

UNIVERSITY OF SOUTH CAROLINA UNION

STUDENT HANDBOOK

Academic Year 2026–2027



University of South Carolina Union (sc.edu/union)

Office of Academic and Student Affairs

401 East Main Street, Union, SC 29379

uscuacadaff@mailbox.sc.edu; 864-424-8061

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1. Welcome to USC Union

A Message from the Associate Dean for Academic and Student Affairs

Welcome to the University of South Carolina Union, and congratulations on beginning (or continuing) your journey with us this 2026–2027 academic year!

Whether you're joining us for the first time or returning to finish what you started, USC Union is here to support you academically, personally, and professionally. Our small campus size means you're never just a number here. Faculty and staff know your name, your goals, and are genuinely invested in helping you reach them.

This handbook is one of your most important tools for the year ahead. It outlines the policies, resources, and expectations that keep our campus community running smoothly and fairly for everyone. I encourage you to read it closely, keep it handy, and reach out to our office whenever you have questions. There is no such thing as a question too small.

I look forward to seeing all that you accomplish this year.

Go Bantams!

Majdouline Aziz, Ph.D.
Associate Dean for Academic and Student Affairs
University of South Carolina Union

Please note: the dates, policies, and other information contained in this handbook are subject to change. Students are responsible for checking with the Office of Academic and Student Affairs for the most current information.

1.1 Mission Statement

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, contributing to the primary mission of the University of South Carolina System so stated as “outstanding education, research, creative activity, community engagement, and service that drives community and economic impact for the benefit of the state, nation, and world.” 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. The Union regional Palmetto College campus offers a varied curriculum grounded in the liberal arts and focused on preparing students to continue their education in the University of South Carolina System 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 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 that instill in students 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.

Approved by the Board of Trustees, October 13, 2023 • Approved by the SC Commission on Higher Education, December 18, 2023

1.2 About USC Union

Like the other USC regional campuses, USC Union was founded through local initiative. In the spring of 1965, the state legislature created the Union County Commission for Higher Education, which contracted with the University of South Carolina to bring affordable, university-quality education to students within commuting distance of Union. Classes began that September in a converted former secondary school building, with an inaugural class of 51 students. Enrollment grew quickly, reaching 160 students by 1967, and the campus has continued to grow ever since.

Today, USC Union sits on a seven-acre campus fronting Main Street near downtown Union and serves approximately 1,600 students. The campus has traditionally focused on the first two years of coursework for most University of South Carolina degree

programs, though junior- and senior-level courses are increasingly available as the campus's role continues to expand. Strong, ongoing support from local government, community organizations, and donors has helped sustain the campus's growth and its programs over the decades.

Campus Facilities

USC Union's campus includes the following buildings and spaces:

Main Building — houses classrooms, an auditorium, administrative and faculty offices, a laboratory, a student lounge, and the Student Academic Success Center

Whitener Building — listed on the National Register of Historic Places, built in 1891; houses administrative and faculty offices, the Athletics Department, classrooms, and a community meeting room

Bookstore — located at 311 East Main Street; sells textbooks, USC and USC Union merchandise, and Carolina Card services; includes the Student Lounge and the Bobby and Barbara Rippe Courtyard

Truluck Activity Center — home to the campus basketball court, fitness equipment, and the NJCAA Women's Volleyball Team, with seating for 500

Jonesville Gym — located at 131 N Main St, Jonesville, SC, the athletics facility features a spacious indoor turf training area equipped with two batting cages, providing year-round practice opportunities for baseball, softball, and both the men's and women's soccer programs. The facility also houses the athletic weight room, giving all student-athletes convenient access to strength and conditioning resources. In addition, dedicated men's and women's soccer locker rooms provide athletes with modern spaces to prepare for practices and competitions

Founders House — home to the Safety and Security Department

Nursing Simulation Laboratory Building — provides hands-on clinical training in realistic simulated settings such as hospital rooms, emergency rooms, and labor and delivery units, along with faculty offices and classrooms

Science and Nursing Building — features a virtual reality science lab/classroom along with faculty offices and meeting space

Student Services Building — home to Admissions, Financial Aid, Disability Services, and Student Life

Laurens Location — located at 600 Peachtree Street, Clinton, SC; offers traditional, telecommunications, and online instruction, and operates two AI Innovation computer labs in Laurens County

USC Union's library services are provided through the Union County Carnegie Library at 300 East South Street, which supports the academic needs of students, faculty, and the surrounding community and also houses an AI Innovation computer lab.

2. Academics

2.1 Educational Goals

Outlined below are general education goals set forth by the University to apply to all students through the completion of their time at USC Union.

CMW - Effective, Engaged, and Persuasive Communication: Written

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.

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.

ARP - Analytical Reasoning and Problem Solving

Students must be able to apply the methods of mathematical, statistical, or 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 the placement test.

GHS - Global Citizenship and Multicultural Understanding: History

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.

INF - Information Literacy

Students must be able to collect, 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 the ways in which these are manifested in communities as well as individual lives.

2.2 Undergraduate Studies Bulletin

The USC Union Undergraduate Studies Bulletin is the official source of academic policies, degree requirements, course descriptions, and graduation information for students. It is updated regularly to reflect current curriculum offerings and university regulations.

Students are responsible for reviewing the Bulletin each semester to stay informed about:

- Information about USC Union
- Admissions information
- Student life information
- Financial Aid and Scholarship information
- Fees, refunds, and expenses
- Academic programs and degree requirements
- Transfer pathways
- Course prerequisites and descriptions
- Academic policies, procedures, and regulations
- Important academic deadlines
- Course descriptions

The Bulletin serves as your guide for planning your academic pathway at USC Union. You can access the most current version of the Undergraduate Studies Bulletin online through the USC Union website or through the link below:

<https://academicbulletins.sc.edu/union/>

It is highly recommended that you consult the Bulletin regularly and refer to it alongside your academic advisor to ensure you meet all requirements for timely graduation.

