



CHARLESTON  
SOUTHERN  
UNIVERSITY

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# STUDENT HANDBOOK

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*Updated February 19, 2018*

INTEGRATING FAITH IN LEARNING, LEADING AND SERVING

# TABLE OF CONTENTS

## Contents

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>ADMINISTRATION</b> .....	<b>7</b>
President .....	7
Executive Vice President .....	7
Vice President for Academic Affairs .....	7
Vice President for Business Affairs .....	7
Associate Vice President for Business Affairs .....	7
Vice President for Enrollment Management .....	7
Vice President for Advancement .....	7
Executive Director for Development .....	7
Executive Director for External Relations .....	7
Dean of Students .....	7
Executive Director for Enrollment Services .....	7
<b>BOARD OF TRUSTEES</b> .....	<b>8</b>
ACADEMIC AFFAIRS .....	8
DEVELOPMENT .....	8
FINANCE & FACILITIES .....	8
INVESTMENTS .....	8
STUDENT AFFAIRS/ATHLETICS .....	8
ENROLLMENT .....	8
<b>GUIDING PRINCIPLES</b> .....	<b>9</b>
BIBLICAL CORE VALUES .....	9
BIBLICAL DESIGN FOR HUMAN SEXUALITY .....	9
<b>STRATEGIC GOALS</b> .....	<b>10</b>
<b>ACADEMIC INFORMATION</b> .....	<b>10</b>
ACADEMIC INTEGRITY .....	10
HONOR PLEDGE .....	10
ACADEMIC DISHONESTY DEFINITIONS .....	10
PROCEDURE .....	11
Minimum Sanction for Academic Dishonesty .....	11
Appeals .....	11
WITHDRAWAL .....	12
Withdrawal by Request of the Student .....	12
Withdrawal by Request of the University .....	12
<b>SATISFACTORY ACADEMIC PROGRESS (SAP), ACADEMIC PROBATION, SUSPENSION &amp; EXPULSION</b> .....	<b>13</b>
Probation .....	13
Suspension .....	13
Expulsion .....	13
<b>REGISTRAR'S OFFICE</b> .....	<b>14</b>
CLASS CANCELLATION AND WITHDRAWALS .....	14
Class Cancellation .....	14
Withdrawal from a Course .....	14
GRADES .....	14
Final Grades .....	14
Supplementary grade codes (not considered academic grades) .....	14
Grading Scale .....	14
Midterm Grades .....	14
Incomplete Grade .....	15
Grade Changes/Appeals .....	15
Appealing a Final Course Grade .....	15
REPEATING A COURSE .....	16
TRANSCRIPT FEE .....	16
GRADUATION INFORMATION AND REQUIREMENTS .....	16
Applications for Graduation and Degree Checks .....	16
COMMENCEMENT AWARDS .....	16
The John Barry Christian Scholar Award .....	16
The Myrtle K. Hamrick Award .....	16
The Hunter Cup .....	16
GRADUATION WITH HONORS .....	16
BACHELOR DEGREE REQUIREMENTS .....	17
Residency Requirements .....	17
Chapel Requirements .....	17
<b>BUC CARD TERMS AND CONDITIONS</b> .....	<b>18</b>
<b>CAMPUS BOOKSTORE</b> .....	<b>20</b>
<b>TECHNOLOGY SERVICES</b> .....	<b>20</b>
Blackboard .....	20

Email .....	20
Computer Labs .....	20
Printing.....	20
Student Technology Work Orders .....	20
Telephones.....	20
<b>RESIDENCE LIFE .....</b>	<b>21</b>
RESIDENCE HALLS .....	21
All Residence Halls are Single-Gender .....	21
Russell West (Men and Women) .....	21
Russell East (Women) .....	21
Women’s North and Women’s South (Women).....	21
The Quads (Men) .....	21
Banking Services.....	21
Resident Assistant (RA) .....	21
Community Leaders.....	21
Residence Life Coordinator (RLC).....	21
Room Design.....	22
Blinds.....	22
Air-Conditioning/Heating.....	22
Cable TV.....	22
Custodial Staff.....	22
Student Health .....	22
Immunization Forms.....	22
Insurance, Personal Property .....	22
Items Not Permissible in CSU’s Residence Halls .....	22
Laundry.....	22
Lounges.....	23
Maintenance Requests .....	23
Student Technology .....	23
Mail .....	23
Refrigerators .....	23
<b>RESIDENCE HALL POLICIES AND PROCEDURES .....</b>	<b>23</b>
HOUSING POLICY .....	24
ROOM REGISTRATION.....	24
ROOM ASSIGNMENTS .....	24
ROOM CHANGE POLICY .....	24
ADA HOUSING POLICY.....	25
RESIDENCE HALL CHECK IN/CHECK OUT .....	25
Early Arrival Policy.....	25
Extended Stay Policy.....	25
ROOM SEARCH AND SEIZURE .....	26
ROOM HEALTH AND WELLNESS INSPECTION .....	26
BED BUG POLICY .....	26
CLOSURE POLICY .....	26
COOKING POLICY .....	26
CRISIS INTERVENTION.....	26
DAMAGE POLICY .....	27
FURNITURE POLICY .....	27
Bed Risers.....	27
INSECTS AND PESTS POLICY .....	27
KEY POLICY .....	27
SUMMER HOUSING.....	28
VISITATION POLICY .....	28
OPEN HOUSE POLICY.....	28
PET POLICY .....	29
PREGNANCY POLICY .....	29
QUIET HOURS.....	29
ROOM DEPOSIT REFUND POLICY.....	29
WITHDRAWAL FROM CAMPUS HOUSING .....	29
<b>CAMPUS MINISTRIES .....</b>	<b>30</b>
Baptist Collegiate Ministries .....	30
D-Groups .....	30
Ministry Teams .....	30
Fellowship of Christian Athletes.....	30
Mission Trip .....	30
Church Services.....	30
<b>CAMPUS SECURITY .....</b>	<b>31</b>
CAMPUS SECURITY PRECAUTIONS .....	31
BUC ALERT EMERGENCY INFORMATION SYSTEM.....	31
Emergency Phone Locations on Campus .....	31
TIMELY WARNING.....	32

ESCORT POLICY .....	32
DISCLOSURE OF CAMPUS CRIME .....	32
BICYCLES, SKATEBOARDS, AND ROLLER BLADES POLICY .....	32
EARTHQUAKE PROCEDURE .....	32
HURRICANES .....	32
FIRE PREVENTION/SAFETY .....	32
FIREARMS AND EXPLOSIVES .....	32
FIRST AID.....	33
LOST AND FOUND.....	33
ROOFS/LEDGES .....	33
SOLICITATION.....	33
TOBACCO-FREE POLICY .....	33
<b>THE CAREER CENTER .....</b>	<b>33</b>
Mission.....	33
Services.....	33
<b>CIVIC ENGAGEMENT .....</b>	<b>34</b>
Located in the Career Center.....	34
Mission.....	34
Services.....	34
<b>DIVERSITY PROGRAMS .....</b>	<b>34</b>
Mission.....	34
Services.....	34
<b>COUNSELING SERVICES .....</b>	<b>34</b>
<b>DINING SERVICES .....</b>	<b>35</b>
Commuter Meal Plans .....	35
Resident Meal Plans.....	35
Declining Balance.....	35
<b>HEALTH INFORMATION .....</b>	<b>35</b>
First Aid.....	35
Health Insurance.....	35
Health Services and Immunizations.....	36
<b>STUDENT INVOLVEMENT .....</b>	<b>36</b>
ATHLETICS.....	36
STUDENT GOVERNMENT ASSOCIATION .....	36
CLUBS AND ORGANIZATIONS .....	36
Academic Clubs and Organizations.....	36
Service Clubs and Organizations.....	36
Academic Honor Societies .....	36
CLUB AND ORGANIZATION POLICIES .....	37
Contracts.....	37
Responsibilities of Club Officers.....	38
Initiations.....	38
Pledge Activities .....	38
Hazing.....	38
Penalties.....	38
Organization Reports .....	39
Policies.....	39
Chartering Procedure.....	39
Speakers.....	40
Student Assessment .....	40
Student Employment.....	40
<b>CAMPUS RECREATION .....</b>	<b>40</b>
Brewer Center.....	40
Patsy A. Morley Pool.....	41
Buc Park.....	41
Intramural Sports.....	41
<b>FINANCIAL INFORMATION .....</b>	<b>41</b>
Payment of Accounts .....	41
Billing .....	41
Refunds.....	41
Refund Checks Issued in Error.....	41
Check Cashing.....	41
<b>COLLEGE POLICIES &amp; PROCEDURES .....</b>	<b>42</b>
AIDS POLICY FOR STUDENTS .....	42
VEHICLE REGULATIONS .....	42
CHAPEL .....	42
Chapel Requirements.....	42
COMPLAINT POLICY .....	43
STUDENT CODE OF CONDUCT.....	43
The CSU Oath .....	43
Expectations .....	43

Reporting .....	44
DRESS CODE POLICY .....	44
COMMITTEE FOR DISCIPLINE .....	44
DISCIPLINARY OFFENSES .....	44
STUDENT CODE OF CONDUCT - DISCIPLINARY PROCEDURES .....	46
STUDENT CODE OF CONDUCT - DISCIPLINARY APPEALS .....	47
STUDENT CODE OF CONDUCT – NONAPPEALABLE DISCIPLINARY OFFENSES .....	47
STUDENT RIGHTS .....	48
SANCTIONS .....	48
DISCIPLINARY PROBATION .....	48
NOTIFICATION OF PARENT .....	48
DRUG POLICY .....	48
Zero Tolerance .....	48
Drug Testing .....	49
ALCOHOL POLICY .....	49
Minimum Sanctions .....	49
Alcohol - First Offense .....	49
Alcohol - Second Offense .....	49
Alcohol - Third Offense .....	49
SEEKING HELP FOR DRUG AND ALCOHOL ABUSE .....	49
Safe Harbor .....	49
Seeking Help and Behavioral Accountability .....	50
Substance Abuse Counseling .....	50
CRIMINAL SANCTIONS FOR DRUG AND ALCOHOL OFFENSES .....	50
The City of North Charleston prohibits the following acts and prescribes the corresponding penalties: .....	50
The State of South Carolina prohibits the following acts and prescribes the corresponding penalties: .....	50
Federal law prohibits the following acts and prescribes the corresponding penalties: .....	51
VISITATION POLICY .....	51
First Offense .....	51
Second Offense .....	51
DISGUISES/MASKS .....	51
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) .....	51
Annual Notification .....	51
Notice of Designation of Directory Information .....	52
FIREARMS AND EXPLOSIVES .....	53
SEXUAL HARASSMENT .....	53
Title IX, Campus SaVE Act and VAWA .....	53
If you observe any sexual activity involving a minor on campus, you are instructed to contact law enforcement immediately (North Charleston Police Department – 843-740-2800 or 843-554-5700) .....	54
Rape .....	54
Mediation will never be used to resolve sexual assault complaints .....	54
Minimum Sanctions .....	55
Consensual Sexual Activity on Campus .....	55
Consensual Sexual Activity off Campus .....	55
Nonconsensual Sexual Contact .....	55
Nonconsensual Sexual Intercourse .....	55
Sexual Exploitation .....	56
Students under Investigation .....	56
Truthful Reporting .....	56
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA) .....	56
Immediate Interim Suspension .....	56
INVOLUNTARY ADMINISTRATIVE WITHDRAWAL (NONJUDICIAL) .....	57
Procedure for Readmission to the University Following Suspension Or Involuntary Withdrawal .....	57
Protocol for Addressing Threat of Harm to Self .....	57
SOCIAL MEDIA POLICY .....	57
STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT .....	57
STUDENT ADA/SECTION 504 GRIEVANCE PROCEDURE .....	58
ADA Policy .....	58
Applicability .....	58
Compliance Officers .....	58
Informal Resolution .....	58
Formal Complaint .....	58
Urgent Matters .....	59
Remedies .....	59
Appeal .....	59
OCR Complaint .....	60
Retaliation .....	60
Confidentiality .....	60

# WELCOME TO CSU!

Dear Buccaneer,

Greetings and welcome! We are delighted that you have chosen to further your education at Charleston Southern University. Our mission is to provide an excellent liberal arts education in a Christian environment. We strive to weave academic excellence and spiritual values into every facet of campus life.

At CSU, you are much more than just a number. You are now part of the CSU family. Our faculty and staff pledge to do all we can to assure your success. We applaud your decision to pursue your educational goals. Please feel free to call on us for guidance and assistance. We'll do all we can to help you make the most of your university experience.

A handwritten signature in black ink that reads "Jairy C. Hunter Jr." The signature is written in a cursive style with a large initial 'J' and a distinct 'C' before the last name.

Dr. Jairy C. Hunter Jr.  
President

# ADMINISTRATION

## **President**

Dr. Jairy C. Hunter Jr.

## **Executive Vice President**

Dr. Michael Bryant

## **Vice President for Academic Affairs**

Dr. Jacqueline Fish

## **Vice President for Business Affairs**

Mr. Luke Blackmon

## **Associate Vice President for Business Affairs**

Mrs. Jan Mims

## **Vice President for Enrollment Management**

Dr. George Metz

## **Vice President for Advancement**

Mr. David Baggs

## **Executive Director for Development**

Mr. Bill Ward

## **Executive Director for External Relations**

Ms. Cady Nell West

## **Dean of Students**

Rev. Clark Carter

## **Executive Director for Enrollment Services**

Mr. Jim Rhoton

# BOARD OF TRUSTEES

**Chairman:** Dr. Jerry Williams, 2018

**Vice Chairman:** Mr. Bill Carpenter, 2018

**Secretary:** Mr. Randy Eller, 2019

## ACADEMIC AFFAIRS

Dr. Judy Kneece Hetz, Chair, 2016

Dr. Joe Wren, 2017

Mr. Michael Roberts, 2017

Dr. Jackie Fish

## DEVELOPMENT

Dr. Wendell Estep, 2018

Mr. Troy Herndon, 2020

Mrs. Kathy Weiss, 2019

Mr. Scott Woods, Chair, 2020

Mr. Bill Ward

Mr. David Baggs

## FINANCE & FACILITIES

Mr. Kevin Chafin , 2017

Mr. Michael Williams, 2017

Mr. Chris Niebuhr, Chair, 2019

Mr. Dusty Rhodes, 2019

Mr. Brice Richardson, 2020

Mr. Luke Blackmon

## INVESTMENTS

Mr. Frank Bullard, 2016

Mr. Earl Wheeler, Chair, 2016

Mr. Fred Yohe, 2018

Mrs. Jan Mims

## STUDENT AFFAIRS/ATHLETICS

Dr. Sonny Holmes, 2016

Mr. Dean Murphy, III, Chair, 2017

Dr. Tim Spurling, 2020 \*

Rev. Clark Carter

Mr. Hank Small

## ENROLLMENT

Mr. Johnny Caruso, 2019

Mrs. Jane Warren, 2018

Mr. Matt Provost, Chair, 2016

Mr. Ken Evans, 2016

Mr. Jim Rhoton

Dr. George Metz



# GUIDING PRINCIPLES

**Founding Principle:** Matthew 28:19-20

“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen.”

