 Hours)
Must include at least 2 laboratory science courses
- GFL: Global Citizenship and Multicultural Understanding: Foreign Language (0- 3

Hours)

One 3-hour language course at any level or score of “2” on placement exam

- GHS: Global Citizenship and Multicultural Understanding: Historical Thinking (3 Hours)
- GSS: Global Citizenship and Multicultural Understanding: Social Sciences (6 Hours)
- AIU: Aesthetic and Interpretive Understanding (3 Hours)

Choose ONE of the following three options (3 Hours minimum):

- CMS: Effective, Engaged and Persuasive Communication: Speech (3 Hours)
- INF: Information Literacy (3 Hours)
- VSR: Values, Ethics and Social Responsibility (3 Hours)

2. Electives for A.A. Degrees (18-22 Hours)

Electives may be any additional courses not used to fulfill the previously stated requirements. Students who intend to apply these credits toward a baccalaureate degree awarded by another campus or institution are advised to work closely with an academic advisor to choose electives that will meet preliminary requirements of the four-year major they wish to pursue. Of particular importance is completion of general education requirements. USC Columbia requires a minimum of 31 general education credit hours and a student planning to pursue a USC Columbia baccalaureate degree must complete these hours. These hours can be incorporated within the 60 hours required for an AA or AS degree when electives are carefully selected. Applying for an associate degree does not in any manner affect eligibility to apply for a baccalaureate degree, and vice versa.

Other Requirements:

In addition to the requirements for the A.A. and A.S. degrees stated above, the following stipulations also apply:

- Students must have an institutional GPA of 2.00 or better (does not include course grades earned by challenge examinations).
- The final 15 semester hours must be earned at USC Union.
- No courses of a remedial, developmental, skill-acquiring, or vocational nature may apply as credit toward degrees.
- Pass-Fail option on elective courses is allowed.
- No more than 15 hours of nontraditional credits, which include DANTESS, CLEP, and military experience.
- No more than 3 1-hour PEDU activity courses may count toward meeting associate degree requirements (any track).

Second Associate Degree:

At times the University of South Carolina Union confers a second associate degree (both AA and AS) upon candidates who have completed all requirements for the second degree, provided that the additional requirements for the second degree include a minimum of 12 semester hours beyond those required for the first degree earned at USC Union and a minimum of 72 semester hours total. Under this policy a student may apply for two degrees at one time or separately. In either case the student would receive two diplomas.

Baccalaureate Degree Program:

Students enrolled at USC Union can complete the requirements for baccalaureate degree programs on campus and through distance learning. These degrees are awarded by USC senior campuses.

Bachelor of Arts in Elementary Education:

The Bachelor of Arts in Elementary Education program is designed for undergraduate students seeking to become licensed as an elementary school teacher in grades 2 through 6. The core requirements are completed at USC Union and students complete their degree either on the Columbia campus or online through Palmetto College.

Bachelor of Science in Nursing:

Through partnership with USC Aiken, USC Union offers the USC Aiken Bachelor of Science in Nursing degree. This partnership will allow students to study all four years in Union and Laurens, including coursework and clinicals.

Bachelor of Arts in Liberal Studies:

The Palmetto College Online Bachelor of Arts degree in Liberal Studies is issued by USC Columbia. This interdisciplinary program prepares students to be employees who can write and speak clearly, manage and solve problems and function creatively and effectively in the real world. On-campus and online course offerings are available.

Bachelor of Arts in Organizational Leadership:

The Palmetto College Online Bachelor of Arts degree in Organizational Leadership is issued by USC Columbia. This degree program includes diverse disciplines such as communications, history, philosophy, psychology, and sociology. The goal of the program is to teach students the practical skills they'll need to lead organizations and collaborate effectively. On-campus and online course offerings are available.

Other online degree programs:

In addition to the aforementioned bachelor's programs, an additional fifteen baccalaureate completion degrees can be completed online through Palmetto College with more being added, including:

- Computer Science, Cybersecurity
- Business Administration, Accounting
- Business Administration, Management
- Communication
- Criminal Justice
- Engineering Technology Management
- Health Informatics
- Hospitality Management
- Human Services
- Information Management & Systems

- Psychology (B.S.) – Aiken
- Psychology (B.A.) – Beaufort
- Public Health
- Sociology
- Special Education

Special Academic Programs

University 101

University 101 is a three-hour seminar course, open for credit only to freshmen and to other undergraduate students (i.e., transfer students) in their first year at USC Union. This course provides an introduction to the nature and importance of university education and a general orientation to the functions and resources of the University.

The course helps new students adjust to the University, develop a better understanding of the learning process, and acquire essential academic survival skills. It also provides students a support group in a critical year by examining problems common to the new-student experience. Extensive reading and writing assignments relevant to the student's college experience are required.

Organized in small groups of 20-25 students, University 101 is taught by faculty members and administrative personnel who have a special interest in working with new students. The course may be taken as part of a student's regular load or as an overload. Course credit is awarded on a letter-grade basis. Credit is applicable as elective credit toward almost all baccalaureate degrees offered by the University.

Evening Program

For the benefit of those whose personal or work schedules make day attendance impossible or impractical, USC Union offers numerous courses after 5 p.m., in two different formats: one hour and 15 minute classes meet twice per week in the early evening, and 2 hour and 45 minute classes meet once per week in the later evening.

Laurens Classes

USC Union offers a variety of courses in Laurens at the Laurens Higher Education Center. This program offers area citizens the opportunity to begin their postsecondary education career near home. Students may expect to complete their freshman year before having to commute to Union or other area institutions to complete their degree. The local phone number is 864-983-1517.

Distributed Learning Courses

USC offers a variety of beginning and upper-division courses through the Office of Distributed learning. Courses are taught via live streaming video, DVD and hybrid formats. More information may be obtained at <http://learn.sc.edu>.

Independent Study

These courses, numbered 399, are available for advanced students who wish to engage in additional study and research in specific areas of interest. Students work under the supervision of a USC Union professor, and a contract approved by the instructor, advisor, and academic dean is required.

Advisement Policies

When students are accepted into the University, they are assigned an academic advisor. Students are expected to arrange to meet with their advisor at least once a semester to plan their course of study for the following semester. Students who do not know their assigned advisor should obtain this information from the appropriate departmental or academic dean's office.

Information, advice, and interpretations of university policies offered by advisors do not supersede the official statement of policies and academic regulations described in the University Undergraduate Studies Bulletin. Exceptions to University regulations cannot be made by academic advisors. Any exceptions to the policies and regulations set forth in the University Undergraduate Studies Bulletin must be made by the appropriate College Scholastic Standards and Petitions Committee or by the dean of the college.

Records of academic progress may be kept by advisors and deans, but the only official student records are maintained by the Office of the University Registrar.

Classification of Students

Classification is based on the total number of successful semester credit hours earned: A student must have earned 30 hours to be classified as a sophomore, 60 for classification as a junior, and 90 for senior classification. Students are classified at the beginning of each semester and maintain that classification until the next semester begins.

Undeclared Freshman

For various reasons it may be impossible or inappropriate for a student to declare a major. Nevertheless, all students will receive advisement in the college most closely related to their interests and abilities. Transient students are subject to the rules of their home institution and may take course work at the University of South Carolina without a declared major. University courses are open to those seeking career advancement or life enrichment and who meet stated course prerequisites. Freshmen who have been accepted by the University, but who are unsure of academic or career goals, may need a period in which to establish their major interest. To accommodate students in these categories, courses which are usually open to students with 30 or fewer hours (freshmen) are open to all students who meet prerequisites published in the University's Undergraduate Studies Bulletin. Students who have earned 30 semester hours and wish to continue their studies at the University of South Carolina must declare a major in a program in which they meet entrance or progression requirements.

Course of Studies

Students are expected to follow the programs outlined by their school or college as closely as possible, particularly in the first two years when satisfying basic degree requirements and prerequisites for advanced work. Students must pursue required courses in the prescribed sequence. Failure to do so may lead to future schedule difficulties, and students may find that the subjects for which they wish to enroll are either not available or are closed to students with advanced standing. Students who fail to successfully complete all freshman requirements may not enroll in courses in their major field beyond the sophomore level. Students' ineligible to continue courses in their major field may take electives until the deficiency is removed. Students who enroll in classes for which prerequisites or other defined requirements have not been met may be removed from these classes. Learning-disabled students who

wish to take advantage of university-approved program accommodations must have an academic advisory plan on file with the Office of Student Disability Services and the dean of the college. This plan will be formulated by the student's academic advisor with the assistance of the Office of Student Disability Services and will contain recommended accommodations which specifically relate to and are consistent with the student's diagnosed disability. A copy of the student's academic advisory plan must be provided to the course instructor for the student to be eligible for a particular accommodation. Any substitutions for degree requirements recommended in the student's academic advisory plan must be referred to the Scholastic Standards and Petitions Committee of the student's college for action.

Changes in Curriculum

Undergraduate students interested in changing majors should contact the college or school offering the new curriculum the student intends to follow. Once all necessary permissions are obtained, the college or school that offers the new curriculum will notify the Office of the University Registrar to update the student's record. Curriculum changes can affect loan deferment, scholarship eligibility, athletic participation eligibility, tuition and fee assessment, and international student VISA regulations. For this reason, all curriculum changes must be completed before the end of the free drop/add period in Fall and Spring Terms (in Part of Term 30), and prior to June 1 during the Summer Term. Curriculum change requests that arrive at the Office of the University Registrar after these deadlines will be processed for the following term. Exceptions to this rule may be made if a change request is being made in the semester that student is graduating from the University.