2.3 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.

2.4 Academic Calendar

The University Registrar maintains the official academic calendar for the University of South Carolina system, including USC Union. The full 2026–2027 calendar, with complete listings of holidays, registration windows, payment deadlines, and exam schedules, is available at:

sc.edu/about/offices_and_divisions/registrar/academic_calendars/2026-27_calendar.php

Key add/drop and withdrawal dates for FULL term classes for the 2026–2027 academic year are summarized below.

Event	Fall 2026	Spring 2027
Classes Begin	Aug. 18 (Tue)	Jan. 11 (Mon)
Martin Luther King, Jr. Service Day (no classes)	NA	Jan. 18 (Mon)
Last day to change/drop a course without a grade of “W”	Aug. 24 (Mon)	Jan. 19 (Tue)
Spring Break (no classes)	NA	Mar. 7-14 (Sun – Sun)
Labor Day Holiday (no classes)	Sep. 7 (Mon)	NA
Fall Break (no classes)	Oct. 15-16 (Thu – Fri)	NA
General Election Day (no classes)	Nov. 3 (Tue)	NA
Last day to drop a course or withdraw without a grade of “WF”	Nov. 4 (Wed)	Mar. 29 (Mon)
Thanksgiving Recess (no classes)	Nov. 22-29 (Sun – Sun)	NA
Student Course Experience Surveys	Nov. 6 – Dec. 4 (Fri – Fri)	Mar. 30 – Apr. 26 (Wed – Mon)
Last Day of Classes	Dec. 4 (Fri)	Apr. 26 (Mon)
Reading Day	Dec. 5 (Sat)	Apr. 27 (Tue)
Final Examinations	Dec. 7-14 (Mon – Mon)	Apr. 28-May 5 (Wed – Wed)
Commencement	NA	May 1 (Sat)

2.5 Registration & Enrollment

Registration Windows

Advising and registration for upcoming terms are open according to the schedule below. Students are encouraged to meet with their academic advisor as soon as their registration window opens to ensure the best selection of course sections.

Term	Advising/Registration Opens
Fall 2026	March 23, 2026
Spring 2027 & Summer 2027	October 26, 2026

How to Register

Before registering for classes each term, students must meet with their academic advisor. Every student has an advisement hold on their account that prevents registration until this meeting takes place. During the advising appointment, the advisor will review the student's academic plan and recommend courses for the upcoming term, however, advisors do not register students for classes. Once advising is complete, the advisor will lift the advisement hold, and it becomes the student's responsibility to register for their courses.

Registration is completed by the student through Self Service Carolina (SSC) at my.sc.edu. For step-by-step registration instructions, see below:

1. Login to my.sc.edu.
2. Click on the **"Student"** tab at the top of the screen.
3. Click on the **"Registration"** box (3rd box from left on top row).
4. Click on **"Register for Classes"** (on the left-hand side, middle).
5. A new page will load. Select the semester for which you are registering for courses.
6. Under the **"Find Classes"** tab (the first page you see once semester has been selected)
7. Select 'Campus' (Union)
8. Select 'Subject' (choose from drop down, or type in subject i.e. MUSC, PSYC)
9. Enter the 'Course Number'
10. If you would like, click on advanced search to select specific days, types of classes, to look for open sections only, etc.
11. Click **"Search"**.
12. Review list of class options - it will tell you if there are conflicts with your current schedule and seat availability. Click on the underlined course title to view more details by clicking on the description/attributes/restrictions tabs.
13. Click the **"Add"** button for the class you want to add to your schedule.
14. In the lower half window on the right, the added course listed will appear as "pending".
15. Verify this is the correct class and then Once you have verified this, click the **"Submit"** button (bottom right corner).

16. Double check to make sure the course has been added to your schedule. The status will go from “**Pending**” to “**Registered**” and highlighted green).

sc.edu/about/offices_and_divisions/registrar/registration/

Full-Time vs. Part-Time Status

A student’s enrollment status is determined by the number of credit hours they are registered for in a given term:

Status	Fall/Spring Credit Hours	Summer Credit Hours
Full-Time	12 or more credit hours per semester	6 or more credit hours
Three-Quarter Time	9-11 hours – Aid is based on 9 hours, but the student is charged per hour	
Half-Time	6-8 credit hours – Aid is based on 6 hours, but the student is charged per hour	
Quarter-Time (Part-Time in Summer)	1-5 credit hours – Aid is based on 1 hour, but the student is charged per hour	1-5 credit hours – Aid is based on 1 hour, but the student is charged per hour

Enrollment status affects several important areas, including:

- Financial aid — most grants, loans, and scholarships require at least half-time enrollment, and award amounts are often prorated based on status
- Athletic eligibility — NJCAA student-athletes must meet minimum credit hour requirements to remain eligible
- International — As an international student, you are required to enroll in classes full-time during the fall and spring semesters to maintain your visa status. You are also required to enroll full-time in summer if it is your first or last semester and you do not otherwise qualify for a Reduced Course Load. You must also be enrolled in 9 credit hours in person each semester.

Students considering dropping below full-time status should first speak with their academic advisor and, if applicable, the Financial Aid Office and International Student and Scholar Support Office, to understand how the change may affect their aid or visa standing.

Registration Holds

A registration hold can prevent you from adding or dropping courses at any point in the semester. You can view your holds two ways:

- **Self Service Carolina** — Log in at my.sc.edu, go to the "Student" tab, select "Student Profile," and click "Holds" in the top right corner.