**Mission:** Promoting Academic Excellence in a Christian Environment

**Vision:** To be a Christian university nationally recognized for integrating faith in learning, leading and serving

## BIBLICAL CORE VALUES

**Scripture:** 2 Timothy 3:16, “All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness.” The Bible is the inerrant and infallible record of God’s revelation to humanity, and it is the only sufficient source of appeal on matters relating to the Christian faith.

**God:** Genesis 1:1, “In the beginning, God created the heavens and the earth.” John 1:3 “All things were made by him; and without him was not anything made that was made.” There is one and only one living and true God. The historical account of Genesis decrees that He is the personal and direct Creator of all that exists, including the first human beings Adam and Eve. To Him we owe the highest love, reverence, and obedience.

**Jesus Christ:** John 14:6, “Jesus said unto them, I am the way, the truth, and the life: no man cometh unto the Father but by me.” God made provision through Christ for the redemption of sinful humanity by His substitutionary atonement on the cross, and He alone is sufficient as Savior.

**Salvation:** John 3:16, “For God so loved the world that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life.” Salvation involves God’s gracious redemption of individuals and is offered freely to all who accept Jesus Christ as personal Lord and Savior by repentance and faith.

**Life of the Believer:** Romans 12:2, “And do not be conformed to this world, but be ye transformed by the renewing of your mind, that ye may prove what is that good and acceptable and perfect will of God.” Christians are to be consistent with Scripture in their character and conduct.

**Evangelism and Missions:** Acts 1:8, “But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judea, and in Samaria, and unto the uttermost part of the earth.” It is the privilege and duty of every Christian to share the gospel of Christ personally and by all other methods in harmony with the gospel.

## BIBLICAL DESIGN FOR HUMAN SEXUALITY

We believe that all people should be treated with dignity, grace, and holy love, whatever their sexual beliefs. Sexuality is one of the ways by which the marriage covenant between a husband and a wife is sealed and expressed. Marriage is God’s unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage in the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. It is important to note that Christian teaching on marriage and sexuality is in the narrative of all Scripture – from Genesis to Revelation. Marriage, gender and sexuality are not just appendages tacked onto Scripture, but are icons of the gospel and human flourishing (Matthew 19:4-6; Ephesians 5:22-33; Hebrews 13:4).

Sex misses its purpose when treated as an end in itself or when cheapened by using another person to satisfy pornographic and sinful sexual interests. We view all forms of sexual intimacy that occur outside the covenant of heterosexual marriage, even when consensual, as distortions of the holiness and beauty God intended for it. Furthermore, gender is determined by biological sex rather than self-perception. The promotion of transgenderism fails to uphold the university’s core values

# STRATEGIC GOALS

**Faith Integration:** Strengthen the Culture of the University by Making Biblical Faith a Priority

**Academic Excellence:** Assure Excellence in Academic Programs to Maximize Student Learning

**Student Engagement & Success:** Increase Student Satisfaction, Retention, Graduation Rates and Employment Opportunities

**Regional, National & International Reputation:** Promote Academic and Student Success Regionally, Nationally and Internationally

**Faculty, Staff & Coaches Development:** Provide for the Personal and Professional Development of Faculty, Staff and Coaches

**Enrollment:** Grow Enrollment by Expanding Academic Programs and Employing a Variety of Delivery Methods

**Athletics:** Improve the Competitive Status of CSU's Division I Athletic Program

**Resource Development:** Generate Sufficient Financial Resources to Accomplish the University's Goals and Objectives

**Financial Stewardship:** Maximize the University's Financial, Technological and Physical Resources

## ACADEMIC INFORMATION

### ACADEMIC INTEGRITY

As a liberal arts university committed to the Christian faith, CSU seeks to develop ethical men and women of disciplined, creative minds and lives that focus on leadership, service and learning. The Honor System of CSU is designed to provide an academic community of trust in which students can enjoy the opportunity to grow both intellectually and personally. For these purposes, the following rules and guidelines will be applied.

### HONOR PLEDGE

All CSU students are bound by the Honor Pledge, Article VII of the Student Government Association. The Honor Pledge is as follows:

"I do hereby pledge to uphold the honor of Charleston Southern University by refraining from giving or receiving academic material in a manner not authorized by the instructor, from illegally appropriating the property of others and from the deliberate falsification of facts. I shall do all in my power at all times to create a spirit of honesty and honor for its own sake, both by upholding the Honor System and by helping others to do so. I understand the Honor System and realize that a plea of ignorance will not be accepted."

### ACADEMIC DISHONESTY DEFINITIONS

**Academic Dishonesty** is the transfer, receipt, or use of academic information, or the attempted transfer, receipt or use of academic information in a manner not authorized by the instructor or by university rules. It includes, but is not limited to, cheating and plagiarism as well as aiding or encouraging another to commit academic dishonesty.

**Cheating** is defined as wrongfully giving, taking or presenting any information or material borrowed from another source - including the internet - by a student with the intent of aiding himself or another on academic work. This includes, but is not limited to, a test, examination, presentation, experiment or any written assignment, which is considered in any way in the determination of the final grade.

**Plagiarism** is the taking or attempted taking of an idea, writing, a graphic, music composition, art or datum of another without giving proper credit and presenting or attempting to present it as one's own. It is also taking written materials of one's own that have been used for a previous course assignment and using it without reference to it in its original form.

Students are encouraged to ask their instructor(s) for clarification regarding their academic dishonesty standards. Instructors are encouraged to include academic dishonesty/integrity standards on their course syllabus.

## PROCEDURE

- It is the responsibility of an instructor to certify that academic assignments are independently mastered sufficiently to merit course credit. The responsibility of the student is to master independently academic assignments, refrain from acts of academic dishonesty, and refuse to aid or tolerate the academic dishonesty of others.
- If an instructor determines that the student is guilty of academic dishonesty, the instructor informs the student either in person or by email. In the event the instructor cannot reach the student, such as when the student has gone home at the end of a semester, the instructor may choose to assign a grade of “I” (Incomplete) until the matter of academic dishonesty can be discussed. The instructor then completes the Academic Violation Form, which should include evidence and other necessary documentation. The instructor will determine the appropriate penalty: either to assign a grade of zero on the assignment in question or a grade of “F” for the course. The student will designate whether he/she accepts the penalty for the violation of the dishonesty policy or wishes to appeal the instructor’s decision. If a student elects to appeal, the “appeal due date” line will be completed on the Academic Violation Form by the Registrar’s office upon receiving the form. See the Appeals section below for more information regarding the appeals process.
- Upon completion, the instructor will forward the Academic Violation Form to the Registrar’s office for placement in the student’s academic records. The Registrar will forward copies of the Academic Violation Form to the student, the faculty member, department chair, academic dean, Dean of Students, provost or VPAA, and president. Not appealing when the form is first completed or by the appeal due date will be taken as an admission of guilt, except under compelling circumstances to be determined at the sole discretion of the provost or VPAA.
- If upon receipt of the Academic Violation Form the Registrar determines this is the second offense committed by the student, then a grade of FD (Failure Due to Academic Dishonesty) will be assigned by the Registrar for the course regardless of the penalty specified on the Academic Violation Form. Assigning the FD is to be done by the Registrar when the second Academic Violation Form is placed in the student’s record, and the Registrar will notify all parties in writing. The student is then permanently barred from membership in any honorary society and is permanently ineligible for any CSU honor list. The student may petition the Academic Integrity Appeals Committee to have the dishonesty notation removed from the transcript after one year or upon graduating from the university if no additional dishonesty offenses occur and the student satisfactorily completes the Academic Integrity Program as approved by the Faculty Senate. The grade of F remains on the transcript. Upon receipt by the Registrar of a third offense, the Registrar will assign the grade of FD and then notify all parties. After all appeals are exhausted, if the third offense still stands, then the student will be permanently expelled from the university. The notice of expulsion will be forwarded to the student, department chair, appropriate academic dean, Dean of Students, provost or VPAA, and president. A copy of the final report with the three offenses will become a part of the student’s permanent record. The university reserves the right to expel the student after a first or second offense, depending on the circumstances and at the sole discretion of the provost or VPAA.

### Minimum Sanction for Academic Dishonesty

- First Offense: Disciplinary probation (one full semester or four months). For all students, the convicted person will not be able to represent CSU as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to two-tenths (20 percent) of the semester’s scheduled events. For athletes, this means the convicted person will not be able to represent CSU on the field of play for a term equal to two-tenths (20 percent) of the season’s schedule. This suspension will be in effect for consecutive games, meets, matches or tournaments.
- Second Offense: Disciplinary probation of at least one academic year. \*For all students, this means the convicted person will not be able to represent CSU as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one-half (50 percent) of the semester’s schedule of events. This suspension will be in effect for consecutive events. For athletes, this means the convicted person will not be allowed to represent CSU on the field of play for a term equal to one-half (50 percent) of the season’s schedule. This suspension will be in effect for consecutive games, meets, matches, or tournaments.
- Third Offense: The student will be permanently expelled from the university.

### Appeals

- The student who wishes to appeal an academic violation charge should submit his or her appeal in writing by mail or email to the Registrar’s office by the appeal due date indicated on the Academic Violation Form, which is normally within 10 regularly scheduled class days after the received date of the Academic Violation Form by the Registrar. This statement should contain the reasons for which the student is appealing the instructor’s decision. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within 10 regularly scheduled class days of receiving the written appeal, the department chair will notify in writing the instructor, the student, and the Registrar of the chair’s decision. If the department chair is also the instructor who files the Academic Violation Form, then the student must appeal to the appropriate academic dean.
- When, in the opinion of the department chair or dean, the student fails to show reasonable cause for further investigation, the chair or dean may deny the appeal. When, in the opinion of the department chair or dean, a student’s appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the chair or dean will meet with the faculty

member and with the student and render a decision within 10 regularly scheduled class days of the receipt of the appeal. If the decision favors granting the student's appeal, the department chair or dean will request that the Registrar remove the Academic Violation Form from the student's record. The chair or dean will notify both the student and the instructor of this action. If the student appeal is received during Maymester, Summer I, Summer II or during final exam week of the Fall or Spring semesters and if the instructor, department chair, or dean is not available during that time, all of the foregoing time requirements begin to run with the first day of class in the next major term (Fall or Spring semesters). In extreme or unusual circumstances regarding the timeliness of the appeals process, the provost or VPAA will make the final determination.

- Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Academic Integrity Appeals Committee in writing within 10 regularly scheduled class days of receiving the response from the department chair. The appeal should be turned into the Registrar's office. Upon receipt of the appeal, the Academic Integrity Appeals Committee will review the matter and issue a decision within 15 regularly scheduled class days. If the appeal to the Academic Integrity Appeals committee is submitted during Maymester, Summer I, Summer II or during final exam week of the fall or spring semesters, and if members of the Committee are unavailable, the due date for a decision shall be within 15 days from the beginning of the next major semester (fall or spring). The Academic Integrity Appeals Committee has the authority to deny the appeal, reduce the penalties in the event of extenuating circumstances, or direct the Registrar to remove the record of the Academic Violation Form from the student's permanent record. The results of the Academic Integrity Appeals Committee are final.
- All results from the proceedings of the Academic Integrity Appeals Committee should be reported to the appropriate academic dean, Dean of Students, provost or VPAA and president as information.
- The Academic Integrity Appeals Committee will be composed of five members: three faculty and two students. Faculty members must be full-time faculty and are elected by the general faculty: one from the College of Humanities and Social Sciences, one from the College of Science and Mathematics and one from the Professional Schools. Faculty members are elected for three-year terms. Service dates are staggered, so only one position is up for election each year. The two student members are appointed by the Student Government Association officers for one-year terms. Students who have been found guilty of an academic misconduct violation may not serve on the Academic Integrity Appeals Committee. If a member of the Academic Integrity Appeals Committee is unavailable, is involved in the matter being appealed, or feels that he/she must excuse himself/ herself, then that member will be replaced. If the member being replaced is a faculty member, then the provost or VPAA will select the replacement. Similarly, if the member being replaced is a student, then the Student Government Association officers or Dean of Students will select the replacement. The Academic Integrity Appeals Committee is distinct from the Faculty Appeals Committee that hears appeals of final grades as defined in policy R-45 of the CSU Policy and Procedure Manual. Note: During the appeals process, the student may continue to attend the class in which the violation occurred.

## **WITHDRAWAL**

### **Withdrawal by Request of the Student**

A Withdrawal Form must be completed online to withdraw officially from CSU. The form is found in the Student section of MyCSU under Forms. Students must first login using their student IDs and PIN. Students are responsible for appropriate tuition and fees for all courses attempted, regardless of the grades assigned. Note that all financial and university property obligations must be satisfied to prevent "holds" from being placed against the student's academic records. Such holds normally prevent transcript requests from being processed, and can prevent future registration for classes. Other holds may apply.

CSU wishes to receive student input regarding reasons for withdrawal, including any problems that may have caused the withdrawal decision. This information is requested during the online withdrawal process. Students may be contacted as part of an effort to improve student services.

### **Withdrawal by Request of the University**

Charleston Southern University reserves the right to require the withdrawal of a student whose conduct, general attitude, or influence is considered harmful to the university. Such administrative withdrawals or suspensions are generally handled through the Dean of Students' Office.

# SATISFACTORY ACADEMIC PROGRESS (SAP), ACADEMIC PROBATION, SUSPENSION & EXPULSION

## Probation

A student will be placed in a probationary status after any major term (fall, spring) that his or her GPA does not meet the following Satisfactory Academic Progress scale (GPA is not rounded up):

Hours Attempted*	Cumulative GPA
1-59	1.8
60-75	1.9
76 or more	2.0

\*Note: Hours attempted for SAP purposes include all credit attempted at CSU, all transfer credit and all nontraditional credit awarded.

Probation will not be applied to Maymester, Summer I or Summer II (minor terms). While a student cannot be placed on probation as a result of coursework in a minor term, he or she can remove a probation status as a result of coursework completed in a minor term. To remove a probationary status in a minor term, a student must take the courses in residence at CSU.

Once a student has been placed on probation 1 or 2, the probation cannot be removed by taking classes at another institution. However, students serving probation may request permission to earn credit (hours only) at approved out-of-town institutions when the fall and spring semesters are not in session, and the student's permanent address is outside the greater Charleston area. Local resident students must attend CSU unless permission is given to earn credit at a local consortium institution due to special circumstances. Appropriate forms are available in the Office of the Registrar.

## Suspension

When placed on probation, a student has two consecutive major terms in which to meet the satisfactory progress requirements. Failure to do so results in academic suspension. A student suspended for academic reasons will not be permitted to attend CSU for six months. A student who served academic suspension may return to CSU, and will be automatically placed on probation 2.

Once a student has been placed on suspension, he/she may not remove the suspension status by taking courses at another institution. If the student takes courses at another institution while suspended, they will not be transferred into CSU. A student wishing to return after having been suspended must complete an Application for Admission (for readmission approval) with Enrollment Services.

## Expulsion

After returning from academic suspension, a student will have one major semester to meet the satisfactory academic progress scale. Failure to do so will result in permanent expulsion from the university.