Course Substitutions

Only under unavoidable and exceptional circumstances will the faculty permit substitution for or exemption from the prescribed curricula. When it becomes necessary to request a deviation from the prescribed course of study, students should consult the dean of their college or the head of the department in which they are majoring before preparing a petition listing the substitutions or exemptions sought and the reasons for the request. Petitions are submitted on forms obtainable from the Scholastic Standards and Petitions Committee of the particular college and must be returned to the dean of the college in which the student is enrolled. Deviations from degree requirements published in the bulletin must be approved by the student's dean and the head of the student's major department. The Scholastic Standards and Petitions Committee of each college functions as an appeal board in cases where agreement between the dean, department head, and the student cannot be reached.

Change of Campus

Students interested in transferring to another USC campus after they have met the requirements need to fill out a change of campus/college request online through my.sc.edu for all campuses except Columbia. For USC Columbia, go to the Apply page on sc.edu. Be sure to select change of campus/system transfer as type. Before you can transfer to the Columbia campus or one of the other four-year USC campuses, students must complete 30 hours at USC Union and meet certain GPA requirements. For more information about the Columbia campus and the majors visit the USC webpage at www.sc.edu and then click on Colleges and Schools. If you have questions about transferring to another USC Campus/College contact the Admissions Office.

Academic Regulations

As the chief governing body of the University, the Board of Trustees delegates the powers of the president and the faculty in accordance with its policies. Subject to the review of the president and the Board of Trustees, the faculty retains legislative powers in all matters pertaining to the standards of admission, registration, instruction, research, extracurricular activities, requirements for and granting of degrees, the curricula, the discipline of students, the educational policies and standards of the University, and all other matters affecting the conduct of academic affairs.

The University reserves the right to make changes in curricula, degree requirements, course offerings, and all academic regulations whenever, in the judgment of the faculty, the president, or the Board of Trustees, such changes are in the best interest of the students and the University.

Registration at the University of South Carolina assumes the students' acceptance of all published regulations, including both those which appear in this document and all others as applicable in any official announcement such as the Medical School Bulletin, Law School Bulletin, Graduate Studies Bulletin, the University Master Schedule of Classes, or the Carolina Community. Official policies of the University listed below are published in the Carolina Community, which is available online as well as through the Student Government Office or the Office of the Vice President for Student Affairs.

1. Student Rights and Freedoms within the Academic Community
2. Rule of Academic Responsibility and Academic Disciplinary Procedures
3. Grievance Policy and Procedures for Non-Academic Areas
4. University Policy on Use of Alcohol
5. University Policy on Campus Solicitation
6. University Policy on Student Patent and Copyright Matters
7. Student Right to Know

Unforeseen circumstances may interfere with the scheduling of a course or degree offering. Students must accept such developments even if doing so will mean a delay in some of their academic goals or a modification of those goals. The departments concerned will work closely with students facing such problems to resolve them with a minimum of difficulty.

The University reserves the right to withdraw any course because of inadequate enrollment. Additional courses may be offered upon application of a sufficient number of students; a minimum of 10 applicants is the usual requirement. Registration in any course may be closed when the maximum enrollment for efficient work has been reached.

Student Rights

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

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

(a) The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, service provider or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

(c) To authorized representatives of the U.S. Department of Education, U.S. Department

of Defense (Solomon Amendment), U.S. Attorney General, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations; to the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of SEVIS.

- (d) In connection with a student's application for, and receipt of, financial aid;
- (e) To comply with a judicial order or lawfully issued subpoena;
- (f) To parents of dependent students as defined by the Internal Revenue Code, Section 152;
- (g) To appropriate parties in a health or safety emergency; or
- (h) To the alleged victim of any crime of violence or the results of any disciplinary proceedings conducted by the University.
- (i) The University may disclose the result of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of University drug or alcohol policies, or any federal, state, or local law.
- (j) To students currently registered in a particular class, the names and email addresses of others on the roster may be disclosed in order to participate in class discussion.

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

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

Telephone directories are published during the summer; students eligible to enroll for the upcoming fall term are listed in the printed directory unless the Office of the University Registrar is notified by May 31. The electronic directory is updated each weekend; requests for non-disclosure will be honored with the next update after the request is processed by the staff of the Office of the University Registrar.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Carolina to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW
Washington, DC 20202-5901

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 of 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.

The USC Union Student Code of Conduct

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.

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 are encompassed in the Carolinian Creed (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.

A. 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.

B. 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 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 or the Code of Conduct, will follow the same disciplinary procedures outlined in this policy. (<http://www.sc.edu/policies/ppm/staf310.pdf>)

C. 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 of 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 three university business days from the date of mailing.

D. 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.

1. 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.

2. Alcohol Related Misconduct

Prohibited behaviors include:

- A. 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.
- B. 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.
- C. Public intoxication in a public place or gathering in a grossly intoxicated condition or otherwise conducting oneself in a disorderly or boisterous manner.
- D. Possession of alcohol related paraphernalia (empty containers, beer pong table, etc.) or games that are specifically designed for alcohol consumption anywhere on university property.
- E. Open containers in vehicles or anywhere on university property.
- F. Possessing, manufacturing, distributing, dispensing or selling alcohol on university-controlled property or in connection with university-affiliated activity.
- G. Providing or distributing alcohol to individuals under the age of 21 or to an intoxicated person.
- H. Common containers (kegs, coolers, etc.) that provide unrestricted access are not permitted on campus or at student organization functions.
- I. Violating other provisions of the Student Code of Conduct while under the influence of alcohol.
- J. 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 <http://www.sc.edu/policies/ppm/staf302.pdf>
- K. Possession of fake or altered identification.

3. Drug Related Misconduct

Prohibited behaviors include:

- A. 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.
- B. Possession of quantities of any illegal, counterfeit, or controlled drug or narcotic that meet the legal definition for distribution.
- C. Selling, transferring, giving away, or exchanging something in return for narcotics, prescription medication, or other illegal, controlled, or counterfeit substances.
- D. Manufacturing of any counterfeit, illegal, dangerous or controlled drug or other substance is prohibited.
- E. Possession of drug paraphernalia (i.e., pipes, bongs, rolling papers, grinder, scale, nicotine cartridges, etc.).
- F. Violating any other provision of the Student Code of Conduct while under the influence of an illegal or illegally obtained drug.
- G. Failing, missing, forging or submitting a dilute test or late test for a drug screen that is required by the university.

4. 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.

5. 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.

6. 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:

- A. 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.
- B. Non-compliance with reasonable time, place, and manner restrictions on activities.
- C. 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.
- D. Interfering with or disrupting the normal activity and operations of the university or its educational mission, programs, or events.

- E. Failure to leave immediately when asked to disperse by university or law enforcement officials.

7. 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](#).

8. Damage to Property

- A. Damage to or destruction of property

9. Discrimination and Harassment

- A. Prohibited behaviors as defined in university policy [EOP 1.02 Sexual Harassment](#), [EOP 1.03 Prohibition of Unlawful Discrimination and Harassment](#), [EOP 1.05 Sexual Misconduct, Intimate Partner Violence and Stalking](#), or other university approved policies and prohibitions related to interpersonal violence and/or discrimination and harassment.

10. Retaliation

- A. 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.

11. Sexual Misconduct, Intimate Partner Violence and Stalking

Prohibited Behaviors include:

- A. Sexual assault as defined by the university policy [EOP 1.05 Sexual Misconduct, Intimate Partner Violence and Stalking](#)
- B. Sexual harassment and discriminatory harassment as defined in the University's Sexual Harassment and Discriminatory Harassment Policies (EOP 1.05 <http://www.sc.edu/policies/ppm/eop105.pdf>).

12. Fire and General Safety

Prohibited behaviors include:

- A. Starting a fire or creating a fire hazard on university property.
- B. 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.

- C. 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.
- D. Making or causing to be made, a false fire alarm or emergency report of any kind.
- E. 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.
- F. Failing to immediately evacuate any university building when a fire alarm or other emergency notification has been sounded or hindering or impairing orderly evacuation.
- G. Disobeying a directive or command by any university or emergency official in connection with a fire, alarm, or other safety, security, or emergency matter.

13. Theft and Burglary

Prohibited behaviors include:

- A. 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.
- B. Burglary, the unlawful entrance of a structure to commit a theft.
- C. Knowingly giving assistance or information to aid in the action of theft.
- D. Sale, possession, appropriation or attempt to appropriate property without the consent of the owner or the person to whom it belongs.
- E. Selling or attempting to sell textbooks not owned by the student.

14. Fraudulent Behavior

Prohibited Behaviors include:

- A. Fraudulent behavior in any oral or written transaction with the university. 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.
- B. 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.

15. Misuse of Identification or University Resources

Prohibited behaviors include:

- A. 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.
- B. Possession of fake or altered identification.
- C. 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.
- D. 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.
- E. 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.

16. Misuse of Institutional Technology

- A. Failure to adhere to the university policy [UNIV 1.52 Responsible Use of Data, Technology, and User Credentials](#).
- B. 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.

17. Failure to Comply

Prohibited behaviors include:

- A. Failure to comply with and respond appropriately to the unreasonable and lawful requests of university officials in the performance of their duties.
- B. Failure to properly comply with or complete a sanction or obligation resulting from a conduct or honor code hearing.