Once you've identified a hold, take the necessary steps to resolve it *before* your registration time ticket opens. Common holds include:

Hold Type	Description	How to Resolve
Advisement Hold	Requires meeting with your academic advisor before registering each semester	Schedule and attend an advising appointment
Bursar (Financial) Hold	Placed for unpaid tuition, fees, or other chargers	Pay outstanding balance in full through one of three ways below
Immunization Hold	Immunization records not on file	Submit a copy of immunization records to admissions or upload through MyHealthSpace
Citizenship/Residency Hold	Residency not yet verified	Submit a copy of your birth certificate or driver's license to admissions

The payment options are

1. Pay in person at USC Union in the Business Office at 309 E. Academy Street, Union, SC 29379
2. Mail a check into the USC Union Business Office at PO Drawer 729, Union, SC 29379
3. Pay on Self-Service Carolina (my.sc.edu) under Account Information.

Tuition deadlines

Fall 2026—August 18, 2026, at 5:00pm

Spring 2027—January 11, 2027, at 5:00pm

Summer 2027—May 25, 2027, at 5:00pm

Financial Aid Disbursement Dates

Fall 2026 - 8/8/26

Spring 2027 - 1/2/27

Course Load Limits

Students may enroll in up to 18 credit hours per semester without special permission. Students wishing to register for more than 18 credit hours must obtain approval from the Associate Dean for Academic and Student Affairs before the additional hours can be added to their schedule.

NJCAA Student-Athlete Enrollment Requirement

NJCAA student-athletes are required to enroll in a minimum of 9 credit hours taken in person each semester to maintain campus athletic eligibility. Exceptions to this requirement may be granted only with the joint approval of the Associate Dean for Academic and Student Affairs, the Registrar, and the Athletic Director.

2.6 Notification of Student Rights Under FERPA

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

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

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.
 - 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.
- 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;
- 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.
- In connection with a student's application for, and receipt of, financial aid;
- To comply with a judicial order or lawfully issued subpoena;
- To parents of dependent students as defined by the Internal Revenue Code, Section 152;
- To appropriate parties in a health or safety emergency; or
- To the alleged victim of any crime of violence or the results of any disciplinary proceedings conducted by the University.
- 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.
- 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.

Release of Directory Information

In accordance with section 99.7 of the Family Educational Rights and Privacy Act (FERPA), the University of South Carolina provides students annual notification of their FERPA rights. The University of South Carolina has designated certain items as Directory Information. At the University of South Carolina, these items are as follows:

- Name
- Dates of Attendance
- Campus

- College or School
- Classification
- Primary Program of Study
- Full-time or Part-time Status
- Degree(s) Awarded Including Dates
- Honors and Award Including Dean's and President's List
- University Email Address
- City, State, and Zip Code Associated with a Student's Permanent Address

The University may disclose Directory Information 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 him or her. Students are notified annually, both in the academic bulletins and via email, of their rights under FERPA and are provided with instructions on how to request a "Confidentiality Indicator" on their academic record which prevents the disclosure of Directory Information. A Confidentiality Indicator will be placed on the release of Directory Information filed with the University Registrar, which will remain in effect until the student files a written request to remove it. A request not to disclose Directory Information applies to the entire category of such information and cannot be selective with regard to specific items defined as Directory Information. Similarly, a request not to disclose Directory Information applies to all individuals and cannot be selective with regard to specific individuals or organizations.

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

https://sc.edu/about/offices_and_divisions/registrar/transcripts_and_records/privacy/ferpa/

2.7 Academic Integrity

Academic integrity at USC Union is grounded in the University of South Carolina's broader statement of community values, known as the Carolinian Creed. While the Creed speaks to far more than academics alone, its first commitment, to personal and academic integrity, anchors the university's expectations for honest scholarship.

As a Carolinian...

- I will practice personal and academic integrity;
- I will respect the dignity of all persons;

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

https://sc.edu/about/offices_and_divisions/student_affairs/student-services/involvement_and_leadership/carolinian_creed/

2.8 Student Rights and Freedoms

Preamble

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

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

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

Section I-Freedom of Access to Higher Education

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

Section II-In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis. Students should be free to take reasoned exceptions to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

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

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

Section III-Student Records

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

Section IV-Student Affairs

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

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

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

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

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

time, the editorial freedom of student editors entails corollary responsibilities to be governed by the canons of responsible journalism.

Section V-Off-Campus Freedom of Students

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

3. Student Life and Services

3.1 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.

3.2 Athletics

USC Union Bantam Athletics is committed to fostering academic and athletic achievement that enables student-athletes to succeed both 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 encourage all students to get involved in athletics. Schedules, rosters, and athletic news can be found on the USC Union Athletics website:

<https://www.uscunionathletics.com/landing/index>

NJCAA Sports

Baseball

Golf

Softball

Volleyball

Men's Soccer

Women's Soccer

Club Sports

Bass Fishing
Cross Country
E-Sports

For coaching staff contacts and additional information on any team, visit the USC Union Athletics website or contact the Athletic Department.

3.3 Commencement and 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 has remained 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 a doctorate.

The hood is worn falling from the shoulders down to 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.

3.4 Student 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 the development of student government and organizations.

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

Student Government Association

The Student Government Association (SGA) is composed of all registered undergraduate students at 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: Robert Overton: overtor@mailbox.sc.edu

Other student organizations

For a complete and up-to-date list of student organizations or to create a new one, please contact Mr. Robert Overton at overtor@mailbox.sc.edu

3.5 Academic Support Services

Office of Academic and Student Affairs

The Office of Academic and Student Affairs is a central resource dedicated to supporting students' academic success and overall campus experience at USC Union. Located in the Academic Affairs Suite on the second floor of the Main Building, this office serves as a hub for academic advising, student support services, and various campus resources.