# REGISTRAR'S OFFICE

## CLASS CANCELLATION AND WITHDRAWALS

### Class Cancellation

A class may be canceled if its enrollment is ruled insufficient by the Vice President for Academic Affairs.

### Withdrawal from a Course

Once registered, a student is removed from a class roll with no grade recorded, if the class is dropped before the last date to drop/add a class for that term. After the last date to add a class, grades are recorded even if one withdraws. A student may not change the status of a course to AUDIT after the last date to drop/add a class. A student who drops all courses during a major semester must complete the procedure for withdrawal from the university. For deadline dates, refer to the Academic Calendar on the university's webpage.

## GRADES

### Final Grades

Grading System		Computed in Grade Point Average (GPA)
A	Excellent	Yes
B+	Very Good	Yes
B	Good	Yes
C+	Above Average	Yes
C	Average/Fair	Yes
D	Poor, Passing	Yes
F	Failure	Yes
FA	Failure for Absence	Yes
FD	Failure due to Academic Dishonesty	Yes
I	Incomplete	Yes
P	Pass	No
WP	Withdrawn Passing	No
W	Withdrawn (Prior to Midterm)	No
WF	Withdrawn Failing	Yes
AW	Administrative Withdraw	No
AU	Audit*	No

\*Note: The grade of "AU" (AUDIT) is assigned, and no grade points or credit hours are awarded for students auditing a class. The intent to audit a class must be indicated on a registration form and submitted to the Office of the Registrar before the end of the drop/add period for each term or session. Students who register to audit a course may not seek to obtain credit for those courses after the last date of drop/ add. Regular tuition and/or fees for the course apply.

### Supplementary grade codes (not considered academic grades):

NR	Not Reported (pending) - No affect on GPA
NC	No Credit (typically used for transfer credit not granted) - No affect on GPA
WIP	Work in Progress, or registered for a future term

### Grading Scale

For the purpose of computing a Grade Point Average (GPA), grade points per credit hour are assigned as follows:

A	4.0 points
B+	3.5 points
B	3.0 points
C+	2.5 points
C	2.0 points
D	1.0 points

All other grades: 0 points

Note: GPA is derived from credit attempted at Charleston Southern University only. GPA is calculated by dividing the total number of quality points by the total number of applicable credit hours.

### Midterm Grades

Midterm grades are not assigned grade points and do not affect GPA. They are used simply as a progress indicator after midterm of



the fall and spring semesters.

The following grades are assigned as Midterm grades: A, B, C, D, F, FA, I, W Note: Students in Pass/Fail classes may receive grades of P (Pass).

### **Incomplete Grade**

The temporary grade of “I” can only be awarded in cases when a student has completed and passed a majority of the work required for a course but, for reasons beyond the student’s control, cannot complete the entire course in the time frame of the term enrolled. Incomplete grades are contingent upon instructor discretion, and instructors are under no obligation to grant them. Incomplete grades should only be assigned when, in the instructor’s judgment, it is feasible for the student to complete the coursework while not enrolled, without attending additional class meetings to complete course requirements. An Incomplete should not be given as a substitute for a failing grade or because a student failed to complete assignments over the course of the academic term. To award a grade of “Incomplete” an instructor should fill out a Request to Receive an Incomplete Course (found on MyCSU) and submit to the office of the Registrar.

### **Grade Changes/Appeals**

Based on individual student circumstances, a professor may change a grade within the six-month period following the end of the course. Between six months and one year, both the professor and the department head must approve the grade change. After one year, the Vice President for Academic Affairs must also approve the grade change. A grade change after one year must be due to clerical error.

### **Appealing a Final Course Grade**

- The first level of appeal for a student who is dissatisfied with a grade received is to the professor assigning the grade. The student should make contact with the professor to explain the basis of dissatisfaction, and the professor should explain the basis for the grade. This meeting should be face to face; however, the professor may allow other forms of communication (via telephone or email, for example). The student must request this interview in writing to the professor within 10 days of the posting of the final grade. Once the faculty member has received the request, the interview (or other communication) must be scheduled within normal working hours (8 a.m. - 5 p.m.), Monday through Friday within 10 days of the student’s request (unless the request does not fall within a major term). Failure by the faculty member to respond to the student’s request within the established time will be considered a violation of the university policy. Failure of the student to appear at the scheduled interview ends the appeals procedure. If the student has not been contacted by the professor within 30 days of mailing the appeal, the student should file the appeal directly with the Registrar, who will forward the appeal to the appropriate chair or dean. If the department chair is also the instructor whose grade is being appealed, then the student must appeal to the appropriate academic dean. If the instructor is a dean without a department chair, then the appeal is made directly to the VPAA.
- If the student wishing to appeal a final course grade is still dissatisfied after an interview (or other agreed upon communication) with the professor, the student should then submit a written statement to the Registrar, who will forward the appeal to the appropriate chair or dean, within 10 days of the interview. This should contain the reasons for dissatisfaction and the specific changes the student regards as fair and desirable. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within 10 days of receiving the written appeal from the Registrar, the department chair or dean will notify in writing the professor, the student, and the Registrar of the chair’s or dean’s decision (This deadline is extended when the appeal is not lodged during a major semester.) When, in the opinion of the department chair or dean, the student fails to show reasonable cause for further investigation, the chair or dean may deny the appeal without taking further action.
- When, in the opinion of the department chair or dean, a student’s appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the chair or dean shall appoint within 10 days a committee of three faculty members whom the chair or dean considers most nearly competent in the subject matter. This committee will meet and issue a decision in writing to the department chair or dean, professor, student, and Registrar within 10 days of the request. Both the professor and student should be asked to bind themselves in advance to accept the committee’s decision. Neither may be required, however, to bind themselves.
- If the student appeal is received during Maymester, Summer I, Summer II or during final exam week of the Fall or Spring semesters and if the instructor, department chair, or dean is not available during that time, all of the foregoing time requirements begin to run with the first day of class in the next major term (Fall or Spring semesters). In extreme or unusual circumstances regarding the timeliness of the appeals process, the provost or VPAA will make the final determination.
- Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the

Faculty Appeals Committee. The student should be advised by the department chair or dean that the Faculty Appeals Committee will not alter a grade under these circumstances, but if the student can show compelling evidence that the procedures outlined above have been violated, the Committee may recommend that a reexamination or other appropriate assignment be given to the student, that the appropriate academic dean investigate the entire matter or other appropriate action be taken.

- All results from these proceedings of the Faculty Appeals Committee should be reported to the Registrar, appropriate academic dean, and VPAA as information.

## REPEATING A COURSE

Students may repeat any course taken at Charleston Southern University in which they have earned a previous grade. However, the university limits the number of times students may attempt a credit-earning course to three, and the number of times students may attempt a remedial, noncredit course to two. All attempts (or repeats) count, including those with grades of W, WP, WF and FA. A course may not be repeated within the same semester (i.e., taking an accelerated course within a semester). For students accepted into The Bridge Program, the attempts to earn a passing grade in the remedial courses must be consecutive. For more information, these students may refer to the information listed under the Bridge Program in the catalog.

Any requests to appeal this policy are treated on a case by case basis. Such appeals must be submitted to the university Registrar in writing, and will be heard by the Admissions Committee.

Note: Some academic departments require certain courses to be taken in numerical sequence. Taking a lower level course in the sequence (for the first time at CSU) after credit has been earned in a higher level course (at CSU or transferred from another institution) in the sequence is not permitted in certain majors and/or minors. Refer to the information about your major and/or minor in the appropriate section of the catalog.

## TRANSCRIPT FEE

The fee for each transcript request is \$10.00. In the event a student requests that a transcript be (1) generated for mailing and (2) generated for faxing, it is considered to be two requests. Fax requests require the generation of a transcript on special "Fax-Safe" paper and are subject to a separate \$10.00 processing fee. A transcript cannot be processed and released for a student with a hold on their records from any CSU office. Once all holds are removed, students who have requested transcripts must notify the Transcript Specialist in the Office of the Registrar to process any transcript requests which were denied due to the hold(s).

Transcripts received from other institutions become the property of Charleston Southern University and will not be released or copied for third parties. Any exception to this must be approved by the university Registrar, with the student's written consent.

## GRADUATION INFORMATION AND REQUIREMENTS

### Applications for Graduation and Degree Checks

It is solely and only the student's responsibility to meet the requirements for graduation. All forms of advising are for informational purposes only. Students may view their unofficial advising worksheet (degree audit) through their MyCSU account. After logging in, click on the student tab, then click on courses and grades, then click on Course Needs (Advising Worksheet). A student's advising worksheet is an unofficial check of the requirements he/she has completed and the requirements he/she has remaining. While unofficial, it should accurately reflect a student's progress in meeting his or her graduation requirements. If a student believes there is an error, it is his or her responsibility to contact the Office of the Registrar. If a student does not understand how to read the audit, they should contact their academic advisor.

Once a student has earned 61 hours or more, he/she may request an official degree audit through his or her MyCSU account. Click on the student tab, on the left click on forms and fill out the online form. The Registrar's Office will send an email within two weeks with the audit. Students can only receive one official audit. When a student applies to graduate, the university will automatically audit the student's record.

## COMMENCEMENT AWARDS

Each year at the Commencement Ceremony, these awards are made to outstanding graduates who meet the requirements:

### The John Barry Christian Scholar Award

The John Barry Christian Scholar Award is awarded each spring to the graduating senior who has achieved the highest scholastic ratio and who, in the judgment of the faculty, evidences the greatest promise for future scholarship.

### The Myrtle K. Hamrick Award

This award is given annually to the Charleston Southern University female graduate who possesses the highest virtues of Christian womanhood.

### The Hunter Cup

The Hunter Cup is presented to a member of the graduating class who has best served the university and whose character, scholarship and athletic ability are deemed outstanding.

## GRADUATION WITH HONORS

Students who earn a Grade Point Average (GPA) of 3.9 - 4.0 will graduate Summa Cum Laude. Students who earn a GPA of 3.75 - 3.89 will graduate Magna Cum Laude. Students who earn a GPA of 3.50 - 3.74 will graduate Cum Laude.

To be eligible for graduation with honors, at least 60 hours of the coursework to be applied to the degree must have been earned at



Charleston Southern University. For the purpose of calculating Grade Point Average (GPA) for graduation with honors, all coursework taken at Charleston Southern University will be included, and the calculation will be cumulative.

## **BACHELOR DEGREE REQUIREMENTS**

A student will be eligible for graduation upon successful completion of at least 125 credit hours (some programs require more), including all liberal arts core, major and minor requirements, with a minimum of a 2.0 overall GPA, a 2.0 GPA in the major and a 2.0 in the minor. Only credit earned with grade points will be included in these calculations. Courses included in this calculation are those which are listed in the catalog as major/minor studies, major/minor electives, or professional education. Required and/or suggested courses listed as prerequisites, liberal arts core, required supporting studies, and suggested or recommended electives will not be calculated in the major or minor GPA for graduation purposes. However, in the event the major/minor requirements state that certain liberal arts core courses are considered a part of the major/minor, those courses will be included in the GPA calculation.

Residency Requirements must also be met (see below). Some departments have a requirement that all credit earned in one's major and/ or minor must have a minimum grade of C.

### **Residency Requirements**

Baccalaureate Degrees: All Baccalaureate Degree programs, including the Bachelor of Technology, require that 36 of the last 46 credit hours must be earned at Charleston Southern University to satisfy residency. All students must take at least 12 credit hours of upper level (300-400) courses in the major, or 15 upper level credit hours in the cognate for the Bachelor of Technology Degree program. At least six credit hours of upper level courses are required in the minor (when a minor is required), and 18 additional credit hours in major, minor, liberal arts core or electives at Charleston Southern University.

### **Chapel Requirements**

All full-time day students are required to receive 48 total Chapel credits as a requirement for graduation.

# BUC CARD TERMS AND CONDITIONS

- **Nature of Account.** Charleston Southern University agrees to accept and to hold for the benefit of the Holder, and exclusively for the purposes described herein, funds prepaid by the Holder to a plan maintained by BucCard. Funds prepaid by the Holder to the BucCard account shall be applied to charges for goods and services made by the Holder using a BucCard account. The Holder understands and agrees that a BucCard account is not a credit card account and that under no circumstances may debits or charges to the account result in a balance below zero. A BucCard account may not be used to obtain cash or cash advances under any circumstances.
- **Establishing Buccaneer Bucs Account.** A BucCard Buccaneer Bucs Account is activated for the Holder no less than one business day after receipt of an initial deposit into account. Funds can be added via CSU's BucCard Central website, accessible via MyCSU. Additional deposits can be made at any time. After the plan is opened, there is no minimum balance required. BucCard reserves the right to apply a maximum limit to the accumulated prepayments on any individual account on a case-by-case basis. Buccaneer Bucs may be used anywhere Buccaneer Bucs are accepted.
- **Commuter Dollars.** Commuter Students are automatically given Commuter Dollars upon the start of the fall semester. Unused Commuter Dollars are refundable.
- **Dining Dollars.** Some meal plans may include Dining Dollars. Dining Dollars may also be purchased at the Aramark office. These Dining Dollars may be used in the Dining Hall, Chick-fil-A and Java City. Dining Dollars are non-refundable.
- **Faculty & Staff.** Faculty and staff may purchase Dining Dollars at the Aramark Office, or Buccaneer Bucs via CSU's BucCard Central website.
- **Meal Plans.** Charleston Southern University has different meal plans for resident and commuter students. All students must use their BucCard to enter the Dining Hall and use their meal plan.
- **Dormant Accounts.** Any account determined to be inactive, without transactions or deposits for over a twelve (12) month period, will be considered dormant and will be charged a twenty-five (25) dollar dormant account fee every year the account remains inactive until such account receives a zero (0). In addition, the BucCard will deactivate when it has been determined to be inactive to prevent unauthorized use and will require a new agreement by Holder before reactivation.
- **Locations.** The Holder may use BucCard accounts to purchase goods and services at Charleston Southern University in the Dining Hall, Java City, Bookstore and Chick-Fil-A.
- **No Interest on Funds.** The Holder understands and agrees that no interest or other earnings will be paid to the Holder or credited by BucCard to the Holder's plan.
- **Account Activity & Statement.** Account information is available online at BucCardCentral.
- **Account Information Access.** Due to the Buckley Amendment and other laws relating to the rights to privacy, account information may only be released to the Holder unless specific access is granted by the Holder in the form of writing or online authorization.
- **Use of BucCard Accounts.** The Holder must present his or her official BucCard at the time of transaction in order to access the Holder's account. The plan is nontransferable and, except as provided below, the Holder is responsible for purchases made and debited to the Holder's plan. In order to prevent unauthorized use of the Holder's identification card, additional identification may be required from any person attempting to access the Holder's plan. There is no daily limit on the number of purchases that may be made and debited to the plan. However, the Holder cannot exceed the amount of funds in the Holder's plan at that time.
- **Transfers between Accounts.** Transfers between accounts are not available.
- **Lost or Stolen Cards.** The Holder shall immediately report any lost or stolen BucCard to the Security Office during business hours in person, or the card holder may immediately deactivate a lost or stolen card by reporting the loss online using BucCard Central, which can be accessed via MyCSU.
- **Holder's Liability for Unauthorized Purchases.** If a BucCard is lost or stolen, Holder is responsible for all unauthorized transactions. Once the card is reported as lost or stolen, the BucCard (and its associated BucCard Accounts) will be deactivated. Cards may be deactivated by Holder online through BucCard Central, which can be accessed via MyCSU.
- **Error Resolution Procedures.** Holder must telephone 843-863-8058 or write the Student Accounts Office, PO Box 118087, Charleston, SC 29423, as soon as possible, if Holder believes there has been an error in connection with the Holder's plan. Such notification must include: Holder's name and CSU ID number, description of the error or the transactions Holder is unsure about, an explanation of items believed to be in error or why more information is requested, and the dollar amount of the suspected error. If notification is made orally, Charleston Southern University may require that Holder send the complaint or question in writing within ten (10) business days. Charleston Southern University will inform Holder of the results of its investigation within ten (10) business days of the date Charleston Southern University hears from Holder, and will promptly correct any error. If Charleston Southern University requires more time, however, Charleston Southern University may take up to forty-five (45) days to investigate Holder's complaint or question. In that case, Charleston Southern University will credit Holder's account within ten (10) business days for the amount Holder claims is in error, so that Holder will have the use of the

money during the time it takes Charleston Southern University to complete its investigation. If Holder is asked by Charleston Southern University to put Holder's complaint or question in writing and Charleston Southern University does not receive it within ten (10) business days,

Charleston Southern University may not credit Holder's account. If Charleston Southern University determines that there was no error, Charleston Southern University will send Holder a written explanation within three (3) business days after the conclusion of its investigation and immediately debit the account in the amount of the credit. Holder may ask for copies of the documents that Charleston Southern University used in its investigation.