18. Shared Responsibility for Violations

Prohibited behaviors include:

- A. Acting in concert to violate university policy.
- B. Attempting, assisting or promoting any act prohibited by university policy.
- C. 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.
- D. Allowing, permitting or providing opportunity for a guest to violate university policy.
- E. Being an accessory to any act prohibited by university policy.

19. Privacy Violation

- A. 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.

20. Harassing Behavior

- A. 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.

E. Sanctions

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 sessional 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:

[EOP 1.05 Sexual Misconduct, Intimate Partner Violence and Stalking](#)

[EOP 1.02 Sexual Harassment](#)

[EOP 1.03 Prohibition of Unlawful Discrimination and Harassment](#)

[STAF 3.05 Hazing](#)

[STAF 3.10 Student Organizations](#)

[STAF 6.24 Student Non-Discrimination and Non-Harassment Policy](#)

[STAF 6.25 Academic Responsibility - The Honor Code](#)

[UNIV 1.52 Responsible Use of Data, Technology, and User Credentials](#)

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 handled by the administration in an informal manner. 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 comprised of both faculty members and student members. The faculty members are elected each year by the Faculty Organization.

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 a council 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, which consists of the SGA president, SGA Vice-President, and the SGA Secretary-Treasurer, and USC Union faculty representatives, in conjunction with the Associate Dean for Academic and Student Affairs and the Director of Campus Security shall serve as the hearing panel and are administratively appointed 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 strictest confidence by Hearing Officers/Council Members, University staff, witnesses, advisors, and observers before, during, and after deliberation in keeping with relevant law and policy. Video, audio, stenographic, or photographic recording of hearing proceedings are prohibited, except as authorized by

University policy.

- 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 Council may require the Council to go into 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 insure 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 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.
- 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 a period of 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 is needed.
- B. After all information has been presented and the charged party has made a final statement, the Student Affairs Committee shall meet in private to discuss the case, reach its decision, and if appropriate, determine a sanction. Decisions of the Student Affairs Committee must be by majority vote. If the student(s) is found responsible of 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 sanction(s).
- 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:
 - a. Findings of the hearing authority and the rationale for the findings;

- b. Sanction(s); and
- c. 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 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.

- 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:
 - a. Affirm the finding(s) of the Student Affairs Committee, in which case the decision is final; or
 - b. Remand the case to the Student Affairs Committee, in which case the decision is final; or
 - c. May remand the case to the Student Affairs Committee for further proceedings with directives to attend to procedural errors or new evidence.
- D. In extraordinary circumstance, 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 with fifteen (15) University business day of receiving the appeal barring special circumstances requiring an extension of this time limit. A copy of the decision will be sent 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 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.

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

Requests shall be made in 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.

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:

A. General responsibility

1. 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.
2. 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.

B. Student Responsibility

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

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

C. Faculty Responsibility

All instructors have responsibility to themselves and to their students:

1. To offer clarification of this Code where necessary
2. To state in writing at an early meeting of classes, specific course learning outcomes and the manner in which they are to be obtained
3. To state, in writing at an early meeting of classes, grading, and evaluation procedures including:
 - a. The grading system and the method of determining the final grade;
 - b. The relative importance of prepared papers, quizzes, examinations, and class preparations;

- c. The advance notice to be given for scheduled examinations;
 - d. The policy on unannounced quizzes.
4. To exercise care in the organization and preparation of materials
 5. To begin and end class periods on time (if absence is anticipated, classes should be informed in advance of contingency arrangements).
 6. To maintain regular posted hours each week for student consultations
 7. To plan tests and examinations carefully, ensuring that they can be completed within the test-examination period
 8. To grade and return examinations without undue delay (preferably within one week of the examination date)
 9. To give final examinations at the scheduled time.

D. Administrator Responsibility

USC 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.

- A. Bribery – Bribery involves the offering, giving, receiving, or soliciting of anything of value in order to obtain a grade or consideration a student would not expect to achieve from his or her own academic performance.
- B. Cheating – Cheating includes but is not restricted to the following:
 1. Any conduct that involves the unauthorized use of written or verbal information, or the unauthorized use of any other means of communication in connection with the completion of any academic work.
 2. Access to the contents of any quiz, test, or examination, or the buying, selling, or theft of any examination or quiz prior to its administration.
 3. The unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.
 4. The unauthorized use of laboratory reports, term papers, theses, or other written materials, in whole or in part.
 5. unauthorized collaboration on any test, assignment, or project
 6. The submission of another person's work in lieu of one's own work
 7. The taking of all or part of another person's course and/or examination
 8. Any conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic course, internship, or program.
- C. Lying- Lying includes the deliberate misrepresentation of any situation or fact, in part or whole, for the purpose of avoiding or postponing the completion of any assignment, duty, test,

or examination, or which interferes with the instructor's ability to evaluate accurately student's competency or performance in the course, internship, or program.

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

A. Informal Procedure

- 1. All alleged infractions of the Code of Student/Faculty Academic Integrity & Responsibility must be submitted online via the "Academic Integrity Incident Report" 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. A redacted copy of this incident report will be shared with the student. 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.
 - i. By the accusing party if he/she wishes to bypass the above discussion.
 - ii. By either party if the discussion in A.1 is not resolved to the satisfaction of both parties.
- 4. 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.

B. Formal Procedure

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

The formal procedure is initiated when either party makes an official request to the Associate Dean for Academic and Student Affairs within five (5) University business days of the informal meeting. Student requests for the formal procedure must be made in writing and should outline the basic allegations being made. Faculty requests for the formal procedure must be made by completing a "Notice of Charges and Plea Response" form that can be obtained from the Office of the Associate Dean for Academic and Student Affairs. Upon receipt of the "Notice of Charges and Plea Response" form, the student will have five (5) University business days to respond.

Formal Hearings will be held before the USC Union Academic Affairs Committee. The Committee shall consist of three USC Union faculty representatives, one Freshman SGA

member, and one sophomore SGA senator. Members will serve for a term of one academic year, including summer sessions. Members are appointed by the Faculty Organization.

Rules Governing Formal Hearings

1. When a student chooses an option of a formal administrative hearing, or when a case is referred to a hearing, the Office of Academic and Student Affairs shall set a date and place for a hearing and notify those charged, the Academic 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 Academic 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.
3. The Academic 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 Academic 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 Academic 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 & 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 & Student Affairs.
6. Within 24 hours of receiving the Committee’s decision and recommendations, the Associate Dean for Academic & 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 & 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:

- a. A workshop reviewing ethical decision-making, integrity, and the Honor Code;

- b. A research project or essay;
- c. Consultations with the Writing Center or Student Success Center; or
- d. Additional sanctions may be imposed by the Office of Academic and Student Affairs or the Academic 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 Academic 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 & Student Affairs or designee.

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

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

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

Appeals – Office of the Dean

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

The Associate Dean or Academic 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 Academic 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.

Notice of Charges and Plea Response

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

INSERT SPECIFIC SECTIONS OF THE CODE HERE

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

INSERT PERTINENT INFORMATION HERE REGARDING THE INCIDENT – INCLUDE LOCATION, DATE, AND TIME IF POSSIBLE.

I understand that if I am found guilty of the charges, I am subject to the sanctions which appear in the University of South Carolina Student Handbook.

_____ I hereby request a formal hearing and plead not guilty to the above charges

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

Initial

Date

Student Signature

This form must be completed and returned to the Office of Academic and Student Affairs by five days from date of issue. If this form is not received by the deadline, the student will be assumed to have pled “not guilty” and a formal hearing by the Academic Affairs Committee will be schedule for date and time in the location.

CC: Dean, the University of South Carolina
Student File
Others As Needed

Grievance Policy

Preface

The University of South Carolina Union is committed to a policy of treating all members of the University community fairly in regard to their personal and professional concerns. In order to 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 resolutions reached in a fair and just manner. It is essential that each student be given an adequate opportunity to bring complaints and problems to the University administration with assurance that each will be given fair treatment.

Definition

A grievance is defined as dissatisfaction occurring when a student thinks that any condition affecting him or her is unjust, inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to, the following problems: mistreatment by any USCU 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.

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 which 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

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 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 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 in regard to these matters, and conduct the meeting.

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

A tape recording shall be made of the proceedings.

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

Hearings shall be conducted in an informal manner. The taking of statements from the parties to the grievance (and 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 and shall be composed of seven members as appointed by the faculty organization.

- a. Composition-Two students, SGA president and vice president; two administrators; three faculty members.
- b. Terms of office-
 1. All members shall serve for one calendar year.
 2. If vacancies occur, individuals appointed to fill the vacancies shall serve for the unexpired portions of the original appointees' terms.
 3. If a member of the committee is involved in the grievance, the committee will elect a replacement for that particular grievance.
 4. All individuals may be appointed to additional terms. Appointments shall become effective on the first day of the fall semester.

Drug and Alcohol Awareness

Health Risks

Students should be aware of health risks associated with:

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

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

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

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

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

Alcohol

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

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

Ulcers, heart disease, gastritis, pancreatitis, diabetes, malnutrition, and some cancers are also more common among chronic heavy drinkers than among the general population. Heavier users may also experience periods of amnesia called blackouts. During these periods, the person functions, but later cannot remember what he or she has done during this time. Physical addiction to alcohol can occur after many years of heavy drinking or, for some individuals, soon after the first drink. Addicted persons feel that they need alcohol for their brains to function normally, and they experience withdrawal when

alcohol use stops. Moderate withdrawal symptoms include craving alcohol, anxiety, weakness, tremors, and perspiration. More severe withdrawal symptoms include nausea, vomiting, seizures, convulsions, hallucinations, and delirium tremens. Severe alcohol withdrawal can be fatal.