The office works closely with students to address academic concerns, provide guidance on university policies, and connect students with helpful resources to enhance their educational journey.

Contacts:

Dr. Majdouline Aziz, Associate Dean for Academic and Student Affairs — 864-424-8046 — azizma@mailbox.sc.edu

Dr. Andrew Kettler, Director of Institutional Research and Academic Affairs – 864-424-8047 – kettlera@email.sc.edu

Student Academic Success Center (SASC)

The Student Academic Success Center (SASC) offers a wide range of in-person and virtual services to support students throughout their college journey, including one-on-one tutoring, group study sessions, virtual tutoring, and traditional in-person tutoring,

provided by qualified USC Union students and alumni tutors. The SASC is located on the first floor of the Main Building.

SASC staff can also help troubleshoot issues with platforms such as Blackboard Ultra, Self-Service Carolina, or student email. The Center offers an equipment loan program including digital voice recorders, graphing and scientific calculators, and discipline-specific study guides.

Contact: Robert Overton, Student Activities Coordinator — 864-424-8040 — overtor@mailbox.sc.edu

Writing Lab

The mission of the Writing Lab is to connect writers with readers, to make good writers better writers, and to help students develop an awareness of themselves as writers and thinkers. The Lab is located in the Student Academic Success Center. Sessions are collaborative one-on-one conversations between writers and consultants, focused on shared knowledge rather than remediation.

Contact: Dr. Sarah Carter, Assistant Professor of English — carterse@mailbox.sc.edu

Academic Advisement

Academic Advisors support students throughout their college journey, assisting with course selection, understanding degree requirements, long-term academic planning, and exploring transfer options. Each student is assigned an advisor during New Student Orientation.

Advising is a shared responsibility. Students are expected to check their university email regularly, schedule and prepare for advising appointments each semester, monitor their own academic progress, and stay informed of registration holds and key deadlines. Advisors, in turn, help students build realistic degree plans, stay informed on policies and requirements, maintain FERPA-compliant records, and refer students to campus resources as needed.

To find your assigned advisor, log in to my.sc.edu and navigate to your student profile, or contact the Admissions Office at 864-424-8011.

Academic Coaching

Students whose Total Institutional GPA falls below 2.00 are placed on academic probation. First-year freshmen on probation are required to participate in the USC Union Academic Recovery Program during the subsequent spring semester, which includes mandatory academic coaching and three structured components: an Academic Success Plan, Monthly Academic Wellness Checks, and Mid-Semester Progress Reports.

Students who successfully complete all requirements of their Academic Success Plan are eligible to receive a \$500 scholarship applied toward tuition for the following fall semester.

Graduation with Leadership Distinction (GLD)

Graduation with Leadership Distinction is a formal recognition of accomplishments beyond typical coursework. Multiple pathways lead to the distinction, and upon completion, a student's diploma and transcript will note "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).

[sc.edu/about/initiatives/center for integrative experiential learning/index.php](https://www.usc.edu/about/initiatives/center-for-integrative-experiential-learning/index.php)

Contact: Steve Lownes, Associate Professor of World Languages — 864-424-8021 — lownes@mailbox.sc.edu

3.6 Enrollment & Administrative Support Services**Admissions Office**

The Admissions Office is the first stop for questions related to applying, enrolling, and transitioning into the university, whether a new student, transfer applicant, or returning learner. Located in the Student Services Building.

Contact: 864-424-8011 — unadmissions@mailbox.sc.edu

Registrar's Office

The Registrar's Office manages student records, course registration, and graduation certification. Staff can assist with registering for classes, requesting transcripts, verifying enrollment, and confirming graduation eligibility. Located in the Student Services Building.

Contact: Blake Wilson, Registrar — bentleyt@mailbox.sc.edu

Business Office

The Business Office handles billing, tuition payments, fee assessments, refunds, and other financial transactions related to enrollment. Located in the Central Whitener Building.

Contact: Kristie Roberson, Director of Budget and Finance — 864-424-8029 — kavarne@mailbox.sc.edu

Dual Enrollment

The Dual Enrollment Office supports high school students simultaneously enrolled in college courses, guiding the application process, course selection, eligibility requirements, and coordination with high schools. Located in the Student Services Building.

Contact: Ada Kitchens, Dual Enrollment Coordinator — 864-424-8042 — rober379@mailbox.sc.edu

Financial Aid and Veterans Affairs

This office helps students access federal, state, and institutional financial aid, including grants, scholarships, loans, and work-study programs. For veterans and active military students, the office provides specialized support navigating VA benefits and education entitlements. Located in the Student Services Building.

Contact: Bobby Holcombe, Financial Aid Director — 864-424-8024 — reholcom@mailbox.sc.edu

Human Resources

The HR Office manages recruitment, hiring, employee benefits, payroll, and workplace policies for faculty and staff, and also supports student employees with information on employment opportunities and payroll procedures. Located in the Central Whitener Building.

Contact: Susan Jett, Human Resources Director — 864-424-0827 — jettsp@mailbox.sc.edu

3.7 Campus Resources**Bookstore**

The USC Union Bookstore sells course textbooks, school supplies, USC clothing, and memorabilia, and coordinates book buyback at the end of each semester. Student ID cards are also issued through the bookstore during registration periods.

Contact: Tanja Black, Bookstore Manager — 864-424-8080 — trblack@mailbox.sc.edu

Carnegie Library

Library services are provided by the Union County Carnegie Library, located at 300 E. South Street, offering both public and university library services, including citation resources for APA, MLA, Chicago, and other styles.

Library Hours: Monday–Thursday, 8:00 a.m.–7:00 p.m.; Friday–Saturday, 9:00 a.m.–3:00 p.m.; Sunday, closed.