- **Closing Plan; Refunds; Returns.** Charleston Southern University reserves the right to close a Holder's account(s) at any time, and to refuse any application to establish a new account. Students who choose to activate any prepaid BucCard account are not permitted to withdraw prepaid funds until the student either graduates or withdraws from the university. Staff, Faculty members and affiliates who choose to utilize prepaid BucCard accounts, will not be permitted to withdraw funds unless their employment or affiliation with the university ceases. A refund may be requested after the holder graduates, withdraws, or terminates. A Buccaneer Bucs Account with less than \$25 credit is not eligible for a refund. The Dining Dollars account is not eligible for a refund. All refund requests must be directed to the Student Accounts Office in writing. If the Holder decides to open another BucCard Account thereafter, the Holder will be required to enter into a new BucCard Account agreement. Goods and services purchased and debited to a BucCard Account may be returned according to return policies at the location where the purchase was made; if such return is permitted, the Holder's account will be credited for the appropriate amount. The Holder understands and agrees that no cash refunds or withdrawals may be made to the Holder.
- **Effective Date of Agreement.** These terms and conditions shall be in effect from the date of receipt of a BucCard.
- **BucCard.** All cards will be administered by Charleston Southern University.
- **Modification of Agreement.** The terms and conditions of this agreement are subject to change without notice. In addition, Charleston Southern University may terminate these programs in whole or in part at any time.
- **Governing Law.** These terms and conditions shall be governed in all respects by and construed in accordance with the laws of the State of South Carolina.

## CAMPUS BOOKSTORE

New textbooks may be returned for a refund within 15 days of the beginning of a semester. Exchanges can be made within 21 days of the start of classes, provided that: books are unused, in new condition, with no markings; present a corresponding dated cash register receipt and any text in shrink wrap must be returned in shrink wrap. Used textbooks may be returned for a refund or exchanged within 21 days of the start of classes provided the customer has the dated receipt. Return dates will be posted for summer terms and accelerated classes.

## TECHNOLOGY SERVICES

### Blackboard

CSU provides access to Blackboard. Students can log in to their Blackboard with their ID number and PIN. Blackboard and MyCSU passwords are linked. Students cannot change their password on Blackboard. Password changes must be made within MyCSU. Once the password has been changed in MyCSU, please allow 30 minutes for the change to take effect on Blackboard. If a student is having trouble accessing his or her Blackboard account, the student should contact Information Technology Services at 843-863-8093. Professors who augment their instruction with Blackboard will provide students with an overview of how to use Blackboard.

### Email

A student's official email is csustudent.net or BucMail. There is no cost for the email account. Contact Information Technology Services at 843-863-8022 for more information.

### Computer Labs

There are several computer labs available for student use on campus. These labs are provided to aid students with coursework, conduct research and to communicate with others. They are to be used in a considerate and responsible manner. **NO FOOD OR DRINKS ALLOWED.** Please keep paper waste to a minimum (see printing below). For operational hours, contact the Director of Computer Lab Services at 843-863-7035.

- Ashby Hall Lab Room 203 (Networking Lab)
- Ashby Hall Lab Room 207 (Networking Lab)
- Ashby Hall Lab Room 208
- Norris Hall Lab Room 203
- Norris Hall Lab Room 210
- Russell West Second Floor Lounge
- Nursing Lab Room 129 (nursing students receive precedence)
- Nursing Clinical Lab (reserved for nursing students)
- Bibliographic Instruction/Library Tech. (BILT) Center-Library 2nd floor (Available when library classes, workshops and training sessions are not being held. Hours of operation are posted on the doors, or call the library at 843-863-7951.)

### Printing

Printing in the computer labs is controlled by a program called PaperCut. To print, each student must login to the program using his or her MyCSU username and password. Once logged in, the print job will print to the chosen printer. Students will need to login to approve each print job they send to the printer. Students should use the Print Preview option to check their print job before logging in to print. Students can check their balance at any time by logging into PaperCut and clicking the details link. Students will then be able to login to their account balance page and check their balance. Each academic year, all students are given an \$11.25 credit to their print account. Computer labs have black and white printers that charge \$0.05 a page. Color printers can be found in the library; the charge for color is \$0.25 a page. Once the initial credit is depleted, students can buy print cards from the campus book store in \$5.00 increments. This card can be redeemed on their account balance page by clicking the Redeem Card link. Any unused credit will expire at the end of summer. For questions about printing, contact the Director of Computer Lab Services at 843-863-7035.

### Student Technology Work Orders

Students who need help with technology issues, Student Wireless Network, BucMail, Blackboard and BucAlert, can submit a work order via the Student Work Order link on the Student Tab in MyCSU.

### Telephones

When requested by a student, Charleston Southern University will activate a modular telephone jack in his or her residence hall room. Requests to activate the modular jack may be made via MyCSU. Students may sign up to use the telephone land line in their residence dorm room for on campus, local and toll-free calls at no additional charge. If students want to use the land line for on campus, local, toll-free and calling card phone service, they must bring a telephone. They may also bring an answering machine; CSU does not provide voicemail service. A personal calling card will enable the student to use the land line for long-distance calls; no long-distance rate plans are available through the school.

Students will be responsible for connecting their personal telephone and answering machine to the campus phone service. The campus will provide a dial tone to the room after receiving the student's request for phone service. Requests to activate the landline

must be made each semester by the student via the student's MyCSU login.

Instructions for using the campus land line:

- On campus calls: Dial the 4-digit extension only.
- For 911 calls, just dial 911.
- All other calls: Dial 9, wait for the dial tone then dial as you would any other phone.

Questions about campus phone service can be answered by contacting the telephone communications service at 7929.

## RESIDENCE LIFE

The Office of Residence Life strives to create an environment that is conducive to the intellectual, emotional, spiritual and relational well-being of each residential student. The integration of faith in learning, leading and serving produces opportunities for Residence Life to partner in building a thriving learning community within our dorms.

The Residence Life Office is located on the first floor, short hall of Russell West. Office hours are 8 a.m. until 5 p.m., Monday through Friday. The telephone numbers are 843- 863-7104 or 843- 863-7190 and email address is [reslife@csuniv.edu](mailto:reslife@csuniv.edu).

## RESIDENCE HALLS

### All Residence Halls are Single-Gender

#### Russell West (Men and Women)

Russell West first and second floors are designated for returning women. The first floor, short hall is also designated for Residence Life Offices and Campus Security Office. The short hall on the second floor houses Counseling Services and Air Force ROTC. The third floor houses new male residents. Laundry rooms are located on the first floor, long hall and the third floor, short hall. Russell West has two lounges: a social lounge on the third floor and a study lounge/computer lab on the second floor.

#### Russell East (Women)

Russell East has three floors designated for new students. There are two social lounges located on the second and third floors. Russell East has laundry rooms on the first and third floors.

#### Women's North and Women's South (Women)

North and South are designated for freshmen, returning and transfer residents. There are social lounges located on the second and third floors of each residence hall. Laundry rooms are located on the third floors of each building.

#### The Quads (Men)

Quads 1, 2 and 3 are designated for male students. Each quad has a laundry room. Quad 1 is designated for new male students. Quad 2 is designated for freshmen, returning and transfer residents. Quad 3 houses returning residents. Quad 2 has two social lounges and an outdoor volleyball court.

### Banking Services

A South Carolina Federal Credit Union ATM is provided in the Strom Thurmond Center lobby.

Other local banks are available on University Boulevard (US Highway 78):

- First Citizens Bank
- BB&T
- Wells Fargo (ATM)

### Resident Assistant (RA)

RAs are student members of the Residence Life Department, who are selected on the basis of their ability and desire to develop counseling, advising, and leadership skills necessary to create an effective learning environment. RAs are responsible for assisting students in making a smooth transition to campus life, enforcing rules and policies, providing answers to questions, handling student conflicts, facilitating residence hall activities and other duties that may arise in the residence halls. RAs provide assistance and guidance by leading the residence hall in discipline and discipleship from a peer's perspective. RAs make the commitment to love, pray for, and disciple all students. RAs are located on every hall of each Residence Hall.

### Community Leaders

Each building has a Community Leader that is responsible for assisting the RLC in oversight of RAs and residents for a specific residence hall. They serve as a resource for staff and students in resolution of specific residence hall issues including roommate and suitemate conflict, maintenance and furniture issues, and other residential needs.

### Residence Life Coordinator (RLC)

RLCs are full-time CSU staff members who supervise the student RAs in the performance of their duties and are responsible for all aspects of the residence life system. The RLCs act on behalf of the Director of Residence Life in his absence and are the primary facilitators of all residence hall programs. The RLCs assist students with any problems that may arise in the residence halls.

## Room Design

Residence hall rooms are arranged in spacious suites. Each room is joined by a bathroom and has a cable TV connection, wireless internet access and heating and air-conditioning. Each room has a tiled or laminate floor, a window with venetian blinds and a spacious closet with overhead storage. The room is furnished with beds, chairs, desks and a dresser. The windows are 65.5 inches long and 49.5 inches wide. Dimensions of the rooms range from 11'5" to 15'5" long by 18'7" to 22' wide.

## Blinds

Venetian blinds are provided for all residence hall rooms.

## Air-Conditioning/Heating

All residence halls are equipped with central heat and air conditioning. Each room has a HVAC unit to be controlled by the residents.

## Cable TV

All residence hall rooms have HD cable television access free of charge. Students are responsible for their own cable connection from the wall to their television. TVs should have a digital tuner. If your TV does not, you may be able to purchase one.

## Custodial Staff

The custodial staff who work in the residence halls are contracted through the University's physical plant department. If you have any comments or suggestions regarding custodial staff, please complete a maintenance request online. Click "custodial" and complete the form.

## Student Health

Students residing on campus who become ill should visit a local doctor. CSU has partnered with Trident Family Health (across the street from campus) to offer healthcare to all residential students. CSU residents can visit Trident Family Health's office across the street from campus to see a physician for sickness, physicals, immunizations, women's health, chronic care management, sprains and strains for a \$65 flat rate (including lab work). The office can also file insurance. Students will complete a form when they arrive and will have the choice to pay the \$65 flat rate or have their insurance billed. Appointments can be scheduled online or by phone. Same-day and walk-in appointments are available. Telemedicine is also available through MDLive for \$49 or less per visit.

Residents are encouraged to report any illness to the Resident Assistant (RA). Under no circumstances should a student remain in their room ill without notifying someone. Students should pre-coordinate a "sick buddy" that can assist with running to the store for juice, over-the-counter medications and occasionally checking on the sick friend. The Office of Residence Life strives to maintain a healthy environment for residents and will assist students in receiving medical attention should it be required.

## Immunization Forms

The Department of Residence Life collects student immunization forms for housing purposes only. Upon submission of immunization form documents, they become property of Charleston Southern University and will only be used for University purposes. Students submitting immunization forms should retain a copy for their personal records. Immunization forms are not readily available once students graduate, as they are archived. Immunization forms will not be faxed or mailed to current students. Current residential students may request a copy of their immunization form in person with a picture ID.

## Insurance, Personal Property

The university is not responsible for items stolen, lost or damaged from students' residence hall rooms or their vehicles. Students are encouraged to examine their parents' and/or guardians' homeowner's policy to ensure that their property is covered. An engraver is available in the Campus Security office to help students identify valuables.

## Items Not Permissible in CSU's Residence Halls

- Pets
- Dart Boards
- Hot plates or any open burner device (including cookers, toasters, toaster ovens and grills)
- Guns (including BB guns and airsoft guns), metal darts, knives or any object that could be used as a weapon
- Electric blankets
- Electric heaters
- Flammables
- Candles or Incense
- Paintball guns
- Lighters

## Laundry

Each residence hall is equipped with laundry facilities. Laundry machines are free for use by all residential students. The washers are High Efficiency washers and require high efficiency liquid detergent. Pods and powder detergent may also be used, but must be put directly into the machine – not the drawer. CSU laundry services include an internet laundry machine monitoring system called Laundry Alert (<https://www.laundryalert.com/cgi-bin/cslaundry/LMPage>). It can be used to determine the availability of washers



and dryers, receive notifications of availability and end of cycle on telephone or cell phone.

To report issues with a machine, visit the ASI Campus Laundry page (<http://servicerequest.asicampuslaundry.com/>) and enter your request. You may also download the CSC ServiceWorks Service app on your phone and scan the barcode on the machine to create a service request.

## Lounges

Community Lounges (Littlejohn Parlor, Charleston Room) 6 am - 3 am | Co-Ed

Social Lounges (Russell East, Russell West, Women's North, Women's South) 6 am - 5 pm | Gender Specific to Hall  
5 - 11 pm | Co-Ed

11 pm - 3 am | Gender Specific to Hall

Study Lounge (Russell West Second Floor Computer Lab) 24/7 | Co-Ed

Lounge Policies

- Anyone visiting a lounge must register his or her name on the sign in sheet located in the lounge.
- Public display of affection and lying on the furniture are not allowed.
- Sitting on the backs and arms of chairs and sofas and on the tops of tables is prohibited.
- Profanity and rough or loud play will not be tolerated.

All lounges have surveillance cameras that are continuously being monitored by Campus Security Staff. Students are responsible for ensuring that their guests comply with university policy and will be held accountable for the behavior of their guests. Anyone who violates the residence hall lounge policy will be subject to sanctions determined by the Dean of Students.