Other serious hazards associated with the use of alcoholic beverages are Fetal Alcohol Syndrome (FAS) and other alcohol-related birth defects. Drinking by the mother during pregnancy places the unborn child at risk, affecting the child's development. Conditions seen in FAS children include:

(1) mental retardation; (2) a pattern of abnormal facial and body features; and (3) central nervous system abnormalities. Not all infants born to women who drink exhibit abnormal development. "Safe" levels of alcohol use during pregnancy have not been established, and it is currently recommended that pregnant women abstain.

Cigarettes and Tobacco Products

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

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

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

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

Marijuana

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

Marijuana is not known to be physically addictive, but individuals report that continuous use leads to a reliance on the drug to deal with stress and discomfort. If marijuana or any other drug is used to avoid dealing with difficult situations, the problem has become severe. Research has demonstrated that more

than 90% of users of heroin, cocaine, and other drugs began with the use of marijuana as their first illicit substance. This should not be interpreted to mean that marijuana directly leads individuals to those drugs. Rather, the use of one illicit substance removes barriers, which may then lead individuals to try other illicit drugs.

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

Cocaine

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

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

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

Policies

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

Alcohol Policy

USC Union has developed a policy prohibiting the consumption of alcoholic beverages, by students, at any University function on or off campus including academic field trips. This decision was made in recognition of the fact that most "traditional" USC Union students have not reached the legal age of consumption of alcoholic beverages in South Carolina. If the legal age for consumption of alcoholic beverages changes, the Student Affairs committee and the campus administration will review the current policy. Until then, no alcoholic beverages will be allowed at student functions.

Sanctions

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

Tobacco Policy

The University of South Carolina is deeply committed to the well-being of our students, faculty, staff and visitors. To provide a safe, healthy environment in which our community can flourish, and in accordance with the university's commitment to public health and sustainability, the University of South Carolina Union will be a completely tobacco-free campus. This policy expands the tobacco-free policy to cover all university property. The intent of this policy is to create an environment that is conducive to quitting tobacco, promoting the prevention of tobacco use and preventing the risks associated with exposure to secondhand smoke. This will be a cultural change within the university campus and will be supported by ongoing communications and cessation programs for those who desire to quit or abstain from tobacco. Enforcement of this policy is the responsibility of each member of the Union community. Faculty, staff, and students are expected to enforce the policy for their facilities and/or sponsored activities.

Covered Individuals:

The provisions of this policy apply 24 hours a day, seven days a week to all students, staff, visitors, volunteers, contractors, and vendors.

Definitions:

"Tobacco and smoking products" include all tobacco-derived or containing products, including but not limited to cigarettes (i.e. clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, pipes, water pipes, smokeless tobacco products or substitutions (spit and spit less, chew, pouches, snuff) or any other device intended to simulate smoked tobacco. This does not apply to nicotine replacement therapy, which is designed to assist tobacco users to quit tobacco.

"University property" includes all buildings, facilities, grounds, and spaces leased, owned or controlled

by the University of South Carolina Union Campus, whether or not signs are posted. This includes, but is not limited to, buildings on the university-owned land, offices, classrooms, laboratories, elevators, stairwells, walkways, decks, restrooms, sidewalks, parking areas/lots, meeting rooms, hallways, outdoor passageways and entrances, lobbies, common areas, and athletic venues.

Use of Tobacco Products:

The use of tobacco products is prohibited on university property. No ashtrays, receptacles or smoking shelters will be permitted.

The use of tobacco products is prohibited in university-owned, operated or leased vehicles. The use of tobacco products is prohibited in personal vehicles parked on university property.

The university discourages the use of tobacco products by all covered individuals on properties adjacent to the campus.

Support of Tobacco Products:

All tobacco industry promotions and marketing activities are prohibited on university property.

The sale of tobacco products and tobacco-related merchandise (including logo items) is prohibited on all university property and at university-sponsored events, regardless of the operating vendor.

The distribution or sampling of tobacco and associated products is prohibited on all university property and at university-sponsored events, regardless of the venue.

Tobacco industry and related company sponsorship of athletic events is prohibited.

The university discourages solicitation or acceptance of any grant or gift from a manufacturer, distributor, or retailer whose principal business is tobacco products.

Communication of Policy:

This policy will be communicated to the campus community as follows:

News and information will be posted on the Tobacco-Free USC website at www.sc.edu/tobaccofreusc.

References to this policy will be added to student handbooks, orientation communications and other publications as appropriate.

The Visitor Center and appropriate staff will assist in informing all visitors of the policy and asking that they comply while on any university property. All community members are encouraged to assist with the education of visitors and volunteers regarding our policy.

A provision will be inserted in all contracts, e.g. dining, construction and/or maintenance, to prohibit

the employees of contractor/vendors from using tobacco products on USC property.

Communication tips for community members to use in helping to enforce the policy will be available at the Tobacco-Free USC website, www.sc.edu/tobaccofreeusc.

“Tobacco-Free Property” signs will be posted throughout the university. Each building will display a “Tobacco-Free Property” decal and additional signs as appropriate.

Tobacco Cessation Resources:

The university will offer resources and support to assist those tobacco users who desire to quit or abstain from using tobacco. Tobacco cessation resources and programs will be promoted or offered for university students, faculty and staff. Many of these programs are offered at little or no cost. Referrals may be made to Campus Wellness at 803-576-9393 (students), 803-777-6518 (faculty/staff) and/or Deer Oaks Employee Assistance Program (faculty/staff) at 1- 866-327-2400. Additional resources are outlined on the Tobacco-Free USC website, www.sc.edu/tobaccofreeusc.

Enforcement and Compliance:

1.Enforcement for the policy is the responsibility of each member of the Carolina community. Faculty, staff, students and volunteers are expected to enforce the policy for their facilities and/or sponsored activities. Each individual should in a consistent and civil way bring any infractions of this policy to the attention of the person or persons observed violating the policy. Faculty, staff and students are also expected to assume leadership roles by adhering to the policy provisions and by reminding others who aren't in compliance of the policy provisions.

2.In the event a community member does not respond to a reminder, USC faculty, staff, students and volunteers will assist in the enforcement of this policy by reporting repeated violations to the appropriate body, as described in the provisions below.

3.Corrective actions will include an educational component and, for those who wish to quit using tobacco, referral to a tobacco cessation program. Referrals may be made to Campus Wellness at 803-576-9393 (students), 803-777-6518 (faculty/staff) and/or Deer Oaks Employee Assistance Program (faculty/staff) at 1- 866-327-2400. For more information refer to Section F of this policy.

a.Students - Complaints regarding students will be directed to and handled by the Office of Student Conduct in accordance with the Student Code of Conduct (STAF 6.26).

Further information on the conduct process and potential consequences is available at <http://www.housing.sc.edu/osc/pdf/UNIV500ProposedTobaccoSanctions091913.pdf>

b.Faculty - Complaints regarding faculty will be directed to the appropriate unit head.

c.Staff - Complaints regarding staff will be directed to and handled by the immediate supervisor or director, in accordance with Human Resources practices (HR 1.39) and outlined in “Disciplinary Procedures” at <http://hr.sc.edu/relations/erdsclpn.html>. Specific HR recommendations for counseling employees who repeatedly violate the tobacco policy will be available at www.sc.edu/tobaccofreeusc.

d. Volunteers, Visitors and Affiliates - Complaints about volunteers and visitors may be addressed by any university official. Repeated violations may be handled by Law Enforcement and Safety. Complaints about affiliates will be directed to and addressed by their sponsoring departments, in accordance with appropriate policies and practices.

e. Contractors and Vendors - Complaints regarding contractors and vendors will be addressed by the Office of Business Affairs. Failure by contractors/vendors or their employees to comply with the provisions of this policy could result in the termination of the contract.

4. The university will provide Tobacco-Free Campus Policy information cards to facilitate education about and enforcement of the policy.

Exceptions

Tobacco, tobacco products or simulated tobacco products may be used for research purposes. Smoking of tobacco products for research purposes will be allowed only if smoke is controlled in a manner approved by the Office of Environmental Health and Safety, as is necessary for all research that involves laboratory air contaminants.

A special exception may be made for cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 USC sections 1996 and 1996a, which allow for the use of ceremonial tobacco. All ceremonial use exceptions must be approved in advance by the Provost or designee and, in the case of smoking, by the University Fire Marshall.

Tobacco company participation in recruitment activities (i.e. job fairs, on-campus interviews, information sessions, etc.) must be approved by the Career Center or appropriate university official from that area to ensure compliance with university policy to ensure signage, postings and use of company logo is appropriate.

Drug Policy

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

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

Additional Requirements

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

to possess them is also prohibited.

Sanctions

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

For further information on these topics, contact the S.C Department of Alcohol and Other Drug Abuse Services:

[Union County Commission on Alcohol and Drug Abuse](#)

201 South Herndon Street Union, SC 29379

Phone: (864)429-1656

Fax: (864)429-1667

[Laurens Gateway Counseling Center](#) 219 Human Services Road

Clinton, SC 29325

Phone: (864) 833-6500

Fax: (864) 833-6905

USC Union CARE Team

The Palmetto College Campuses are concerned about the safety, health, and well-being of all of its students, faculty, and staff, and has policies regarding the well-being for all members of the Palmetto College Campuses community. Specifically, the policies address student activities that are disruptive to the mission of the University, as well as any suicidal or self injurious threats or behaviors. As a result of growing national trends on college campuses of mental health issues and the increase in hospitalizations and deaths due to alcohol consumption, the Palmetto College Campuses created the Student Care and Outreach Team (Care Team). The Care Team has been charged with upholding these policies and maintaining a healthy environment for the entire Palmetto College Campuses community.