Taylor Atkinson, Library Director — 864-427-7140 — atkinson@unionlibrary.org
Carnegie Library Website: www.unionlibrary.org

AI Innovation Labs

USC Union is home to Palmetto College AI Innovation Labs at the Union County Carnegie Library, Clinton Public Library, and Laurens Public Library, offering free high-speed internet, free access to Apple technology (iMacs, iPads, MacBooks), free courses on Apple products, and collaborative workshop space.

Contact: Sarah Nardi, Library Technology Coordinator — 864-426-3101 — wilso234@mailbox.sc.edu

Safety and Security

The Law Enforcement and Security Office, located in the Founders House, is responsible for maintaining a safe and secure environment for the campus community through patrol services, emergency response, and safety education, working closely with local law enforcement.

Contact: Tony Gregory, Campus Health and Safety/Security Director — 864-424-8000 (office), 864-441-2108 (cell) — gregorga@mailbox.sc.edu

Disability Services

The Office of Disability Services (ODS) supports students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, offering services such as priority registration, library access, test proctoring, classroom adaptations, and academic and personal counseling. Students must self-identify and provide appropriate documentation to register with ODS; accommodations are approved on a case-by-case basis.

sc.edu/about/system_and_campuses/union/internal/current_students/disability_services/

Contact: Brandon Simpson, Disability Services Coordinator — 864-424-8060 — bsimpson@mailbox.sc.edu

Study Abroad

USC Union offers short-term study abroad programs, typically 1–2 weeks during the summer, led by a USC Union instructor as part of a specially designed academic course. Travel scholarships are often available to help offset costs, awarded to a limited number of students who are registered in the travel study course, in good academic standing, and who submit required paperwork by the specified deadlines. Scholarship recipients remain responsible for the cost of the course itself. Announcements for upcoming trips typically occur in the Fall semester before summer travel.

3.8 Student Support and Basic Needs

Mental Health Support Services

If stress is impacting your schoolwork, relationships, sleep, or wellbeing, USC Union offers free mental health resources. If you or someone else is at imminent risk of harm, call 911.

- Peter Habib — PGHABIB@email.sc.edu — 803-999-7176 — Please contact him to schedule an in-person or virtual appointment at USC Union.
- MyGroup Student Assistance Program (SAP) — www.mygroup.com (username: care4bantams, password: guest) — 803-633-3353 — 24/7 crisis line and up to 3 free telehealth appointments per issue
- BetterMynd – TBA

Food Pantry

The USC Union Food Pantry supports students experiencing food insecurity, whether facing difficulty affording groceries, accessing regular meals, or needing short-term assistance. All inquiries and visits are handled with confidentiality and respect. The Food Pantry is located in the Student Lounge, behind the campus Bookstore. Students needing access outside regular hours may reach out to any staff or faculty member.

Contact: Tanja Black, Bookstore Manager — 864-424-8080 — trblack@mailbox.sc.edu

Career Closet

The Career Closet provides free professional clothing to USC Union students, helping ensure every student has access to appropriate attire for interviews, presentations, and other professional opportunities. The Career Closet is located in the Student Lounge.

Contact: Annie Smith, Director of Marketing and Development — alsmith@mailbox.sc.edu — 864-424-8055

4. Student Conduct & Community Standards

4.1 Code of Student Conduct

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

I. Purpose

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

II. Policy Statement

The University of South Carolina Union's mission includes providing students with the knowledge, skills, and values necessary for success and responsible citizenship in a complex and changing world. The university's aspirational set of values that will guide student behavior is encompassed in the [Carolinian Creed](http://www.sc.edu/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.
(<https://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 for Academic and Student Affairs within 5 business days of receipt of the original written decision of the Office of Academic and Student Affairs. A decision is assumed to be received within three university business days from the date of mailing.

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 <https://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

Prohibited behaviors include:

- a. Damage to or destruction of property

9. Discrimination and Harassment

- a. No student shall engage in discrimination or harassment as defined in the university policy [CR 1.00](#) “Policy against discrimination, harassment, and sexual misconduct” or other university approved policies and prohibitions related to 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 [CR 1.00](#)
- b. Sexual harassment and discriminatory harassment as defined in the University’s Sexual Harassment and Discriminatory Harassment Policies ([CR 1.00](#))

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.
- b. 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.
- c. 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:
 - i. Failing to present a Student ID/Carolina Card when requested by a university official acting in the performance of that individual's duties.
 - ii. Possession of more than one Student ID/Carolina Card.
 - iii. 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).
 - iv. Failure to report within 24 hours a lost ID/key to a secured facility.
 - v. 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

Prohibited behaviors include:

- 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

Prohibited behaviors include:

- 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

Prohibited behaviors include:

- 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. Outcomes

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

1. Educational workshops: seminar-style educational 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:

[ACAF 3.03 Handling of Student Records](#)

[CR 1.00: Policy Against Discrimination, Harassment & Sexual Misconduct](#)

[STAF 3.02 Alcohol Policy and Guidelines for the University Community](#)

[STAF 3.05 Hazing](#)

[STAF 3.10 Student Organizations](#)

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

4.2 Disciplinary Procedures

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

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

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

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

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

1. Rules Governing Formal Hearings

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

Student Affairs Committee, composed of the SGA President, SGA Vice President, SGA Secretary-Treasurer, three USC Union faculty representatives, the Director of Enrollment Services, the Associate Dean for Academic and Student Affairs, and the Director of Campus Health and Safety/Security, shall serve as the hearing panel. Faculty members are appointed annually by the Deans and serve a one-year term. The Student Affairs Committee is charged with hearing and reviewing cases involving USC Union students charged with violations of the Student Code of Conduct and will impose sanctions based on USC and USC Union policies and procedures.