## Maintenance Requests

Maintenance Requests may be submitted online. Before submitting a maintenance request, ensure you are contacting the correct department:

## Student Technology

Use the Student Technology link on MyCSU under the Student Tab for issues with:

- MyCSU
- Email
- Blackboard
- Wireless (or email [monorato@csuniv.edu](mailto:monorato@csuniv.edu))
- ID Card
- Cable TV

**Residence Life** Contact your RA or email [Reslife@csuniv.edu](mailto:Reslife@csuniv.edu) to report furniture or dehumidifier needs.

**Physical Plant** for any needs involving carpentry, fire alarms/smoke detectors, electrical, Heating/Ventilation/Air Conditioning, or Pest Control [submit a maintenance request online](#) using the password "gobucs"

## Mail

The campus post office is located on the first floor of the Strom Thurmond Center. All resident students are required to have a campus post office box. There is no charge for mail sent to any on campus address. Most services of a regular post office are available on campus at current U.S. postal prices. A \$15 charge will be incurred for lost keys.

Your mailing address is:

Student Name

CSU Box, PO Box 118087

Charleston, SC 29423-8087

## Refrigerators

Students may bring their own refrigerator (no larger than 3.5 cubic feet).

# RESIDENCE HALL POLICIES AND PROCEDURES

## HOUSING POLICY

Living within the campus community is an important aspect of a student's personal development and education. Research continues to demonstrate that students who live on campus benefit in a number of ways. In fact, students who live on campus beyond their freshman year:

- Are more likely to persist and graduate
- Gain more interpersonal contacts with faculty and peers
- Experience greater personal growth and development
- Have higher academic engagement and grade point average
- Have higher social-interpersonal engagement
- Participate more in out-of-class activities
- Have more positive and inclusive attitudes and openness to diversity
- Find more satisfaction with their undergraduate experience

Source: How College Affects Students: A Third Decade of Research by Ernest Pascarella and Patrick Terenzini. San Francisco: Jossey-Bass Publishers, 2005

For this reason, all students under 20 years of age who are enrolled as full-time students and classified as a dependent (except veterans and married couples) must live on campus.

Students must reach the age of 20 prior to the start of a major semester to reside off campus. Students may reside with their parents, grandparents, aunts or uncles, provided that their permanent address is in the Charleston area for tax purposes. Relatives must be of a reasonable parental age. Also, students who have lived in the residence halls for four consecutive major semesters, but who still have not reached 20 years of age will be considered for an exception. These are the only exceptions that will be considered and other requests that do not meet the above criteria will not be approved. Failure to follow this policy will result in the student being billed for the cost of the room and board. For further questions about this policy, contact the Dean of Students Office at 843-863-8008.

Change in Full-Time Status: The Dean of Students, considering all appropriate prevailing circumstances, will review and make a determination of the continued eligibility for campus housing of students who cease to retain full-time status during a major semester. Any resident that drops below 12 academic hours during the academic semester may be required to move off campus.

## ROOM REGISTRATION

Residential students are not automatically registered for a room each semester. Students desiring to be a resident should follow the Residence Life guidelines as outline here and on the [Residence Life webpage](#).

In order to sign up for a room returning students are required to:

- Be sure that all accounts with the business office are clear.
- Register for fall or spring semester classes (at least 12 hours) and retain proof of registration via class schedule.
- Pay room deposit (at the cashier's window or [online](#))

CSU's Residence Life will post a schedule with the date, time and location for room registration (by academic class) accordingly. In the fall, residential students desiring to reside on campus in the spring should confirm their room through MyCSU. In the spring, returning students must sign up for a room for the fall in the Dining Hall with Residence Life staff.

## ROOM ASSIGNMENTS

All residence hall floors are single gender. The university classifies gender according to a student's gender based on his/her birth certificate. New students' room assignments are released in mid-May and assignments are made on an ongoing basis thereafter. Every effort is made to match roommates based on the information provided on the roommate questionnaire and individual discussions with CSU's enrollment counselors. At the end of the drop/add period there is an open room switch should problems arise. By this time most people have made new friends, or problems between roommates have been worked out. Students must complete a room change request form and permission to change rooms must be approved by a Residence Life Coordinator prior to the move. Housing assignments will be based on a student's biological sex at birth.

## ROOM CHANGE POLICY

After the first drop/add period at the beginning of the semester, students are given the opportunity to change rooms and/or roommates at a time designated by the Residence Life Office. Students may NOT move into any room other than the one assigned



to him/her without approval of the RLC or Assistant Dean for Residence Life. Violation of this policy could result in a fine and/or immediate withdrawal from campus housing. The university reserves the right to move a student to another room upon proper notification.

Further, if a student wants to change his or her room assignment during the academic year he/she must do it through the online Room Change Request Form. Requests must be given to the requestor's RLC. The RLC and RA will then make a recommendation to the Assistant Dean for Residence Life. The Assistant Dean for Residence Life will only entertain the request after peer mediation exercises have been attempted.

## **ADA HOUSING POLICY**

Any qualified student with a disability requesting reasonable accommodations at Charleston Southern University will need to:

Provide a letter (written by the student) requesting accommodation and complete the Medical Documentation for Housing Request form. The request must include the name of the handicap or disability and a statement concerning how the handicap or disability affects the student's living arrangements. The request must also include the specific accommodations requested.

- Present formal documentation of the disability or make the necessary arrangements to have his/her documentation mailed, faxed or hand-delivered to the director of disability services in the Student Success Center.
- Each case will be individually evaluated by Office of Disability Services with respect to the documentation presented and the accommodations requested. The student will receive a letter from the Office of Disability Services notifying him/her whether or not the accommodation is approved.

Students requiring ADA accommodations should notify the Office of Residence Life. Returning residential students should notify the Department of Residence Life prior to the start of room sign-ups. The deadline for new students requesting modified housing accommodations is the same as the deadline for the housing application.

Students with housing needs will be accommodated only if they submit their housing contract within the time limits established by the Department of Residence Life, or if the requested accommodations are available at the time of the student's request. The intent to request housing accommodations that the student includes on the "Housing Accommodations" form DOES NOT take the place of the housing application required by the Department of Residence Life.

## **RESIDENCE HALL CHECK IN/CHECK OUT**

Each student must officially check in and out with the appropriate housing official at the beginning and end of each semester. Moving into a residence hall without following the proper procedure will result in a \$100 fine. Improper check out will result in a \$100 fine as well. These fines apply to early or late check ins/check outs without prior approval. All students must be properly checked out 24 hours after their last exam. All residents must check out by noon the day following finals. Any items left behind when a student checks out, when not returning for the next session, or when student has not completed a waiver, will be considered abandoned and discarded. The university will not be held accountable for these items. If a student is required to stay on campus for commencement, he or she must be checked out by 5 p.m. on the day of commencement. Residents required to stay for commencement must sign up for a time to check out in the Residence Life Office.

## **Early Arrival Policy**

Only essential personnel will be considered to move onto campus prior to the start of a semester. A formal request must be made from athletics or the CSU group leader to the Housing Department at least a month in advance. This will be done on a case by case basis. Only athletes or those involved in the athletic program currently in season or students that need to be on campus due to a school-related function/activity will be considered for housing.

CSU staff members responsible for the group will be given written approval for resident students to check-in to campus housing prior to the start of the semester from the Assistant Dean of Residence Life.

The coach/group leader will communicate the early check-in information with members of the group. Team/Group members are expected to arrive during the time agreed upon by Residence Life and the group leader/coach. Early/late check-in is unacceptable. Members of the early check-in group should sign-up to receive a room assignment prior to the early check-in date. Members without a room assignment prior to the scheduled early check-in date will not be allowed to check-in early. New students should complete all housing requirements and receive a room prior to their early check-in date and time.

Residents from the tri-county area are discouraged from checking in early; however, upon request and as availability permits, residents from the tri-county area may check-in early.

## **Extended Stay Policy**

CSU policy states all residential students must to leave campus within 24 hours after their final exam. Any athletic team or University organization required due to competition or other University related activities should follow the Extended Stay policy. Only essential personnel will be considered to remain on campus between semesters. This will be done on a case by case basis. Requests should be made at least a month in advance to the Dean of Students or Assistant Dean of Residence Life by the team's

coach or group's leader. The group leader will be held responsible for the conduct of their student group. Residents from the tri-county area are discouraged from staying late; however, upon request and as availability permits, residents from the tri-county area may remain on campus.

## **ROOM SEARCH AND SEIZURE**

Authorized representatives of CSU have the right to enter any space at any time for the purpose of: inspecting for cleanliness, orderliness, maintenance of space and equipment, assessing damages, investigating possible infractions and enforcement of university rules and regulations. No one, other than authorized representatives of the university, shall enter a student's room without the resident student's permission. Individuals are responsible at all times for articles or substances present, whether brought to their room by themselves or others. Neither students nor their personal belongings, vehicles or residence hall rooms shall be subject to arbitrary searches. If, however, reasonable suspicion exists to believe that a search will reveal that university regulations or public laws are being violated by the presence on campus of a prohibited substance, article, or individual, a search for such substance, article, or individual may be conducted by any member of the university administration or staff, including resident assistants and security personnel. Reasonable suspicion includes, but is not limited to, words, actions, or anonymous tips, which are suspicious in the opinion of an official. Charleston Southern University reserves the right to use drug detection canines to preserve the safety, health and welfare of the campus.

## **ROOM HEALTH AND WELLNESS INSPECTION**

Room inspections are conducted twice a month. Additional room inspections are conducted as needed. Students are notified 24 hours in advance of scheduled inspections. Health and Wellness inspections are intended to inspect the cleanliness of residents' rooms. It is each resident's responsibility to maintain a clean room and bathroom at all times.

Penalties:

- First: warning and re-inspection within 24 hours.
- Second: \$25 fine, with more frequent room inspections.

## **BED BUG POLICY**

Charleston Southern University and the Department of Residence Life are proactive in preventing bed bugs. The senior management team and Residence Life staff at the university treats bed bugs in a proactive manner throughout each academic year and between major semesters.

In the event of a confirmed case of bed bugs, CSU's Residence Life staff will have the room treated within 24 hours of confirmation. If unable to treat the day of a confirmed case, Residence Life will allow the student(s) to relocate to another approved room within CSU's Residence Halls until treatment has been conducted. Following treatment of a room, students will return to their original room.

Charleston Southern University will treat a confirmed case; however, if a second case occurs the student(s) may be held responsible for treatment charges. Residential students are reminded to clean their rooms on a daily basis, wash and dry their bed linens to minimize the possibility of bed bugs.

Students who choose to bring outside furniture to be used in their residence hall must know the origin of the item(s). Students may bring new furniture or furniture from home or other trusted sources. However, students should use extreme caution when bringing furniture, home goods, and/or clothing purchased at second hand stores, yard sales, or other venues where the history of the item is unknown. These items may contain bedbugs or other types of insect infestations. Students who bring in outside furniture found to be the source of the infestation may be held liable for costs incurred for treatment.

Residence Life staff will work with each resident student to ensure treatment is conducted quickly and effectively. Residents should follow guidelines outlined by the Residence Life staff prior to, and after treatment.

## **CLOSURE POLICY**

All students must vacate the residence halls during official school breaks and closings, with the exception of fall break, Thanksgiving and Spring Break. No students may remain on campus during the Christmas break. Food service is not provided during any break.

## **COOKING POLICY**

Thermostatically controlled coffeepots, popcorn poppers, and low ampere microwave ovens are permitted in the residence halls. Due to fire safety and sanitation regulations, no other types of cooking equipment are allowed, including cookers and hot plates.

## **CRISIS INTERVENTION**

In order to maintain the integrity of the residence halls, students are expected to conduct themselves in a considerate manner with regard to the rights, obligations and safety needs of others. Accordingly, students are obliged to live in a cooperative manner with

their roommate and other resident community members. Trained and caring staff members provide assistance to the students experiencing temporary emotional crisis or psychological need. Long-term assistance cannot be expected in the residence hall setting and must be obtained through local, private sources or community agencies. Students requiring long-term assistance may be evaluated as to their suitability for continued residence status. In order to provide students with timely and quality assistance, residence hall staff are required to follow standardized procedures whenever a student alludes to or engages in self-destructive or disruptive behavior. This behavior includes but is not limited to remarks about suicide, threats of suicide and suicidal gestures or attempts. All potential suicide situations will be reported by hall staff, so that arrangements for a mental health evaluation can be made. Similar behavior which disrupts the residence hall community may result in disciplinary action. Should a student refuse assessment by CSU Counseling Services or a local provider of his or her choice once an evaluation has been deemed necessary, the Residence Life Office may deny the student's continuance either as a resident or university enrollee.

## **DAMAGE POLICY**

Students are responsible for the condition of their room and the public areas of the residence halls. If damage occurs for which no one assumes responsibility, charges will be divided among residents of the room or suite. Damage to the hall will be charged to everyone on the hall. Charges for damage to public areas of a residence hall will be divided among residents of the entire hall. Damage as a result of a guest's behavior will be charged to the host. Anyone witnessing damage should report it to the nearest Community Leader, RA, RLC, Campus Security officer or the Residence Life Office (7104 or 7103).

Students are prohibited from pouring food into the dorm room sinks. Students will be charged for the cost of repairs and could be fined between \$75 and \$100 if it is determined that the plugged drainpipe was caused by food being put down the drain.

## **FURNITURE POLICY**

University-owned furniture may not be removed from rooms. This includes room, lobby and lounge furniture. Students moving lounge furniture without permission will be subject to a \$100 fine. The university provides basic furniture (including, but not limited to a bed, desk, dresser, a third of closet space or wardrobe). Three-person rooms are furnished with one bunk bed set and one twin bed. The bunk bed set must remain bunked to meet fire code standards. Students are not allowed to loft beds on other furniture or construct a lofting system. Furniture and personal belongings must be kept at least 36 inches from the front of the air conditioning units, so that airflow is not restricted and air conditioning units are not damaged.

### **Bed Risers**

These are guidelines for safely raising and supporting a residential hall bed frame to allow for space underneath. The raising of bunk beds (beds that are attached) is prohibited. Students are not allowed to loft beds on other furniture or construct a lofting system. Students can loft their beds by using approved bed risers.

Bed Riser is approved if:

- Have no movement of the bed frame or riser
- Have no damage done to the bed frame when attached to the riser

Bed Risers is unapproved if:

- The bed frame legs do not fit in the frame.
- The bed frame legs are wobbly or not held tight from moving side to side and back and forth.
- The riser itself moves on the floor, rocks, or tips over.
- The riser damages the floor.
- The riser is cinder blocks, bricks, wood slabs or boards, and etc.

Please note that all bed frames on campus are not the same. If there are any further questions, contact housing.

## **INSECTS AND PESTS POLICY**

The university sprays on a regular basis, but there are several things students can do to prevent insect problems:

- Submit a [maintenance request work order](#).
- Keep snacks in tightly covered containers.
- Do not allow damp or dirty clothes to accumulate.
- Do not keep trash in rooms longer than one week.

## **KEY POLICY**

Each resident will be issued a key when checking into his or her room. There will be a \$75 charge for lost keys. When applicable, residents will receive a FOB. Damaged or lost FOBs are \$25. Keys and FOBs should not be loaned to anyone else.