USC Union Care Team Members:

Dr. Emily Schafer, Assistant Professor of Psychology

Dr. Maggie Aziz, Interim Associate Dean for Academic and Student Affairs Mr.

Tony Gregory, Health/Safety and Security Officer

Ms. Lynn Edwards, Nursing Director

Mr. Brandon Simpson, Disability Services Coordinator

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 maintenance or security staff.

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

Access to police assistance is available by calling 911.

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 assure 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, log onto your self-service account, click on the Personal folder, then Emergency Notifications.

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

The Health and Safety/Security Officer is in constant communication with the administration to insure 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 maintenance and custodial 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.

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.

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

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.

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.

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

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

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

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

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

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 pertain to students, faculty, and staff of USC Union. Fines and regulations are subject to change. The information on fines come from the Board of Trustee approved fee schedule.

Fines will be imposed for the following violations:

Parking Permit Violations: \$20.00

Handicapped Parking Violations: \$50.00

Union Public Safety Fines: \$1000.00

Other miscellaneous parking violations: \$20.00

Including:

Parking in RESERVED or DESIGNATED space/area

Parked in multiple spaces

Blocking driveway or access

Littering

1. Parking decals are to be displayed on vehicles of all students, faculty, and staff.
2. The security parking fee is \$40.00 per semester for fall and spring; and \$10.00 for the summer.
3. Students are expected to pay fines within thirty days. Fines not paid within 30 days will result in a HOLD being placed on the students account.
4. Students with unpaid fines will not be allowed to register at any USC campus until all fines are paid.
5. Student records will not be transmitted from the Registrar's office until fines are paid.
6. Initial questions regarding fines should be directed to the Campus Health/Safety & Security Director. Fines may be appealed but the appeal must be made within five days of the violation by notifying the Campus Health & Safety/Security Director.
7. The income from the collection of fines will be deposited into the University Security & Parking account to provide safety and security services.
8. If a student should wish to purchase extra Parking Permits the cost will be \$3 for each additional permit. Permits will be valid from August 15th to August 15th of the following year.
9. The vehicle must have a valid Parking Permit in order to park in any University parking lot.
10. Students should be aware that the City of Union Public Safety Department has jurisdiction on all USC Union property.
11. This agency will investigate all traffic accidents on University property with the assistance of Campus Security.

USC Union Title IX

Sex Discrimination prohibited by Title IX includes sexual harassment, sexual assault, sexual violence, and sexual misconduct. Title IX also prohibits retaliation against an individual who, in good faith, asserts his or her rights under Title IX or other applicable federal laws and state laws prohibiting illegal discrimination. Any student who experiences sexual harassment (including sexual misconduct, sexual assault or sexual violence) harassment or discrimination on the basis of sex is encouraged to contact Susan Jett, the USC Union Title IX Coordinator. Her office is located in the Whitener Building, room 204G and she may be contacted via telephone at 864- 424-8027. Students may also contact Tony Gregory, Campus Health, Safety, and Security Director, if they would like assistance reporting the incident to local law enforcement. His office is located in the Campus Bookstore on Main Street, and he may be contacted via telephone at 864-424-8070.

Palmetto College Non-Harassment Policy

USC recognizes the human dignity of each member and has a responsibility to promote respect and dignity for others so that all faculty, staff and students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of the University's employment and education opportunities. To achieve this end, the University believes it should foster an academic, social, and living environment that is free from discrimination and harassment based on race, sex, gender, gender identity, transgender status, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth, related medical conditions or any other category protected by law.

The University is also committed to the principles of academic freedom and believes that a learning environment where the open exchange of ideas is encouraged and integral to the mission of the University. The University vigorously embraces faculty, staff, and student rights to the legitimate freedom of expression, speech, and association.

Nothing in this policy is intended to impede the exercise of those rights protected under the First Amendment of the U.S. Constitution. The University recognizes that the conduct prohibited in this policy extends to behavior and speech that is not constitutionally protected and which limits or denies the rights of faculty, staff, and students to participate in or benefit from the employment and the educational program.

Policy:

It is the policy of the University of South Carolina to ensure that all faculty, staff and students are able to work, learn and live in an educational and campus environment that is free from discrimination and harassment based on race, sex, gender, gender identity, transgender status, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth or related medical conditions or any other category protected by law, in all programs, activities, and services of the University.

This policy recognizes federally protected categories of faculty, staff and student characteristics as well as those characteristics protected as a matter of USC policy.

Scope:

This policy applies to the conduct of faculty, staff, and students in all aspects of employment, academic, residential, athletic, and social activities, operations, and programs at the University. Any faculty, staff student or student organization that violates this policy shall be subject to disciplinary action up to and including suspension and expulsion from the University. Violations of this policy are a conduct offense and will be handled under the USC or campus Student Code of Conduct, as appropriate.

Definitions of Prohibited Conduct:

Discrimination

Discrimination is the unfair or unequal treatment of an individual or a group based upon race, sex, gender, gender identity, transgender status, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth, related medical conditions or any other category protected by law, that interferes with or limits the ability of an individual or group to participate in or benefit from the services, activities, or privileges provided by the University.

Harassment

Harassment is a specific type of illegal discrimination. It includes conduct (oral, written, graphic, or physical) which is directed against any faculty, staff, student or group of students because of or based upon one or more of the characteristics articulated above, that is sufficiently severe, pervasive, or persistent to interfere with or limit the ability of an individual or group to participate in or benefit from the programs, services, and activities provided by the University.

Such harmful conduct may include, but is not limited to, objectionable epithets, demeaning depictions, or treatment, and threatened or actual abuse or harm. Harassment does not include the use of materials by students or discussions involving students related to any characteristic articulated above for academic purposes appropriate to the academic context.

Sexual Harassment

Sexual harassment is also included in this policy. Sexual harassment is a specific type of discrimination, which is defined as unwelcome conduct of a sexual nature that is sufficiently severe, or pervasive that it adversely affects a faculty, staff, student or student group's ability to participate in or benefit from the programs and services provided by the University. Examples of conduct that may constitute sexual harassment in violation of this policy include, but are not limited to, the following types of unwelcome and harmful behavior:

Physical Conduct

- Unnecessary or unwanted touching, patting, massaging, etc.
- Impeding or blocking movements
- Acts of sexual violence
- Other unwanted conduct of a physical nature

Non-Verbal Conduct

- Suggestive or insulting gestures or sounds

Verbal Conduct

- Direct propositions of a sexual nature
- Sexual innuendos and other sexually suggestive or provocative behavior
- Repeated, unwanted requests for dates
- Repeated inappropriate personal comments
- Unwelcome and inappropriate letters, telephone calls, electronic mail, or other communication or gifts
- Requests for sexual favors

Sexual harassment may occur between members of the same or opposite sex. Sexual harassment directed at any student or other member of the University community, regardless of his or her sexual orientation is a violation of this policy. Sexual harassment does not refer to occasional, nonsexual compliments, nonsexual touching, or other nonsexual conduct.

Sexual Assault:

The University of South Carolina, as an institution, recognizes that sexual assault and acts of interpersonal violence (including harassment and stalking) and prevention education are serious issues to our community. The university will not tolerate acts of sexual assault and interpersonal violence. All reported instances will be investigated and appropriate disciplinary, criminal, and/or legal action will be taken. Appropriate support services will be made available to faculty, staff, and students. This policy applies to all members of the University community regardless of sexual orientation or gender identity.

As members of the University community, all individuals are expected to comply with and abide by the University policies and guidelines – and, Title IX, in addition to other federal, state, and local laws, whether off campus or on-campus. The use of alcohol and other drugs in conjunction with an incident of sexual assault and/or acts of violence does not mitigate accountability for the commission of these acts or diminish the seriousness of the offense.

Any act that constitutes a sexual assault or interpersonal violence of another person will not be tolerated and is a violation of the University policies and Code of Student Conduct and may result in sanctions up to and including expulsion from the University. Disciplinary action on the part of the university does not preclude the possibility of criminal charges against the individual.

Rationale:

Acts of sexual assault and interpersonal violence interfere with the educational mission by:

- Endangering the physical and emotional safety of community members
- Damaging trust in the community
- Offending the dignity and violating the autonomy of community members
- Disrupting the academic progress of victims or survivors during the abusive relationship and during any subsequent attempt at recovery.

The University strongly encourages all members of the campus community to provide a written or verbal report to the university police regarding any incident of sexual assault or violence. Whether legal or disciplinary action is desired, an anonymous report may be filed at any time with the following campuses. This report provides University staff with information about the crime that may be valuable in their efforts to prevent future crimes and educate others.

Palmetto College Columbia https://sc.edu/about/initiatives/safety/stop_sexual_assault/index.php

USC Lancaster

https://www.sc.edu/about/system_and_campuses/lancaster/internal/faculty_and_staff/human_resources/non_harassment_policy/index.php

USC Salkehatchie https://sc.edu/about/system_and_campuses/salkehatchie/internal/notices/index.php

USC Sumter

https://www.sc.edu/about/system_and_campuses/sumter/internal/non_harassment_policy.php

USC Union

https://sc.edu/about/system_and_campuses/union/internal/title_ix/

University Definitions:

For the purposes of this policy and related procedures, the term sexual assault is defined as one or more of the following:

Offensive Touching Sexual Assault

The touching of intimate parts (such as genitalia, groin, breast, buttocks, mouth, and/or clothing covering them); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts.