- B. Hearings shall be considered closed and confidential. All statements, information, or comments given during hearings shall be held in the strictest confidence by Hearing Officers/Committee Members, University staff, witnesses, advisors, and observers before, during, and after deliberation in keeping with relevant law and policy. Video, audio, stenographic, or photographic recording of hearing proceedings is prohibited, except as authorized by university policy.
- C. If any material facts are in dispute, testimony of witnesses and other evidence shall be heard.
- D. A party charged with a violation is responsible for presenting his/her own case. Advisors are not permitted to speak or to participate directly in any hearing.
- E. The Associate Dean for Academic and Student Affairs will exercise control over the hearing to avoid needless consumption of time through repetition of information and/or prevent the harassment or intimidation of participants. Any member of the hearing Committee may require the Committee to go into a private session to discuss and decide a matter by majority vote. The Chair can recess the hearing at any time. The Chair of the Student Affairs Committee shall ensure that all procedures are appropriately followed.
- F. The party(ies) charged with a violation(s) and the Student Affairs Committee members shall have the right, within reasonable time limits set by the Chair, to present questions for witnesses who testify orally. The Chair of the Student Affairs Committee, subject to provisions in the Student Code of Conduct, may require that questions by the charged party(ies) be addressed to the Chair of the Student Affairs Committee, who can ask these questions of the witnesses.
- G. All hearings shall be conducted informally, and technical rules of evidence will not be applied. Witnesses (except for the charged party or parties) shall be present during a hearing only during the time they are testifying.
- H. The Student Affairs Committee, or the Chair of the Student Affairs Committee, may proceed independently to secure evidence for the hearing. The charged party(ies) shall have access to any evidence at least three (3) days before the hearing, unless exigent circumstances preclude this possibility. The charged party(ies) shall have reasonable time to respond to it.
- I. If the charged student/student organization representative chooses not to attend the formal hearing, the Chair of the Student Affairs Committee may proceed with

the hearing and reach decisions and impose sanctions without the student's/representative's participation.

- J. A tape recording of the hearing shall be kept by the Office of Academic and Student Affairs until any appeal, or any external judicial review has been concluded, or ninety (90) days from the date of the hearing, whichever is longer. No typed record shall be required. The charged party(ies) and advisor shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Academic and Student Affairs.
- K. The charged student or student organization representative may request a duplicate copy of the recording at his/her/its own expense within ninety (90) days from the date of the hearing.

2. Deliberation and Decisions of the Student Affairs Committee

- A. After hearing the evidence, the Student Affairs Committee may choose to continue the hearing at a later date if additional evidence or witnesses are needed.
- B. After all the information has been presented and the charged party has made a final statement, the Student Affairs Committee shall meet in private to discuss the case, reach its decision, and, if appropriate, determine a sanction. Decisions of the Student Affairs Committee must be made by majority vote. If the student(s) is found responsible for violating the Student Code of Conduct, the Student Affairs Committee may hear any information concerning any past disciplinary record(s) of the student(s) or student organization(s) in determining appropriate sanctions.
- C. The Associate Dean for Academic and Student Affairs, or designee, shall be responsible for forwarding the written decision of the hearing authority to the charged party(ies). The letter from the hearing authority shall consist of:
 - 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 for Academic and Student Affairs or the Student Affairs Committee committed a procedural error in hearing the case, which significantly prejudiced the findings; or,

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

- B. An appeal to the Dean of the Campus must be made in writing within five (5) University business days of receipt of the original written decision. A decision is assumed to be received three (3) University business days from the date of mailing. On appeal, the Dean or designee shall review the appeal.
- C. After review, the Dean or designee may either:
 - a. Affirm the finding(s) of the hearing authority, in which case the decision is final; or
 - b. Remand the case to the original hearing authority, in which case the decision is final; or
 - c. Remand the case to the hearing authority for further proceedings with directives to attend to procedural errors or new evidence.
- D. In extraordinary circumstances, the Dean or designee may direct a new hearing before the Associate Dean for Academic and Student Affairs or the Student Affairs Committee. All deadlines expressed in any section are subject to change if exigent circumstances exist.
- E. The Dean or designee shall send written notification regarding the appeal to the appealing party within fifteen (15) University business days of receiving the appeal, barring special circumstances requiring an extension of this time limit. A copy of the decision will be sent to the Associate Dean for Academic and Student Affairs and to the Student Affairs Committee.
- F. Decisions of the Dean may be appealed in writing within five (5) University business days to the Chancellor of Palmetto College. The decision of the Chancellor in all appellate matters is the final decision for the University. However, the President of the University has the discretionary authority to review decisions at the Chancellor level or below, and the Board of Trustees has the discretionary authority to review decisions of the President.

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

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

Requests shall be made in a written statement that includes the facts of the case, the type of hearing and appeal, and the reasons justifying extraordinary review.

Such requests must be filed in the Office of the President within five (5) University business days of the receipt of the appeal decision.

If a review is granted, the reviewing authority will determine appropriate procedures. New evidence will not normally be considered.

Student Responsibility

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

Faculty Responsibility

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

4.3 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.
9. Any conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic course, internship, or program.