## SUMMER HOUSING

Students are only allowed to occupy the residence halls during the summer months if they meet one of the following criteria:

- They are required by their athletic team to be here to participate in practice and/or competition.
- They are registered for at least three credit hours on campus.

## VISITATION POLICY

Guests must be of the same gender as the occupant and at least 16 years of age. A Guest Registration form should be completed through Roomcompact prior to 5pm the Friday before the guest arrives. Residents should stop by the housing office prior to 5pm on Friday to receive their guest's pass. Overnight guests may spend a weekend night (Friday and Saturday) provided satisfactory sleeping arrangements have been worked out with roommates, suitemates or hall mates. No guests are allowed during exam week. Guests, including other CSU students, will not be allowed to stay in any room unless the host is present. Exceptions to this policy may be granted by the Assistant Dean for Residence Life. No babysitting is allowed in Residence Halls.

Visitors are not allowed in the residential areas between the hours of 3 a.m. and 9 a.m. During this time only resident students are authorized to enter and leave their respective halls. Women's residence halls are secured from 11 p.m. to 6 a.m. At no time should any male be inside the glass doors at either end of the hall. Visitors should be received only in the public lounges.

Residents' rooms and hallways are off limits to persons of the opposite sex at all times other than designated Open House hours. Only designated lounges are to be used for visiting in the residence halls. The only exceptions are check-in and check-out days when it is permissible before 5 p.m. Permission from the RLC is required. Violators of this regulation shall be subject to immediate disciplinary action.

## OPEN HOUSE POLICY

The Residence Hall Open House Program is designed to encourage academic study, fellowship and spiritual development. The program will permit guests of the opposite sex to visit a student's room during designated time periods.

- Open House will be held from 8-11 p.m. on Monday, Tuesday and Wednesday and from 7-11 p.m. on Friday and Saturday. All roommates must give their approval for a guest to visit during the prescribed visitation hours. Students of the opposite sex may visit in Littlejohn Parlor or the Charleston Room until 3 a.m.
- Students and guests of the opposite sex who desire to visit in residence hall housing must check-in at the appropriate station (see below). Visitors should report to the designated area for each residence hall and call the person he or she intends to visit. Visitors must leave their college ID or driver's license at the check-in station. Guests must wait in the designated area until the resident arrives to escort him/her to the room. Unescorted guests and guests who do not check-in will be denied Open House privileges and will be subject to additional disciplinary action.
- Women's North and Women's South: Call from Littlejohn Parlor.
- Russell East and Russell West: Call from Russell East (Second floor lounge).
- Due to the structural layout of the buildings and difficulty of monitoring student activity, visitation will not be allowed in the Quads, the Wingate by Wyndham Hotel or any other off-campus accommodations provided by the university. Only male residents are allowed to enter the Quads or Quads common areas.
- Residents must escort guests at all times while in the residence hall. This includes the water fountain and bathroom. Guests are not allowed to use the bathroom in the dorm room. Instead, they must use a bathroom in the common areas of Littlejohn and Russell building breezeways.
- Doors to rooms where students are participating in Open House must remain unlocked and open at all times. If the door is closed, residents will be considered in violation of the CSU Student Code of Conduct. Violators will lose Open House privileges for a designated time period and may be fined and/or suspended from the residence halls and/or university. All participants must pass Room Inspection prior to program involvement.
- If a student does not report a visitation violation he/she will be guilty of violating visitation.
- All students must remain appropriately attired during the Open House period. Only students assigned to the room or guests of the same sex may sit on beds. All guests of the opposite sex will either sit in chairs or on the floor.
- Parents and siblings may visit their student during non-Open House hours when preapproved by an RLC, the Assistant Dean for Residence Life or Dean of Students. Siblings must be accompanied by a parent when visiting during non-Open House hours as approved by an RLC, the Residence Life Director or Dean of Students
- The Residence Hall supervisor on duty during Open House will continuously check all rooms observing Open House. Supervisors will check to see if visitors have properly signed-in. Students submitting false information concerning Open House guidelines (room numbers, student ID, etc.) will be denied Open House privileges and may be subject to additional disciplinary action.

- All Open House participants must reclaim their ID/driver's license no later than 11 p.m. by returning to the appropriate station for check-out. After 11 p.m. RAs will check residence halls and notify the RLC on duty of any ID cards/driver's licenses that have not been picked up. This information will be turned over to the Security Officer on duty, and disciplinary action will be taken. There should be no males in the female buildings or hallways after 11 p.m.
- Students are expected to honor the Open House guidelines. Flagrant violations of these guidelines will result in the loss of Open House privileges for the specific floor, residence hall or all campus housing.
- All students and guests must conduct themselves in a proper manner according to the regulations of CSU as indicated in the CSU Student Handbook.
- Propping open any doors used as entrances or exits from buildings during Open House is strictly forbidden and will result in disciplinary action for students who are found to be responsible for such activity.
- Students on disciplinary probation are ineligible to participate in the Open House program.
- The maximum number of occupants per rooms participating in Open House is six. Group gatherings larger than six will be restricted to the common areas in the Residence halls.
- Violation of the Residence Halls Visitation Policy during any non-Open House scheduled times will result in a fine of \$250, community service of 10 hours and loss of Open House privileges. Warnings will not be given. If a student violates the policy, he or she will be charged.

## **PET POLICY**

Pets, with the exception of fish, are not allowed in the residence halls. This includes birds, cats, dogs, hamsters and reptiles. Fish tanks should not exceed 10 gallons. Residents requiring special accommodations due to a disability should contact Disability Services to discuss their options.

## **PREGNANCY POLICY**

There are certain accommodations available to pregnant students. Please contact Student Success for further information. Please note: dependents of resident students are not allowed to live in the residence halls.

## **QUIET HOURS**

Reasonable quiet should be maintained at all times in the residence halls and public lounges. Reasonable quiet means that noise in one's room or area should be maintained at a level which cannot be heard by persons in another room or area. Quiet hours are in effect from midnight to 8 a.m.

## **ROOM DEPOSIT REFUND POLICY**

Requests for a housing deposit refund must be made 60 days prior to the first day of the semester.

## **WITHDRAWAL FROM CAMPUS HOUSING**

If a student moves into campus housing then chooses to move out prior to drop/add, a prorated daily charge will be assessed.

If a student decides to withdraw from campus housing during the semester, he/she must follow these procedures:

- The room must be emptied of all personal belongings prior to check out. A charge will be assessed for any and all damages found in the room.
- Once all belongings are removed, the student should check out with his/her Resident Assistant or the Housing Office. Upon checkout, student should return his/her key, FOB (if applicable), and resident student ID.
  - Any student failing to return a key upon checking out will result in a \$100 fine.
  - Any student failing to return a fob upon checking out will result in a \$25 fine.
  - Improper checkout will result in a \$100 fine.
- No refund is made if the occupant vacates before the end of the semester. A prorated refund will be made for meals not taken after official withdrawal from the residence hall. The refund will become effective the first Friday after withdrawal.



# CAMPUS MINISTRIES

The vision of Campus Ministries is to proclaim the gospel of Jesus Christ by creating a discipleship culture that raises a generation to live for His name. Our mission is to see Jesus glorified by having lives transformed through teaching, evangelism, discipleship and life on mission (being immersed in the culture). The objective is to create a culture through a discipleship movement where believers are taught, apprenticed and immersed in the gospel.

Campus Ministries Offices are located in Whitfield Center for Christian Leadership in room 220 and the Brewer Center in room 104. For more information about Campus Ministries call 843-863-7218, 843-863-7192 or visit [charlestonsouthern.edu](http://charlestonsouthern.edu).

**Elevate** is the weekly campus wide ministry designed to minister to all students, faculty and staff. Join students from all denominations as we exalt the Name of Jesus together as the body of Christ. Elevate features student-led praise and worship followed by Bible teaching that is real and relevant. Experiencing this worship will afford you many opportunities to make new connections and strengthen friendships.

The student-led Elevate Praise Team consists of students from all denominations who desire to lead students into a deeper relationship with Jesus Christ. The Praise Team meets to pray and practice once a week and serves each week during Elevate, Chapel and other opportunities as needed.

Elevate meets each Thursday during the fall and spring semesters at 8 p.m. in Lightsey Chapel Auditorium unless otherwise noted.

## **Baptist Collegiate Ministries**

Baptist Collegiate Ministries assists “in fulfilling the mission of the church by leading students and others in the academic community to faith in Jesus Christ as Savior and Lord, to guide them in Christian growth and church membership.” (Baptist Student Ministry Guidebook)

## **D-Groups**

D-Groups provide students weekly opportunities for fellowship and discipleship. These student-led Bible studies come in a variety of shapes and sizes. Groups meet weekly at various times and locations to best meet the varied schedules, needs and levels of the spiritual maturity of students.

## **Ministry Teams**

Ministry teams are open to all students interested in sharing their faith through teaching and discipleship. This group rotates throughout the semester so that every student is not away every weekend. It ministers to youth at various churches throughout the semester for the purpose of discipleship and ministry and is open to students with a commitment to discipleship and youth ministry outreach in regional churches. Contact Campus Ministries for more information.

## **Fellowship of Christian Athletes**

FCA exists “to present to coaches and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the Church.” (FCA Playbook)

FCA holds a “Rally” the first Monday of every month at 8 p.m. where coaches, players and friends gather for an inspirational time. All sports teams also have a team chaplain.

## **Mission Trip**

The Spring Break Mission Trip provides opportunities for Christian students to be challenged to integrate faith in learning, leading and serving. Many students return with renewed commitment to serving and sharing Christ at home.

## **Church Services**

All students are encouraged to attend the church of their choice. Many have special programs for college students. Representatives from area churches will be on campus during the first week of school to meet students and make arrangements for those who need transportation. If you have any questions about transportation to church, you may contact Campus Ministries at 843-863-7218.

The university also provides a Sunday church service on campus throughout the year. Summit Church meets every Sunday at 11 a.m. in Lightsey Chapel. Elevate, a program sponsored by Campus Ministries, is available each Thursday at 8 p.m. during the fall and spring semesters. In addition, Campus Ministries sponsors Bible study groups.

# CAMPUS SECURITY

Charleston Southern University provides 24-hour armed security patrols on campus. Coverage utilizes a combination of trained professional university and contracted security officers. Although the university makes every reasonable effort to provide a safe and secure environment, it is up to each individual to exercise due care at all times to protect his or her personal safety. While on campus, all students should always have their Charleston Southern University Student ID cards in their possession. For on campus emergencies, 2020 may be called from any CSU landline phone. From your mobile phone or an off-campus phone dial 843-553-5896 for emergencies. During some emergency situations communicating by voice may not be a good option. In this type of situation, you may text 843-371-8445 to communicate vital information. Please store this number in your mobile phone, but only use it for texting. A crime-stoppers program called Silent Witness is also available for students to report crime confidentially. Anyone may submit a Silent Witness report online at [charlestonsouthern.edu](http://charlestonsouthern.edu).

## CAMPUS SECURITY PRECAUTIONS

- Residents should keep their rooms, suites, outside doors and vehicles locked at all times.
- Retain possession of your keys. Do not loan them to others.
- Report lost or stolen items immediately to the Campus Security office. Fill out a theft report regardless of the amount or value of the items lost.
- Record the serial number of any item of value.
- Mark any item with an identification mark and keep a record of it.
- Cooperate with the residence hall staff, Campus Security and police.
- Students are advised to purchase insurance for their possessions if they are of great value; the university is not liable for lost or stolen items.
- Textbooks are items of value; students should mark their books.

## BUC ALERT EMERGENCY INFORMATION SYSTEM

The university uses an emergency response system called BucAlert to alert students, parents, faculty and staff when an emergency situation exists. All students are automatically enrolled via their CSU email address. Students may register for alerts to be sent to their room phone, mobile phone, parents' home phone or mobile phone, email account, or text messages. To register or to update information, students must log into MyCSU with their CSU ID Number and PIN.

### EMERGENCIES

Campus Security is on duty 24 hours a day and may be reached by either dialing 2020 from any campus phone or 843-553-5896 on a mobile phone. During some emergency situations communicating by voice may not be a good option. In this type of situation, you may text 843-371-8445 to communicate vital information. Please store this number in your mobile phone but only use it for texting. Students should be prepared to give their exact location and the nature of the emergency.

### Emergency Phone Locations on Campus

- Physical Plant Side of Art Lab
- Back Side of Quad
- Front Side of Quad 3
- Back Side of Library
- Reflection Pond Side of Science Building
- Parking Lot Side of Science Building
- Parking Lot Side of Wingo/Norris
- Parking Lot Side of Ashby/Jones
- Parking Lot Side of College of Nursing
- Parking Lot Side of Hunter Center
- Communications Building by Pool
- Reflection Pond Side of Thurmond Center
- Softball Field End of Russell West
- Russell Side of Women's North
- Parking Lot Side of Women's North
- Softball Field Side of Women's South
- Baseball Field Press Box
- Parking Lot Side of Field House
- Whitfield Stadium Center

## **TIMELY WARNING**

If a situation arises either on or off campus that, in the judgment of the Dean of Students in consultation with the President and/or Vice President(s), constitutes an ongoing threat to the CSU community, a campus wide timely warning may be issued. The decision whether to issue a timely warning will be made on a case by case basis. Timely warnings will be issued to the campus community as a Buc Alert as soon as pertinent information about the incident is available.

## **ESCORT POLICY**

Security escorts are available from any location on campus. If a student requires an escort, he or she should dial 2020 from any campus phone or 843-553-5896 from a mobile phone. Students should be prepared to give their location and destination. Students are encouraged to use this service and not walk alone after dark. All escorts will be provided by uniformed officers.

## **DISCLOSURE OF CAMPUS CRIME**

In compliance with its duties under federal law, Charleston Southern University makes an annual disclosure of campus crime statistics. A copy of the annual campus crime statistics may be obtained from the Campus Security office.

## **BICYCLES, SKATEBOARDS, AND ROLLER BLADES POLICY**

- Any student who chooses to operate bicycles, skateboards and/or roller blades does so at his or her own risk.
- The use of protective gear such as helmets, knee pads, elbow pads and wrist guards is highly encouraged to avoid bodily injury.
- The use of bicycles, skateboards and/or roller blades is strictly prohibited inside all buildings on CSU property, including Littlejohn Parlor, the lobby of the Strom Thurmond Center, lobbies of classroom buildings and the breezeway connecting Russell East and West.
- Parking bicycles is limited to bicycle racks located near the buildings or inside individual dorm rooms. Bicycles found parked in public access buildings will be removed. It is permissible to park bicycles under the stairs in the Quads. Bicycles parked in such a way that they may endanger pedestrians will be removed.
- Operators must yield the right-of-way to pedestrians.
- Operation on the roads should be limited to essential travel, such as crossing or short-term travel from one destination to another. Recreational skateboarding or roller-blading is not permitted on the roads.
- Failure to comply with this policy could impede the safety of self and/or others and therefore result in disciplinary action.