Non-consensual Sexual Assault

Unwilling or non-consensual penetration of any bodily opening with any objects or body part. This includes but is not limited to penetration of a bodily opening without consent using coercion.

Forced Sexual Assault

Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware.

Consent

To permit, approve or agree to comply or act. Consent must have the following elements:

- Both individuals are physically free and capable to act.
- Someone who is incapacitated cannot consent. Incapacity can result from any situation or condition that prevents a person from having the capacity to give consent, including but not limited to the following: the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability.
- Both individuals are fully conscious.
- Consent can be withdrawn at anytime.
- Both are clear about their intent to engage in sexual activities and their desire to do so is willing.
- Silence or an absence of resistance does not in and of itself constitute consent; force, or threat of either cancels consent.
- Past consent of sexual activities does not imply ongoing future consent.

Consent to engage in sexual activity with one person does not give consent to engage in sexual activity with someone else.

Confidential resources – Confidential reporting resources are not required to report the survivor's identity when reporting the incident to campus and/or local authorities. Confidential resources on and/or for each of the Palmetto Campuses are indicated by clicking on the campus link provided below:

Palmetto College Columbia https://sc.edu/about/initiatives/safety/stop_sexual_assault/index.php

USC Lancaster

https://www.sc.edu/about/system_and_campuses/lancaster/internal/faculty_and_staff/human_resources/non_harassment_policy/index.php

USC Salkehatchie https://sc.edu/about/system_and_campuses/salkehatchie/internal/notices/index.php

USC Sumter

https://www.sc.edu/about/system_and_campuses/sumter/internal/non_harassment_policy.php

USC Union

https://sc.edu/about/system_and_campuses/union/internal/title_ix/

Responsible employees include, but are not necessarily limited to

- President
- Chancellors
- Provost
- Vice President for Student Affairs and other Student Affairs Staff
- Athletics Director and Associate/Assistant Athletics Director and Coaches
- Deans
- Department Chairs/Heads
- Director of University Housing and other Housing Staff
- Student Conduct Staff
- Equal Opportunity Programs Director and Staff
- Law Enforcement/Security Personnel
- Resident Mentors
- Student Organization Advisors
- Faculty Advisors
- Greek Life Advisors

Palmetto College Campuses Procedures:

Any faculty, staff or student may file a complaint against another student, student organization, faculty, staff or other member of the University community who is believed to have violated this policy or otherwise engaged in discriminatory or harassing behavior.

The following Palmetto College Campus Officials serve as the lead offices for the receipt and investigation of all complaints of discrimination and harassment involving members of the University Community, including complaints involving faculty, staff, students, and student organizations. Any faculty, staff or student who believe they have been subjected to discrimination or harassment, or who has knowledge of or has witnessed discriminatory or harassing actions, should contact the appropriate Palmetto College Campus Office listed below.

USC Lancaster

Student Complaints: Todd Lekan, Associate Dean of Academic and Student Affairs Phone: 803-313-7009 Email: tlekan@mailbox.sc.edu

Faculty/Staff Complaints: Tracey Mobley-Chavous, Human Resources Manager
Phone: 803-313-7152 Email: tmobley@mailbox.sc.edu

USC Salkehatchie:

Student Complaints: Sarah Miller, Interim Associate Dean of Academic and Student Affairs
Phone: 843-782-8665 Email: semiller@mailbox.sc.edu

Faculty/Staff Complaints: TBA

USC Sumter:

Student Complaints: Kristopher Weissmann, Director of Student Affairs Phone:
803-938-3763 Email: weissmak@uscsumter.edu

Faculty/Staff Complaints: Marchetta Williams, Human Resources Manager Phone:
803-938-3721 Email: mlwillia@uscsumter.edu

USC Union:

Student Complaints: Majdouline Aziz, Interim Associate Dean for Academic and Student Affairs
Phone: 864-424-8046 Email: azizma@mailbox.sc.edu

Faculty/Staff Complaints: Susan Jett, Human Resources Manager Phone:
864-424-8027 Email: jettsp@mailbox.sc.edu

Complaint Procedures:

The designated Palmetto College Campus Official will ensure that the complaint is fairly and expeditiously investigated and if necessary, that appropriate sanctions are assessed.

In the event of an anonymous or victimless complaint, the Palmetto College Campus Official will investigate such complaints to the greatest extent possible.

The Palmetto College Campus Official will interview any witnesses to the acts and, if alleged offenders are identified, the alleged offenders. The Palmetto College Official will then issue a report of findings to the Campus Dean and Office of the Palmetto College Chancellor.

Once a report of discrimination or harassment is received by the Palmetto College Campus Official, unless the complaint is anonymous, the Palmetto College Campus Official will contact the individual who has made the complaint ("complainant") to discuss confidentially the specifics of the complaint and provide guidance and information regarding the resolution process. If the complainant is satisfied with the resolution, it will be and determined whether further investigation is warranted.

Complainants will be asked to provide the following information: a description of the alleged acts, the date(s) the alleged acts occurred, the names, if known, of the individual(s) or group(s) allegedly engaging in discriminatory or harassing acts, and the names of witnesses, if any. If the complainant wishes his or her name not be disclosed, the Palmetto College Campus Official will explain that such a confidentiality request may limit the ability of the University to respond but that the Palmetto College Campus Official will take all reasonable steps to investigate consistent with the complainant's request as long as doing so does not prevent the Palmetto College Campus Official from responding effectively to the complaint or prevents the Palmetto College Campus Official from stopping potential discrimination or harassment of others. In all situations, the Palmetto College Campus Official will take every effort, to the extent allowed by law, to protect the privacy of the persons involved. The number of persons with knowledge of the complaint shall be kept to a minimum and only those persons with a need to know will be notified of the complaint. Following this initial meeting, the faculty, staff, or student may choose not to pursue the complaint in a formal resolution by the Palmetto College Campus Official or proceed with a formal complaint with the Palmetto College Campus Official.

If the Palmetto College Campus Official determines the complaint is one that can be resolved

informally, the Palmetto College Campus Official will explain the informal resolution process to the complainant and if the complainant agrees, the Palmetto College Campus Official will proceed with informal resolution. Some complaints are not appropriate for informal resolution, such as sexual assault complaints or complaints that involve violence or a threat of violence. In the event a complainant withdraws their complaint before resolution is accomplished, the Palmetto College Campus Official will continue to investigate the complaint to the extent possible to determine what occurred and then recommend, if appropriate, steps to remedy the situation.

In certain circumstances, the University may impose emergency action upon a faculty, staff, student or student organization when there is reason to believe, based upon available evidence, that the faculty, staff, student or student organization poses an immediate threat to the safety, health, or welfare of persons, property, or to the orderly operation of the University. Such emergency action can include, but is not limited to, suspension, limitation of privileges, orders of no contact, or housing relocation or removal. Emergency action is interim in nature pending the outcome of conduct procedures. In cases involving potential criminal conduct, the Palmetto College Campus Official will determine whether appropriate law enforcement authorities should be notified.

Resolution Procedures

Informal Resolution

The informal resolution process is intended to be flexible to enable the Palmetto College Campus Official to address a complaint in the most effective and expeditious manner possible. Informal resolutions are accomplished with the consent of the complainant and assistance of other offices or administrators on campus in the area relevant to the complaint. The complainant, after receiving explanation of the informal resolution process, will be asked to sign a form consenting to informal resolution.

Informal resolution may be achieved by: (a) action taken by the complainant, when appropriate, to address the matter directly with the alleged offender; (b) action to negotiate a resolution undertaken by the Palmetto College Campus Official, with the consent of both parties; or (c) mediation undertaken by the Palmetto College Campus Official, with the consent of both parties. The complainant, at his or her discretion, may end the informal process and begin the formal resolution process at any time. Although the process focuses on conciliation, not sanctions, disciplinary action, including an oral or written warning may be issued if agreed upon by all parties. In all cases in which informal resolution is achieved, the Palmetto College Campus Official will make a written report of the resolution to file with the copy of the complaint. In the event an oral or written warning is issued to an alleged offender, if the alleged offender is an employee, a copy of the warning is sent to employee's supervisor. In the case of a student or student organization, a copy of the warning is sent to the Campus Dean and the Palmetto College Office of the Chancellor. If the complaint is not settled by informal resolution, the Palmetto College Campus Official will proceed to formal resolution.

Formal Resolution

In a formal resolution process, the Palmetto College Campus Official will provide a copy of the complaint to the alleged offender within five (5) business days personally, by certified mail, return receipt requested, or electronically (by a means capable of verifying delivery). The alleged offender ("respondent") will have five (5) business days in which to respond in writing to the complaint. A copy of the respondent's response will be provided to the complainant, who will have five (5) business days to respond in writing to the alleged offender's response.

Complaint Investigation

The Palmetto College Campus Official will interview the complainant, the respondent, witnesses identified by the parties, and anyone else whom the investigator believes may have knowledge of the facts regarding the complaint. The Palmetto College Campus Official may conduct independent research regarding the facts of the complaint. Investigations are normally completed within 35 working days but if warranted by circumstances, this time may be increased at the discretion of the Palmetto College Campus Official.