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

A. Formal Procedure

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

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

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

Rules Governing Formal Hearings

1. When a student chooses an option of a formal administrative hearing, or when case is referred to a hearing, the Office of Academic and Student Affairs shall set a date and place for a hearing and notify those charged, the Student Affairs Committee, and relevant participants as to the scheduling of the hearing.
2. The Associate Dean for Academic and Student Affairs will provide the accusing party and the charged party with the names of the Student Affairs Committee members. Each party will have the right to exclude any member of the Committee in the event of a conflict of interest. In such cases, the Associate Dean of Academic and Student Affairs will appoint an alternate member. In such cases, the alternate member will serve for the duration of the hearing.
3. The Student Affairs Committee is charged with hearing and reviewing cases involving USC Union students charged with violations of the Code of Student/Faculty Academic Integrity & Responsibility and will recommend sanctions based on USC and USC Union policies and procedures.
4. Hearings shall be considered closed and confidential. All statements, information, or comments given during hearings shall be held in strictest confidence by Committee members, University staff, witnesses, advisors, and observers before, during, and after deliberation in keeping with relevant law and policy. Video, audio, stenographic, or photographic recording of hearing proceedings are prohibited, except as authorized by University policy.
5. If any material facts are in dispute, testimony of witnesses and other evidence shall be heard. Each party is responsible for securing the presence and participation of witnesses relevant to its case.

6. A party charged with a violation is responsible for presenting his/her own case. Advisors are not permitted to speak or to participate directly in any hearing.
7. Prior to the first convening of the hearing, the Student Affairs Committee will select one member to serve as Chair for the hearing. Any member of the hearing Committee may require the Committee to go into private session to discuss and decide a matter by majority vote. The Chair can recess the hearing at any time.
8. The party(ies) charged with a violation(s) and the Student Affairs Committee members shall have the right, within reasonable time limits set by the Chair, to present questions for witnesses who testify orally. The Chair may require that questions by the charged party(ies) be addressed to Committee members who can ask these questions of the witnesses.
9. All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. Witnesses (except for the charged party or parties) shall be present during a hearing only during the time they are testifying.
10. If the charged student chooses not to attend the formal hearing, that student may be considered as having waived his/her right to represent themselves in the hearing, and the Committee may proceed with the hearing and reach decisions and impose sanctions without the student's participation.
11. An audio recording of the hearing shall be kept by the Office of Academic and Student Affairs until any appeal has been concluded, or ninety (90) days from the date of the hearing, whichever is longer. No typed record shall be required. The charged party(ies) and advisor shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Academic and Student Affairs. The charged student or student organization representative may request a duplicate copy of the recording at his/her/its own expense within a period of ninety (90) days from the date of the hearing.

Deliberation and Decisions of the Committee

1. After hearing the evidence, the Committee may choose to continue the hearing at a later date if additional evidence or witnesses are needed.
2. After all information has been presented and the charged party has made a final statement, the Committee shall meet in private to discuss the case, reach its decision, and if appropriate, recommend a sanction.
3. The Committee must render its decision within six hours of actual deliberation time, which may be spread over a period of one week, unless additional time is approved unanimously by the Committee.

4. Decisions must be by majority vote, with the Chair voting only in the event of a tie. If the student(s) is(are) found guilty of violating the Code of Faculty/Student Academic Integrity & Responsibility, the Committee may request any information concerning any past disciplinary record(s) of the student(s) in determining an appropriate sanction(s). The decision will result in a “hung” committee if no majority vote for either principal may be obtained within the time limits outlined above.
5. Within three days of reaching its decision, the hearing Chair will submit its written decision (and, if appropriate, recommendations for sanction) to the Associate Dean for Academic and Student Affairs.
6. Within 24 hours of receiving the Committee’s decision and recommendations, the Associate Dean for Academic and Student Affairs will send a written notification of the Committee’s decision to both principals and sanctions to the Dean of the Campus. The notice will include relevant information regarding the right to appeal and appeal procedures.

Recommendations for Sanctions

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

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

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

Educational Sanctions – Educational sanctions can include:

- 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 Student Affairs Committee.

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

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

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

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

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

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

Appeals – Office of the Dean

1. Decisions of the Associate Dean for Academic and Student Affairs or designee, or from a formal University Hearing, may be appealed to the Dean of the Campus by a student found guilty of violating the Code. The reasons for an appeal are limited to the following: The Associate Dean or Student Affairs Committee committed a procedural error in hearing the case which significantly prejudiced the findings; or, New evidence, which could not have been available at the time of the hearing, and which is material to the outcome of the case, is available.
2. An appeal to the Dean of the Campus must be made in writing within five (5) University business days of receipt of the original written decision. A decision is assumed to be received three (3) University business days

from the date of mailing. On appeal the Dean or designee shall review the appeal.

3. After review, the Dean or designee may either: affirm the finding(s) of the original hearing authority, in which case the decision is final; or remand the case to the original hearing authority, in which case the decision is final; or may remand the case to the original hearing authority for further proceedings with directives to attend to procedural errors or new evidence.
4. In extraordinary circumstances, the Dean or designee may direct a new hearing before the Associate Dean or the Student Affairs Committee. All deadlines expressed in any section are subject to change if exigent circumstances exist.
5. The Dean or designee shall send written notification of the decision regarding the appeal to the appealing party within fifteen (15) University business days of receiving the appeal barring special circumstances requiring an extension of this time limit. A copy of the decision will be sent to the original hearing authority.
6. Decisions of the Dean may be appealed in writing within five (5) University business days to the Chancellor for Palmetto College. The decision of the Chancellor in all appellate matters is the final decision for the University. However, the President of the University has the discretionary authority to review decisions at the Chancellor level or below, and the Board of Trustees has the discretionary authority to review decisions of the President. Such review of disciplinary decisions will take place only in extraordinary cases, such as where serious procedural issues seem to have occurred or where the decision appears to be in direct violation of University policy.

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.

4.4 Grievance Policy

Preface

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

Purpose

The primary objective of the grievance procedure is to ensure that concerns are promptly dealt with and that resolutions are reached in a fair and just manner. Each student must be given an adequate opportunity to bring complaints and problems to the University administration with assurance that each will be given fair treatment.