## **EARTHQUAKE PROCEDURE**

Major earthquakes are not common; however, there are certain precautions that should be taken in the event of an earthquake. The most important thing to remember is if a student is inside, he/she should stay inside; if the student is outside, he/she should stay outside. If indoors, take cover under a heavy desk, table, in a supported doorway, or alongside an inside wall. Stay away from glass. Don't use candles, matches, or other flame during or after the tremor because of possible gas leaks. If outdoors, move away from buildings and any utility wires.

## **HURRICANES**

When a hurricane warning has been issued for the area, the campus will be closed and all curricular and extracurricular activities canceled. In the event of a hurricane, remain indoors and away from windows.

## **FIRE PREVENTION/SAFETY**

Every residence hall room is equipped with a smoke detector. Procedures for fire alarms/drills are listed on the back of each door. Students are expected to be familiar with and follow these procedures in case an alarm should sound. The following regulations follow the recommendations of the State Fire Marshall:

- CSU policy prohibits smoking on campus
- No cooking, except by approved methods, is allowed in the residence halls (see cooking)
- Ironing is permitted only on an ironing board
- All exits must be cleared of obstructions at all times
- Only flame proof curtains are permitted in the residence hall rooms
- Hanging items from a light fixture is not allowed
- No burning of incense or candles is permitted

## **FIREARMS AND EXPLOSIVES**

Students shall not possess any type of firearm, flammable liquid or explosive on campus anywhere, anytime. This includes hunting



rifles, target weapons, handguns, BB guns, airsoft guns, hunting knives, bottle rockets and roman candles. Possession or use of firearms and explosives, including fireworks and bottle bombs, will result in disciplinary action and may include expulsion from the university.

Exceptions: The above restrictions do not apply to Sworn Police Officers and to persons authorized to carry concealed weapons pursuant to Section 16-23-430, Article 4, Chapter 31, Title 23, Code of Laws of South Carolina, 1976, when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. Anyone bringing weapons to campus may be asked to produce their legally issued Concealed Weapons permit. Removal of the weapon from the security of the vehicle while on campus regardless of the reason is a felony violation of the law and a violation of Charleston Southern University's Student Code of Conduct.

## **FIRST AID**

CSU does not have a medical staff or a first aid dispensary. However, for minor injuries such as cuts and abrasions, the university maintains a well-stocked first aid kit in the Residence Life Office located on the first floor of Russell West. All Residence Life and Campus Security personnel are trained in basic first aid and CPR.

First aid assistance may be obtained anytime by dialing 2020 on CSU landline phones. In addition, Trident Regional Medical Center, with emergency room facilities, is located immediately across the street from the university. Students should notify their Resident Assistant whenever medical treatment is needed.

## **LOST AND FOUND**

Lost and Found is located in the Security Office on the first floor of Russell West.

## **ROOFS/LEDGES**

Students are not allowed on the roofs/ledges of any campus building. Violators will be subject to disciplinary action.

## **SOLICITATION**

No person or organization, excluding Charleston Southern University students and/or properly chartered student organizations, is allowed to solicit on campus without prior approval from the Vice President for Business Affairs.

## **TOBACCO-FREE POLICY**

CSU is a South Carolina DHEC Model Smoke-free Campus. According to the U.S. Surgeon General's Report of 2006, the Environmental Protection Agency Report of 1992, the South Carolina Clean Indoor Act of 1990 and the Federal Pro-Children Act of 1994, tobacco use and exposure to secondhand smoke are hazardous to one's health. The EPA reports that secondhand smoke is responsible for an estimated 53,000 deaths per year in nonsmokers. In light of these findings, and in keeping with the university's mission and vision, Charleston Southern University became a tobacco-free campus in August 2009.

Tobacco use is prohibited on all university grounds, both outdoors and indoors and within university vehicles. This includes all offices, hallways, and waiting rooms, restrooms, meeting rooms and all other grounds and properties of CSU. This policy is in effect 24 hours a day, seven days a week. CSU prohibits the use of all tobacco products or paraphernalia, including but not limited to, cigarettes, cigars, pipes, electronic cigarettes (e-cigarettes) or other recreational vaporizers, bidis, kreteks, smokeless tobacco and snuff by all students, faculty, staff and visitors. The sale of tobacco products is prohibited on the CSU campus, as is the delivery of any tobacco product by any means.

## **THE CAREER CENTER**

The Career Center offers services to traditional and nontraditional students. Personality, skills and spiritual assessments, such as the Myers-Briggs Personality, Strong Interest, Self-Directed Search, and the PLACE are provided to guide students through career planning decisions and match students' abilities and calling to specific careers and majors. The Career Center provides a face-to-face and online services. Civic Engagement and Diversity Programs are also located in the Career Center.

### **Mission**

- To provide services and resources that empower students to make critical life decisions for future employment.
- To facilitate the process of identifying and connecting God-given passion, skills and abilities to CSU students.
- To enhance classroom learning by partnering with faculty to facilitate career exploration, experiential learning and service learning opportunities, and provide access to employers.

### **Services**

- Career Counseling: in office, online, Facetime, and Skype services
- Fall and Spring Career Planning Seminar Course (GNED 201 01)
- Portfolio Critique: resumes, cover letters, references and graduate school essays

- Mock Interviews Online
- Job Search and Interview Assistance
- Selection of a Major Assistance
- Personality, Skills, and Spiritual Calling Assessments Online
- Fall and Spring Career Expos
- Fall Volunteer Fair
- Applied Learning Experience Internship Placement Assistance
- Health Professions Recruitment Night
- Legal Professional Recruitment Night
- Dress for Success Workshops
- Résumé Workshops
- Dining Etiquette during Job Interviews
- Federal Job Search Assistance
- Military Career Transition Assistance
- Career Counseling for the Experienced Candidate
- Graduate School and Professional Practice
- Off campus Work-Study Placement
- Salary Negotiation Assistance
- Networking Assistance
- Ferguson Learning Express Library practice professional testing for graduate school

## CIVIC ENGAGEMENT

**Located in the Career Center**

### **Mission**

To support the development and coordination of the rich, diverse, and varied curricular and co-curricular partnerships that actively engage CSU within local, regional, and global communities. We endeavor to facilitate student community service involvement to develop the understanding, commitment, and confidence to lead fully informed and actively engaged lives.

### **Services**

- President's Honor Roll
- Volunteer Fair
- Campus Compact
- VISTA
- Service Learning
- Community Service (online tracking & Service Transcripts for students through MyCSU)

## DIVERSITY PROGRAMS

### **Mission**

To promote cultural diversity and to provide opportunities for students, alumni, staff and faculty to interact in sharing their cultural heritage. Diversity programming, advising and mentoring broadens the understanding, knowledge and appreciation of the diverse population of the CSU family.

### **Services**

- MLK Intercollegiate Consortium Committee: MLK Programming
- Black History Month
- Kuumba Celebration
- African American Society

## COUNSELING SERVICES

CSU Counseling Services provides professional mental health counseling to students in the form of individual counseling for a wide range of issues. Counseling Services also offers special events throughout the academic year to promote student wellness. Counseling Services are available to all enrolled CSU students free of charge. Information shared in counseling sessions is kept

confidential according to the American Counseling Association standards.

Students can request a non-urgent appointment by calling the counseling line at 843-863-8010 or stopping by the Counseling Services office on the 2nd floor of Russell West during normal business hours. In case of an emergency, students are directed to call 911 or to go to the nearest emergency room.

## **DINING SERVICES**

Dining hall meals are automatically included for CSU student residents. Remember to take your ID card to the dining hall. Presentation of this card is necessary because it serves two purposes: it provides statistical information necessary for dining services to determine future contract rates and it prevents unauthorized use of your meal plan if your ID card is lost or stolen. ID cards are not transferable nor to be used by anyone except the owner. Full-time resident students with valid ID cards are checked through the dining line. Anyone not on a meal plan must pay before entering the dining hall.

Students requiring special diets should submit a written request to the director of disability services accompanied by a doctor's recommendation and specified diet by the first week of each session. The request will be evaluated, and a special diet will be provided by dining services, or an exception to the meal requirement will be granted.

In case of illness, permission for a to-go box, usually picked up by a friend, must be obtained from the Dean of Students' Office prior to the meal. Otherwise, all food is to be consumed in the dining hall unless you are taking yours to go as well. Please do not abuse your unlimited second privilege by taking food from the dining hall. Please bus your own plates to the dish return area. This not only helps the dining staff, but it is also a courtesy to your fellow students. Please do not borrow plates, bowls, glasses or silverware. Though you may take these with the intention of returning them, quite often these items never make it back to the dining hall. Replacing them results in additional costs to you.

Special services offered by dining services include birthday cakes, ice cream socials, picnics, banquets and receptions. All of these, and more, are available through the Catering Office. Call Catering for details at 843-863-7672.

### **Commuter Meal Plans**

Meal plans are available for commuting students and may be purchased by the week or semester. Stop by or call the Dining Services Office for a brochure explaining the different plans.

### **Resident Meal Plans**

Every resident student receives 21 meals per week plus \$85 dining dollars. This offers students 21 all-you-care-to-eat meals weekly for breakfast, lunch and dinner. Should a student choose to change to a 15 meals per week plan he/she will receive \$135 dining dollars per semester.

### **Declining Balance**

Every student will have the opportunity to place money in a declining balance account. Money deposited into a student's declining balance account may be used in Chick-fil-A and Java City. When used, the amount spent is deducted from the declining balance. An initial minimum deposit of \$25.00 is required to open a declining balance account with subsequent deposits made in increments of \$5.00.

## **HEALTH INFORMATION**

### **First Aid**

CSU does not have a medical staff or a first aid dispensary. However, the university maintains a well-stocked first aid kit for minor cuts and abrasions in the Residence Life Office on the first floor of Russell West. Also, all Residence Life and Campus Security personnel are trained in basic first aid and CPR.

First aid assistance may be obtained anytime by dialing 2020 on CSU landline phones. In addition, Trident Regional Medical Center, is located immediately across the street.

### **Health Insurance**

CSU requires health insurance only for athletes, athletic training students and international students. However, the university strongly recommends that all other students obtain at least major medical insurance and advises that the institution will bear no financial responsibility for medical treatment(s) required while at the university. If an athletic insurance plan is desired while attending the university, the Head Athletic Trainer may be contacted at 843-863-7681. If an international insurance plan is desired while attending the university, the Dean of Students' Office may be contacted at 843-863-8008 or 843-863-8009. We have several people in the area who can assist students in purchasing health insurance policies.

International students will automatically be billed semiannually by the Business Office for the required health insurance purchased by the university on their behalf. This insurance has been carefully selected to compare to coverage normally available to U.S. citizens through their parents' or employer's group plan. It provides coverage for illness, office visits and accidents. Additionally, it provides repatriation or medical evaluation to the home country if necessary. Refusal of this insurance by international students will

result in denial of admission to the university or continuation if already admitted. Questions on international insurance and all other international matters may be directed to the Dean of Students' Office at 843-863-8008 or 843-863-8009.

Health insurance is also required for all students admitted to the nursing program (those actually taking nursing courses, not pre-nursing).

### **Health Services and Immunizations**

All full-time residence life and security officials receive First Aid and CPR training. Trident Medical Center is located across the street from campus for emergencies.

University policy requires students to provide proof of the following immunizations for their protection prior to admittance to CSU: Tetanus, DPT, Polio, Measles, Mumps, Rubella, Tuberculin and Hepatitis B. The Meningitis Vaccine is recommended. If it is learned a student is residing at CSU without having been properly immunized, suspension from the residence halls and/or blocking of that student's registration for subsequent semesters may result. Proof of immunization should be submitted to the Residence Life Office prior to students moving on campus. Questions regarding immunization may be directed to the Residence Life Office at 843-863-7190.

## **STUDENT INVOLVEMENT**

### **ATHLETICS**

Charleston Southern competes in 16 sports at the NCAA Division I level and is a charter member of the Big South Conference, which also includes: Campbell University, Gardner-Webb University, High Point University, Liberty University, Longwood University, Presbyterian College, Radford University, UNC Asheville and Winthrop University.

CSU has won over 30 Big South Championships and has appeared in the NCAA Men's Basketball Tournament, NCAA Baseball Championship, NCAA Softball Championship and NCAA FCS Playoffs.

Charleston Southern University is committed to providing an outstanding athletic program in a Christian environment. In conjunction with the academic and Christian philosophy of the institution, a sound athletic program is a fundamental component of the educational development of our students. The athletic department, through its coaches, administrators and staff, is committed to providing a program that will strive to uphold the highest standards of fairness, student-athlete welfare, gender equity and good sportsmanship.

### **STUDENT GOVERNMENT ASSOCIATION**

Students enrolled full time at CSU are considered members of the Student Government Association and are entitled to the rights and privileges therein. Representatives from the students are elected or appointed to serve in the three branches: executive, legislative and judicial. The Association enables students to participate in achieving the goals of the institution and to receive training for citizenship and leadership. For information on getting involved in Student Government, see Student Activities.

### **CLUBS AND ORGANIZATIONS**

A wide variety of clubs and organizations are available for student membership. A list of academic and service clubs is available in the Student Activities office and online at [charlestonsouthern.edu](http://charlestonsouthern.edu).

#### **Academic Clubs and Organizations**

Academic clubs in each major area offer opportunities for co-curricular enrichment. The university encourages and supports these programs and projects.

#### **Service Clubs and Organizations**

The service clubs strive to develop future leaders and citizens, as well as sponsor campus and community service projects. There are many excellent service clubs available to students at Charleston Southern University.

#### **Academic Honor Societies**

- Marshals - The marshals are chosen on the basis of academic scholarship, exemplary character and leadership ability. They represent the ideals and principles for which the university stands. The marshals act as official hosts and hostesses for university academic functions.
- Alpha Chi - Founded in 1922, Alpha Chi is a coeducational society whose purpose is to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. As a general honor society, Alpha Chi admits membership to students from all academic disciplines. To be eligible to join Alpha Chi, a student must be a junior or a senior and have a GPA of 3.5 or higher.
- Alpha Kappa Delta - Alpha Kappa Delta is the International Sociology Honor Society. This honor society serves to recognize academic excellence and interest in the study of Sociology. To be eligible for lifetime membership in Charleston Southern University's Zeta Chapter of Alpha Kappa Delta, students must hold junior status, have a cumulative

and Sociology GPA of 3.0, and have completed at least four catalog courses in Sociology.

- Psi Chi - Psi Chi is the National Honor Society in Psychology and was founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. Membership is open to students making the study of Psychology one of their major interests and who meet the minimum qualifications. Psi Chi is a member of the Association of College Honor Societies (ACHS) and is an affiliate of the American Psychological Association (APA) and the American Psychological Society (APS).
- Sigma Beta Delta - Sigma Beta Delta is an international honor society recognizing scholarship and achievement in Business and promoting personal and professional improvement and a life distinguished by honorable service. Juniors, seniors and second year MBA students are eligible to become members. Sigma Beta Delta is a member of the Association of College Honor Societies (ACHS).
- Sigma Delta Pi - Sigma Delta Pi is a national honor society of Spanish that seeks to honor those who pursue excellence in the study of the Spanish language and the study of the literature and culture of Spanish speaking people. Sigma Delta Pi honors those who have made Hispanic contributions to modern culture known in the English speaking world and encourages college and university students to acquire a greater interest in, and a deeper understanding of Hispanic culture. Membership is open to all students who have completed at least three years of a third-year course in Hispanic literature or Hispanic culture or civilization. They must have grades averaging at least 3.0 on a 4.0 scale in all Spanish courses and rank in the upper 35 percent of their classes.
- Sigma Theta Tau - Sigma Theta Tau is the International Nursing Honor Society. Its purpose is to recognize superior achievement and leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. Nursing students selected for membership must have completed at least one-half of the required nursing courses, have at least a 3.0 GPA, rank in the upper 35% of their nursing class, and demonstrate academic integrity and professional leadership potential.