Complaint Findings

Based on the information obtained during the investigation, the Palmetto College Campus Official will issue a report of its findings to the complainant and respondent. There are two categories of findings: (1) no reasonable cause to believe illegal discrimination or harassment occurred, or (2) reasonable cause to believe a violation has occurred.

In the event the Palmetto College Campus Official finds there is no reasonable cause to believe that illegal discrimination or harassment occurred, the complaint will be dismissed, and the complainant will be advised that if they are dissatisfied with the decision, a complaint may be filed with the Office for Civil Rights of the United States Department of Education or the Civil Rights Division of the United States Department of Justice.

In the event the Palmetto College Campus Official finds that there is reasonable cause that a faculty, staff or student organization engaged in illegal discrimination or harassment, the Palmetto College Campus Official will issue a report of findings, along with recommendation as to appropriate sanctions. If the student is also an employee of the University, and the conduct involves the student's capacity as a University employee, the report must also be forwarded to the student respondent's immediate administrative official. The report of findings will include a statement of the complaint, a chronology of the investigation, the information discovered, witness summaries, a list of documents pertinent to the investigation, the findings of the Palmetto College Campus Official, and any recommended sanctions the Palmetto College Campus Official believes are warranted.

Student Hearing Procedures

The Palmetto College Campus Office of Student Conduct will then send written notification to the accused student or student organization representative indicating the nature of the complaint. The student or student organization representative will be given the opportunity to meet with the Palmetto College Campus Office of Student Conduct to discuss the allegations.

Failure of the student or student organization representative to meet with the Palmetto College Campus Office of Student Conduct could result in disciplinary action being imposed based on the available evidence.

If the student or student organization representative disagrees with the finding of the Palmetto College Campus Office of Student Conduct or the recommended disciplinary action, the student or student organization representative is offered several options to resolve the charges, including an informal administrative hearing, a formal administrative hearing, a University conduct hearing or mediation. At any such hearing, the Palmetto College Campus Official investigator will present the report of findings. The procedures for these hearings are fully described in the Code of Student Conduct section

of the handbook.

Decisions resulting from administrative hearings or a University conduct hearing may be appealed by a student or a student organization to the Palmetto College Campus Dean in the following limited situations: (1) there was a procedural error committed in hearing the case which significantly prejudiced the findings; or (2) new evidence, which could not have been available at the time of the hearing which is material to the outcome of the case, becomes available. The procedure for appeal is fully described in the Code of Student Conduct section of the handbook.

Student Sanctions

The Palmetto College Campus Official and the Student Discipline Committee may recommend sanctions to the appropriate hearing tribunal. Disciplinary action for student or student organization violations of this policy may include a variety of sanctions.

The severity of the sanctions is determined by several factors, including but not limited to:

- Whether there was physical harm or threat of physical harm to others
- whether there was violence or the threat of violence
- whether there was damage to University or student property
- whether the respondent had engaged in similar conduct in the past
- whether the proposed sanction will provide education and training to deter future violations
- whether the proposed sanction will make the victim whole
- whether the proposed sanction will increase the University community's awareness of student discrimination and harassment.

Sanctions for individual student violations may include the following:

- expulsion
- suspension
- conduct probation
- conditions/restrictions on University privileges
- written warning
- fines and restitution
- housing sanctions
- required attendance at educational or community service events
- any other sanctions deemed appropriate by the Palmetto College Campus Dean and Office of Student Discipline Committee.

Sanctions for student organization violations may include the following:

- permanent revocation of organizational registration
- suspension of rights and privileges for a specified period
- conduct probation, conditions/restrictions
- written warning, fines, and restitution
- required attendance at education or community service events
- any other sanction deemed appropriate by the Palmetto College Campus Dean and Office of the Student Discipline Committee.

Record Keeping

While a complaint is being investigated, all evidence regarding the complaint must be maintained in the confidential files of the Palmetto College Campus Official handling the complaint and once the complaint is resolved all records regarding the complaint will be kept in confidential files within the Palmetto College Campus Official. These records will include the complaint, recordings, interview notes, witness statements, correspondence, investigation summaries and reports, and documentation of remedial actions. Access to these records shall be on a need to know basis only. These records will be maintained for a minimum of five years.

Non-Retaliation

It is a violation of this policy for any person to retaliate, intimidate or take reprisals against a person who has filed a complaint, testified, assisted or participated in any manner in the investigation or resolution of a complaint of discrimination or harassment. Appropriate disciplinary actions shall be taken against any person who has been found to have violated this policy.

Reporting and Monitoring

The Palmetto College Campus Dean will provide an annual report to the Palmetto College Office of the Chancellor summarizing the discrimination and harassment complaints and the resolution (informal and formal) of such complaints.

Dissemination and Training

The Palmetto College Campus Official is responsible for ensuring that all faculty, staff, and students at the Palmetto College Campus are aware of their right to be free from discrimination and harassment. To achieve this goal, all new students will be informed of this policy and their rights and obligations under it during orientation.

Training will be provided to faculty, staff and students and students organizations to understand their rights and obligations under the policy, to whom to report the violations, and the procedures for investigations and hearings. Training will also be provided to faculty and staff members who interact with students in order that these individuals understand their responsibility to report any incidents of discrimination or harassment observed by them.

Related Policies

University Policy EOP 1.00 Equal Opportunity and Affirmative Action University

Policy EOP 1.01 Equal Opportunity Complaint Processing Procedures University

Policy EOP 1.02 Sexual Harassment

University Policy EOP 1.03 Discriminatory Harassment

University Policy EOP 1.04 Non-Discrimination Policy

University Policy STAF 6.00 Disability Discrimination

Computer Use Policy

All computer use at the University of South Carolina Union must conform to “Computer and Network Access and Use” statement issued by the Office of the Provost of the University of South Carolina. No policies set forth here may be interpreted as contradicting or superseding that statement of policy. This statement of use policies for USC Union is provided in addition to those issued by the Office of the Provost (UNIV 1.52).

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

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

Policies

- Users are not permitted to alter the configuration of any campus network or individual computer software or hardware without prior approval from the laboratory supervisor for student computer lab stations, or the library staff for library stations. Faculty and staff are advised to consult with the computer coordinator concerning the alteration of the workstation configuration.
- No software may be loaded onto student laboratory computers without the knowledge and prior approval of the laboratory supervisors, or at library stations without the knowledge and prior approval of the library staff. Only with the permission of a laboratory supervisor, library staff, or computer coordinator, may programs downloaded from the Internet be run on student laboratory computers, library stations or clinic stations.
- Academic work takes precedence over all other uses of the computer. No computer use for recreation or other personal interest will be permitted in USC Union student computer labs, or library workstations, when students are waiting to work on course assignments or course related research. Recreational use includes but is not limited to, personal Email, chat lines, computer games, and web surfing not related to academic or research activities.
- All computer users are reminded that their activities are subject to the civil and criminal laws of the state of South Carolina and of the federal government. Possible illegal activities include but are not limited to: sexual or other harassment, threats, obscenity, child pornography, libel, unauthorized access to or attempting to access computers, networks, or student records, and copyright violation. Copyright violations include the use of unlicensed software.
- Only students currently enrolled in the USC system with proper ID (and on a space available basis students currently enrolled in the USC system with proper ID) may use computer laboratory facilities on the USC Union campus. Student computer laboratory use is limited to classes meetings in the laboratories or when designated faculty or staff monitors are present in the laboratories. Other use of the computer laboratories must be arranged by the permission of the USC Union Administration.
- No conduct in student laboratories, or at library stations, will be permitted which in any way

interferes with the ability of others to make use of the computer resources or which could cause damage to the facilities. All student computer lab users, library station users, and clinic station users are expected to show sensitivity to others when viewing or downloading material which others working there could find offensive. Conduct which is not permitted includes but is not limited to, shouting, loud conversation, playing recreational music over computer or other speaker systems without headphones, and consumption of food and drink.

- No computer use for commercial purposes is permitted. These activities include but are not limited to, typing services, bookkeeping, commercial Internet activity and commercial database production. Faculty research and document preparation for publication and university approved consulting agreements are not included in this category.
- No student files should be saved on campus computer lab computers. All students are expected to bring or use their own personal storage media when using the campus computer labs.

Examples of Policy Violations

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

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

Disciplinary Action:

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

Carolina Alert

During an emergency, USC Union may send a text message to your mobile phone. Every incident is unique; therefore, different communication media will be activated based on their reach, effectiveness, and location. Text messages will only be used if a situation exists that poses an immediate risk to life and safety and requires persons to change their behavior (i.e. seek shelter, evacuate, etc.).