Definition

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

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

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

Procedure

Initiating a grievance.

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

First appeal.

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

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

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

Appeal to the Student Affairs Committee

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

- 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 the written request of either party. The request shall state why the postponement should be granted.

Conduct of the Hearing

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

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

A tape recording shall be made of the proceedings.

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

Hearings shall be conducted informally. The taking of statements from the parties to the grievance (and from witnesses, if any) may be done by discussion format, though each individual appearing before the committee may be subject to cross-examination.

Witnesses shall be present only during the time they are testifying. The major parties involved in the grievance shall be required to attend all hearings of the committee.

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

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

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

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

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

The Grievance Committee

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

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

4.5 Drug, Alcohol, and Tobacco Awareness and Policies

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/tobaccofreeusc.

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/erdscln.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.

The campus adheres to the USC Human Resources policy on alcohol and drug use. Policies are distributed to all employees, including student employees via notification of the availability of this document.

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

Union

Healthy U Behavioral Health Services
201 South Herndon Street
Union, SC 29379
Phone: (864)429-1656
Email: ccrosby@hubhs.org
<https://unionhubhs.org/programs/>

Laurens

GateWay Counseling Center
219 Human Services Road
Clinton, SC 29325
Phone: (864) 833-6500
Email: info@gatewaycounseling.org
<https://gatewaycounseling.org/>

Clear Skye Treatment Center
1035 Medical Ridge Road
Clinton, SC 29325
Phone: 864-547-2089
Email: director@clearskyetreatmentcenters.com

A behavioral intervention team is in place to address any student behavioral issue. Faculty, staff, and students are provided information regarding procedures of the team.

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.

4.6 Anti-Discrimination & 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 based on sex is encouraged to contact Dr. Majdouline Aziz, the USC Union Title IX Coordinator. Her office is in the Rippy Science and Nursing Building, room 206A, and she may be contacted via telephone at 864-424-8046. Students may also contact Tony Gregory, Campus Health and Safety/Security Director, if they would like assistance reporting the incident to local law enforcement. His office is in the Founders House, and he may be contacted via telephone at 864-424-8000.

4.7 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.

5. Campus Safety

5.1 Parking Regulations

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

Fines for Violations

- Parking Permit Violation: \$20.00
- Handicapped Parking Violation: \$50.00
- Union Public Safety Fine: \$1,000.00
- Miscellaneous Parking Violations: \$20.00

Examples include parking in RESERVED or DESIGNATED spaces, occupying multiple spaces, blocking driveways or access areas, and littering.

Parking Policies

1. Parking Decals - All students, faculty, and staff are required to display a valid parking decal on their vehicles.
2. Parking Fee - The security parking fee is \$40.00 per semester for fall and spring, and \$10.00 for the summer.
3. Fine Payment Deadline - Students must pay all fines within 30 days of issuance. Failure to pay within this timeframe will result in a HOLD being placed on the student's account.
4. Registration Restrictions - Students with unpaid fines will not be permitted to register at any USC campus until all fines are paid in full.
5. Transcript Holds - Student academic records will not be released by the Registrar's Office until all outstanding fines are cleared.
6. Appeals Process - Questions about fines should be directed to the Campus Health, Safety & Security Director. Appeals must be submitted within five (5) days of the violation.
7. Use of Fine Revenue - Revenue from fines is deposited into the University's Security & Parking account to support safety and security services.
8. Additional Parking Permits - Students may purchase additional parking permits for \$3.00 each. All permits are valid from August 15 through August 15 of the following year.
9. Permit Requirement - All vehicles must display a valid parking permit to park in any USC Union parking lot.

10. Jurisdiction - The City of Union Public Safety Department maintains jurisdiction over all USC Union property.
11. Traffic Accident Investigation - The City of Union Public Safety Department will investigate all traffic accidents on campus, with support from Campus Security.

5.2 Campus Safety and Security

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

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

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

Protect your logins and passwords. Never share with anyone.

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

Use good judgement and common sense while on campus.

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

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

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

Access to police assistance is available by calling 911. When an accident, incident or other emergency occurs on campus the procedures and facilities for students and others to report them are as follows:

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

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

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

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

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

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

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

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

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

All freshmen and new students are informed of security procedures and practices during freshman orientation and are encouraged to be responsible for their own security and the security of others. Students are provided online access to the USC Union Student

Handbook that describes the proper conduct for the campus. Those individuals who refuse to conduct themselves in a manner consistent with those statements may be subject to criminal and/or civil proceedings, as well as stated University sanctions described in the handbook. Students are also informed in University 101 classes.

No off-campus student organizations are recognized by the institution. USC Union does not authorize off-campus activities by student organizations, unless approved by the Campus Dean and the Student Life Coordinator. All on or off campus activities are supervised and monitored by campus officials and local law enforcement is utilized for certain campus activities.

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

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

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

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

- (I) The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and
- (II) Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

Upon notification by the alleged victim that a sexual assault has occurred, the University will begin disciplinary proceedings for violation of the student discipline code for the offense of sexual misconduct. The disciplinary procedures outlined in the USC Union Student Handbook shall govern. The accuser and the accused are entitled to the same

opportunities to have others present during the campus disciplinary proceedings. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought forth alleging a sexual assault.

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

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

It is appropriate for university officials to notify students of options for, and available assistance in, changing academic situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available. Every possible arrangement will be made to ensure the safety and functional capacity of the victim in such situations.

5.3 Campus Safety and Security Communication

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.).

Register for Carolina Alert:

Once you complete your registration, you'll receive notifications about active emergency alerts.

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

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, Carolina Alert, Facebook, Instagram, or X.

6. Glossary of College Terminology

6.1 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 USCS 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:

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

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 USCU, 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 USCU 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).