Inclement Weather

In the event that inclement weather or another emergency causes cancellation or delay for USC Union's classes, an announcement will be broadcast through our website, [Facebook](#), [Twitter](#), and the following news outlets:

Television Stations: [WYFF 4](#), [WSPA 7](#), [WHNS 21](#), and [WIS 10](#)

Radio Stations: Union's Radio [WBCU FM103.5](#), [AM1460](#) and Laurens Radio [WLGB 860](#)

Who to Ask

If you need information about:	Contact:
ACADEMIC ADVISING Information on the academic advising process	CONTACT YOUR ADVISOR Find your advisor on https://my.sc.edu/
ACADEMIC POLICIES Information on USC Union academic policies or clarification of academic probation or dismissal policies	OFFICE OF ACADEMIC AND STUDENT AFFAIRS Dr. Majdouline Aziz, Interim Associate Dean 864-424-8046 azizma@mailbox.sc.edu
ATHLETICS Information on athletic programs	ATHLETICS DEPARTMENT Zach Simmons, Athletic Director 864-762-0039 simmonzb@email.sc.edu
ATTENDANCE Should you miss a class, exam, etc.	YOUR INSTRUCTOR IMMEDIATELY
CHANGING CAMPUSES Changing to another campus within the University	ADMISSIONS OFFICE Brad Greer, Enrollment Director 864-424-8011 greerm@mailbox.sc.edu
COMPUTER SERVICES Computer use policies, location and operating hours of computer labs, reporting computer malfunction	INFORMATION TECHNOLOGY Jeremy Black, IT Director Phone: 864-424-8081 Email: jdblack@mailbox.sc.edu
DISABILITY SERVICES Special services for students with physical, emotional, psychological or learning disabilities	OFFICE OF DISABILITY SERVICES Brandon Simpson, Disability Services Coordinator Phone: 864-424-8060 Email: bsimpson@mailbox.sc.edu

<p>DROPPING OR ADDING A CLASS Dropping or adding classes must be done by the deadlines stated in the academic calendar</p>	<p>CONTACT YOUR ADVISOR</p>
<p>ENGLISH ASSISTANCE Information on English assistance outside of the classroom</p>	<p>WRITING CENTER Dr. Andrew Pisano, Assistant Professor of English 864-424-8073 pisanoa@mailbox.sc.edu</p>
<p>EVENING/NON-TRADITIONAL STUDENTS Assistance for evening and non-traditional students</p>	<p>ADMISSIONS OFFICE Brad Greer, Enrollment Director 864-424-8011 greerm@mailbox.sc.edu</p>
<p>FINANCIAL AID Information on scholarships, grants, and loans</p>	<p>FINANCIAL AID OFFICE Bobby Holcombe, Financial Aid Director Phone: 864-424-8024 Email: reholcom@mailbox.sc.edu</p>
<p>GRADUATION WITH LEADERSHIP DISTINCTION</p>	<p>Dr. Steve Lownes 864-424-8021 lownes@mailbox.sc.edu</p>
<p>LAURENS LOCATION</p>	<p>Phone: 864-681-1456</p>
<p>LIBRARY</p>	<p>UNION COUNTY CARNEGIE LIBRARY Phone: 864-427-7140 Email: info@unionlibrary.org</p>
<p>NEW STUDENT ORIENTATION</p>	<p>ADMISSIONS OFFICE Brad Greer, Enrollment Director 864-424-8011 greerm@mailbox.sc.edu</p>
<p>BSN (4-YEAR) NURSING DEGREE PROGRAM Information on Nursing Program and requirements</p>	<p>Lynn Edwards, Nursing Administrator 864-424-8030 Edwar342@mailbox.sc.edu</p>
<p>PALMETTO COLLEGE</p>	<p>Michael Sumner, Palmetto College Coordinator 864-424-8032 sumnerm@mailbox.sc.edu</p>
<p>PASSWORD RESETS</p>	<p>If you are locked out because you entered your password incorrectly, wait 15 minutes, or reset password through myaccount.sc.edu. Any other errors, contact the DoIT help desk at 803- 777-1800.</p>

<p align="center">PAYMENT OF FEES Payment of tuition, lab fees, etc.</p>	<p align="center">BUSINESS OFFICE Kristie Roberson, Bursar 864-424-8029 kavarne@mailbox.sc.edu</p>
<p align="center">REGISTRATION Information on registration dates, locations, and procedures</p>	<p align="center">ADMISSIONS OFFICE Blake Wilson, Registrar 864-424-8022 bentleyt@mailbox.sc.edu</p>
<p align="center">STUDENT ORGANIZATIONS AND ACTIVITIES Information on campus organizations, SGA, beyond the classroom activities, etc.</p>	<p align="center">STUDENT LIFE Anita Whitney, Student Activities Coordinator 864-424-8018 apeco@mailbox.sc.edu</p>
<p align="center">STUDENT RECORDS Information about records, diplomas, transferring or changing campuses, changing majors</p>	<p align="center">ADMISSIONS OFFICE Blake Wilson, Registrar 864-424-8022 bentleyt@mailbox.sc.edu</p>
<p align="center">STUDY SKILLS Academic assistance, developmental skills services</p>	<p align="center">STUDENT ACADEMIC SUCCESS CENTER 864-424-8017</p>
<p align="center">TUTORING SERVICES Information about traditional tutoring, groups study sessions, and one-on-one sessions.</p>	<p align="center">STUDENT ACADEMIC SUCCESS CENTER 864-424-8017</p>
<p align="center">TEXTBOOKS AND SUPPLIES New and used textbooks, school supplies, academic items, Gamecock and USC Union items</p>	<p align="center">BOOKSTORE Tanja Black, Bookstore Manager Phone: 864-424-8080 trblack@mailbox.sc.edu</p>
<p align="center">TRANSCRIPTS Questions about transcript procedures</p>	<p align="center">ADMISSIONS OFFICE Blake Wilson, Registrar 864-424-8022 bentleyt@mailbox.sc.edu</p>
<p align="center">TRANSFERRING Transferring to a school outside the USC system</p>	<p align="center">ADMISSIONS OFFICE Brad Greer, Enrollment Director 864-424-8011 greerm@mailbox.sc.edu</p>
<p align="center">COUNESLING SERVICES Telehealth therapy, in-person therapy, and psychological assessments</p>	<ul style="list-style-type: none"> • MYgroup: 800-633-3353 or mygroup.com • Psychological Services Center: pomeranj@email.sc.edu • National Suicide Prevention Hotline: Dial 988 • Crisis Text Line: Text 741741

Glossary of College Terminology

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Common Hour - A block of time when there are no classes scheduled. Common Hour is from 12:15 - 1:00 each day.

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

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

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

Course Number - A means of designating academic courses.

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

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

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

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

Elective - An academic course freely selected by a student to fulfill degree requirements. Exempt - To waive a course requirement by making a designated grade on a placement test. Credit may or may not be given for the exempted course.

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

Fees - Costs to attend USCU. The primary fee is tuition or the cost to take a course(s). Other fees include books and student insurance. Financial Aid - Assistance in the form of grants, loans, work, tuition waivers, scholarships and any other type to provide for the payment of tuition and other expenses incidental to college attendance. Sources of assistance include Federal, State and Local Government as well as private organizations as businesses, clubs, unions and churches. See the Financial Aid Officer for details.

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

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

Grade Point Deficit (GPD) - The number of grade points a student lacks to have a 2.0 (C average)

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

Grade Point Average (GPA) - The average of grades a student earns at the end of a semester obtained

by dividing the total number of grade points by the total number of credit hours attempted. The cumulative GPA is the average of all college work attempted.

To compute a GPA:

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

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

- 3) Multiply the semester hours attempted for each course by the grade points for each course grade.
- 4) Total the grade points.
- 5) Divide the total number of grade points by the total number of hours attempted:
 $GPA = \text{total grade points} / \text{total hours attempted}$
 Compute Your GPA
 Example: Fall term

Course	Grade (Grade Pts)	Credit hours attempted	Credit hours earned	Total Earned Grade Points
ENGL 101	B+ (3.5)	3	3	10.5
MATH 141	A (4.0)	4	4	16.0
CHEM 101	C (2.0)	4	4	8.0
PSYC 101	G (0.0)	3	0	0.0
Total		14	11	34.5
GPA				$34.5/14=2.46$

To compute a Cumulative GPA:

- 1) Total all grade points from each term
- 2) Total all hours attempted for each term
- 3) Divide grade points by hours attempted
 $\text{Cumulative GPA} = \text{All Grade Points} / \text{All Hours Attempted}$
 Compute Your Cumulative GPA
 Example:

	Hours Attempted	Grade Points
Spring Term	15	45.0
Fall Term	14	34.5
Totals	29	79.5
Cumulative GPA		$79.7/29=2.74$

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

Hours Carried -The number of credit hours attempted.

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

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

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

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

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

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

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

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

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

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

National Scholastic Aptitude Test (NSAT) (see SAT)

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

Non-Traditional Student - Student 25 years or older.

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

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

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

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

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

Predicted Grade Point Average (PGPA) - An indication of a Freshman's potential academic performance based on a formula that includes high school rank in class, SAT-Verbal score and SAT-

Math score. (2.05 is an example of a PGPA)

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

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

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

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

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

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

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

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

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

Scholastic Aptitude Test (SAT) - College entrance examination sponsored by the College Board that tests verbal and mathematical reasoning abilities. The SAT is given numerous times each year at designated high schools and scored at the national testing center in Princeton, NJ. These are called —National SAT (ISAT, NSAT) or ACT test scores. (see ACT, ISAT) **Semester** (see Term)

Semester Hour (see Credit Hour)

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

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

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

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

Syllabus - A written outline of a particular course including the requirements for the course. Term - A division of the academic calendar; at USC, there are 16-week, 8-week, and 5-week (summer) terms.

Traditional Student -Student under the age of 25.

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

Official Transcript -Must bear the official University seal, the date the transcript was produced and the signature of the Registrar. This procedure is called Validation.

Unofficial Transcript - A copy of the permanent record for intercampus or student use; it is not validated but stamped —Unofficial - For Internal Use Only or For Student Use Only.

Transfer - A student who applies to USC after having attempted college level work at an institution

listed in the Transfer Credit Practices of Selected Educational Institutions book which is located in the Admissions Office.

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

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

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

“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).

Appendix