## CLUB AND ORGANIZATION POLICIES

These policies are prepared to serve as a guide for all approved student organizations at Charleston Southern University concerning their responsibilities and as a help in planning, scheduling and conducting fellowship functions:

- All CSU student activities conducted on campus by a student organization functioning at CSU must be approved by the following: Student Activities Director, Assistant Dean of Residence Life, Dean of Students, Security Director and Events Coordinator. An event form must be obtained in Student Activities and taken to each area for approval before the event can be publicized.
- Student organizations conducting organizational functions off campus must abide by all regulations governing on campus behavior. Student organizations are expected to uphold the same standards of Christian behavior off the CSU campus as are required on campus.
- Only approved student organizations may hold functions on campus. All approved student activities and social events must be scheduled and registered in advance in the Student Activities Office. All fund-raising projects and service projects must be recorded on the proper form and turned in to the Student Activities Office. Activities must be approved before plans are made for food, location, etc. A fundraising or service project may not begin until approved by the Student Activities Director.
- Any changes must be reported immediately to the Student Activities Director.
- Every activity or event must have an approved representative of CSU present for the entire length of the event including cleanup.
- In order to provide appropriate security measures for the safety and well-being of the campus community, and to ensure that the educational and business functions of the university will not be disrupted, any person or organization wishing to plan or implement a rally, forum, assembly, demonstration, protest or similar gathering on or about the CSU campus must provide prior written notification of the gathering to the Dean of Students and receive from that office written authorization to proceed, at least two business days in advance of the gathering.
- An organization may not plan functions for the same night as a school sponsored or student activities sponsored event. It is the club's responsibility to check the student activities calendar.
- All clubs are required to complete at least two on campus service projects and two outside service projects per semester. Failure to do this may result in suspension of Board of Student Organizations benefits and use of CSU facilities. In order to receive credit, a community authorization letter must be signed at the completion of the project by the project director.
- Any announcements for Chapel must be emailed to Campus Ministries by Monday at noon.
- All persons invited to speak on campus must be cleared by the Dean of Students.
- Infractions of the student activities policies will be referred to the Director of Student Activities.

## Contracts

Any contract for bands, performers or speakers secured by an organization MUST be co-signed by the Student Activities Director. This is for the club's protection as well as for the protection of the individual signing for the organization. No student may enter into a contract on behalf of the university. Any violations will result in immediate disciplinary action.



## Responsibilities of Club Officers

- The Student Activities' Office holds the officers of organizations responsible for the planning, scheduling and overall conduct of the activities of their organizations.
- All officers must be familiar with the policies and regulations of the university. The president has primary responsibility in seeing that all of the club activities are in accord with university regulations.
- The president is expected to report to the Director of Student Activities any breach of regulations by the organization or individuals.
- Presidents or their designees are required to attend all Board of Student Organizations meetings.

## Initiations

The following should be reported to the Director of Student Activities with a copy sent to the Dean of Students:

- All pledge activities and duties including the time, date, purpose, length and type of activity and names of pledges.
- The amount of time per week that pledges will be involved in activities.
- List of activities that promote academic achievement for the pledges.

## Pledge Activities

During the fall semester, all pledging activities must occur within the period between the start of the semester and Thanksgiving. During the spring semester, all pledging activities must occur within the first 12 weeks of the semester (including breaks). No pledge activities will occur after midnight. Pledge activities will not include anything that would lead to the embarrassment of the student or the university.

## Hazing

Initiations or other activities may not involve hazing, which is defined by state law as “intentionally or recklessly engaging in acts which have foreseeable potential for causing physical harm to any person for the purpose of initiation or admission into or affiliation with any chartered student, fraternal or sorority chartered organization.” The criminal sanctions for hazing, assisting in hazing, or failing to report hazing include a fine of up to \$500 and/or imprisonment for up to 12 months where consent is not a defense (Cumulative Supplement, Code of Laws of SC 1976 - Article 6; 16-3-540). Hazing is not limited to, but may include the following:

- Actions that recklessly or intentionally endanger the physical and mental health or safety of students
- Forced or required consumption of any food, liquor, drug or other substance
- Forced or required participation in physical activities such as calisthenics, exercise, or so-called games
- Exposure to the weather
- Excessive fatigue resulting from sleep deprivation, physical activities or exercise
- Assignment of activities that would be illegal or unlawful or might be morally offensive to individual pledges
- Physical brutality, including but not limited to paddling or striking with fists, open hands or objects
- Branding
- Verbal abuse
- Kidnapping, transportation or stranding of individual
- Forced or required conduct that could embarrass or adversely affect the dignity of the individual
- The wearing of unusual dress that has not received prior approval from the Dean of Students
- The performance of public stunts and activities that would embarrass the individual
- The denial of sufficient time to study
- Nudity or lewd behavior
- Forced or required actions that are inhumane to animals or others

Any infraction of these rules may lead to immediate Senate action of varying lengths of probation or loss of charter and use of CSU facilities.

## Penalties

An official warning may be issued from the Director of Student Activities to cover a certain period of time during which all activities of the organization will be closely observed. If there are any infractions of university regulations during this time period, the case will immediately be turned over to the SGA Senate.

Probation is a penalty given to any club that does not adhere to stated university policies. The procedure for probation or removal of charter shall be as follows:

- Recommendation for action by the Director of Student Activities or the Dean of Students.
- Investigation and recommendation by the Senate student organization committee.

- A  $\frac{3}{4}$  vote of Senate will be required to impose the penalty.
- An organization may first appeal to the student life committee. If the organization is not satisfied with the action taken, then the final appeal will be to the Dean of Students.

Probation could result in any or all of the following:

- The club will not be allowed to have any fellowship functions during the probation time.
- The club will not be allowed to have any type of activity such as fund-raising projects, etc.
- The club will not be allowed to participate in any school activities during the probation time.
- Removal of Charter - Removal of charter may be applied to any club that does not adhere to conditions of its probation. This is the most severe penalty an organization can receive. It means that the organization may not function on the CSU campus for at least five years.

The procedure for removal of a charter shall be as follows:

- Recommendation for action by the Dean of Students
- Investigation and recommendation by the Senate student organization committee
- A  $\frac{3}{4}$  vote of Senate will be required to impose the penalty
- An organization's first appeal shall be to the student life committee. This appeal must be filed within one week after the rendered decision. A final appeal may be made to the Dean of Students.

### Organization Reports

- All student organizations are required to keep on file in the Student Activities Office a current listing of all officers, members and the name of the faculty/staff advisor. Any changes in the listing should be reported immediately in writing to the Student Activities Office.
- Each student organization shall follow the guidelines set forth by the Student Government Association for the audit system. If an organization fails to turn in its records at the proper time for audit, a withdrawal of the club's charter could result. The SGA will audit the books once a year and with notification of at least 10 days prior to the audit.
- Each student organization is required to file with the Director of Student Activities an annual report reflecting any projects, activities or programs the organization conducted during the year. These reports must be turned in to the Student Activities Office at the last scheduled Board of Student Organizations meeting each year. Failure to submit this report will make the organization ineligible for a student life award and may result in a withdrawal of the club's charter.

### Policies

- Officers of all organizations must be elected in the spring semester so the new officers may begin their term as soon as possible after the spring semester ends.
- A student may not hold an office in the Student Government Association or any organization if he/she is on academic or disciplinary probation.

### Chartering Procedure

- Section 1: Any group wishing to organize on the Charleston Southern University campus must request and receive permission from the Director of Student Activities. The following information must be received by the Dean of Students and the Director of Student Activities before permission is granted.
  - Purpose
  - Proposed program of activities
  - List of at least 15 interested students (this number may be altered at the discretion of the Director of Student Activities)
  - Name and address of proposed faculty/staff advisor
  - One copy of the proposed constitution
  - If the organization is an academic club, a letter of recommendation from the department head in which department the organization is located.

Any organization whose membership is composed primarily or entirely of CSU students must seek official university recognition through procedures established for that purpose by the university. Students who join or participate in the activities of an organization and students who enlist, invite, or encourage other students to join or participate in the activities of an organization which has not been officially recognized by the university may face disciplinary action including dismissal from the university.

- Section 2: After permission has been granted, in compliance with the above section, the Director of Student Activities will submit the information to the Senate. The president of the organization may be called to appear before the Senate. The Senate will then review the material for approval.
- Section 3: The Senate will act on the petition after reviewing the material. A vote of  $\frac{2}{3}$  of the members voting will be

necessary for approval. After Senate approval, there shall be a probationary period of at least one year before the organization shall demonstrate its value by worthwhile group enterprise. The probationary period of any organization shall begin the date of the Senate approval. The probationary period may be waived or shortened with the consent of the president of the SGA, the Director of Student Activities and the Dean of Students, upon recommendation from the senate.

- Section 4: At the end of the probationary period, the organization shall then apply within a reasonable period of time for official recognition and the granting of a charter by the Senate. This application must be submitted, in writing, to the Director of Student Activities, who will in turn present it to the Senate. This application must include the following information:
  - Purpose
  - Proposed activities
  - Accomplishments during the probationary period
  - List of members
  - Names and addresses of current officers
  - Name and address of faculty/staff advisor
  - Two copies of the current constitution
  - Statement of the organization's financial condition
  - If the organization is an academic club, a letter of recommendation from the department head in which department the organization is located
- Section 5: If the application is approved by the Senate and the Director of Student Activities, it will be forwarded to the Dean of Students for approval. The Senate, the Director of Student Activities and the Dean of Students must all approve the application before official recognition and charter can be granted.
- Section 6: The presidents of all officially recognized organizations will meet with the Senate as often as seems necessary. The activities, projects and welfare of the organizations will be reviewed, if necessary.
- Section 7: Each organization will be expected to have a minimum of one faculty or staff member to serve as an advisor.
- Section 8: Each organization must file a copy of the club's constitution in the Student Activities Office.
- Section 9: Any changes in the organization's constitution must be submitted to the Director of Student Activities who will submit it to the Senate for approval.
- Section 10: No social fraternities/sororities will be allowed on the CSU campus. National Greek letter social fraternities or sororities are not allowed among the students of the institution either on or off the campus. Organizations which are affiliated with national, regional or statewide organizations will, for the purpose of these policies, be considered as social or other than social in nature according to their parent organization's listing in the latest edition of the Encyclopedia of Associations. Any organization which is affiliated with a national, regional or statewide organization will be required to state clearly in their campus constitution that their main mission is service, honorary, religious or academic in nature. All service fraternities and sororities will be required to comply with all requirements and criteria for CSU service organizations.

### **Speakers**

Any individual, committee, organization or other group desiring to bring a speaker to campus must obtain prior approval from the Dean of Students.

### **Student Assessment**

Assessment consists of the ongoing, systematic collection of data and information across the institution that can be used to validate the accomplishment of the university's mission and facilitate improvement of programs and services. The university routinely conducts campus-based surveys and evaluations of student attitude, achievement and satisfaction. Such studies are grouped under the heading of student outcome assessment. Various types of outcome assessments are used to measure the correspondence between the claims CSU makes for its programs and services and what is actually achieved. While every student is not selected for participation in every assessment activity, it is likely that an individual student will be involved in one or more assessment activities while at CSU. Although student participation in a survey completion will often be voluntary, it is only through cooperative participation in the assessment process that students can help make the CSU experience the best it can be.

### **Student Employment**

The Student Employment Office is located in the Hunter Center. This office provides placement services for students in a variety of campus employment opportunities. This office also assists students with any questions concerning student employment payroll. Call 863-8067 for further information.

## **CAMPUS RECREATION**

Charleston Southern University is dedicated to physical and mental wellness, as well as academic excellence.

### **Brewer Center**

The Brewer Center houses a full-service fitness center with treadmills, stair-steppers, ergonomic-cycles, elliptical cross-trainers, AMTs, a full-circuit strength system, and free weights. The Brewer Center is also home to one basketball court, which supports



various programs and events, including intramurals and open rec use. The Brewer Center also houses a fitness studio which is used for all group fitness classes, as well as some academic classes. The Brewer Center lounge features a ping-pong table, one flat-screen TV, four billiards tables, and an air hockey table.

All current students, faculty, and staff are eligible to use the Brewer Center as well as any family pass member. All patrons must present their current CSU ID or Family Pass card to enter the facilities.

### **Patsy A. Morley Pool**

For information, hours of operation, and usage policies call 843-863-7888. For special event reservation information contact the campus events coordinator at 843-863-7980. Pool hours vary depending upon the season. Please check with Campus Recreation for current hours.

All current students, faculty, and staff are eligible to use the Patsy A. Morley Pool as well as any family pass member. All patrons must present their current CSU ID or Family Pass card to enter the facilities.

### **Buc Park**

Buc Park features two outdoor basketball courts, one sand volleyball court, a swing set, picnic tables, and a charcoal grill. For information, hours of operation, and usage policies call 843-863-7888.

### **Intramural Sports**

All current students, faculty, and staff are eligible to participate in intramural sports. Registration for intramurals is done online at [www.imleagues.com](http://www.imleagues.com) or through the REC\*IT app which may be downloaded in the Apple or Android stores. For questions or more information, please contact the Brewer Center at 843-863-7888 or by email at [recreation@csuniv.edu](mailto:recreation@csuniv.edu).

Calendars for the dates and times of all intramurals may be found on IM Leagues, the REC\*IT app, or outside of the Campus Recreation Office (Brewer Center 101). Campus Recreation offers many fun and social intramural sports that are designed for resident and commuting students. Intramural sports emphasize group spirit and the enjoyment of sports in a less competitive atmosphere. This is a great opportunity for students to have fun, meet new people, try new sports and get physically fit.

It's very easy to get involved. Intramural sports are offered in both the fall and spring semesters. Help us support these events by sharing your ideas and encouraging others to have fun.

For more information about intramural programs and events, call the Brewer Center at 843-863-7888, email [recreation@csuniv.edu](mailto:recreation@csuniv.edu), or stop by the Campus Recreation Office (Brewer Center 101).

## **FINANCIAL INFORMATION**

### **Payment of Accounts**

The registration of a student signifies the assumption of definite obligations between the university and the student. It is an agreement by the student and the student's parents/guardians to fulfill the financial terms as stated in the catalog.

All accounts for the semester's expenses are due and payable on registration day. If arrangements have not been made with the Business Office to satisfy an account within one week after the drop/add date, the student may not be allowed to preregister for future semesters. The Business Office accepts VISA, Mastercard and Discover.

### **Billing**

Students will be billed according to their tuition classification. Tuition classification will be determined by the student's official registration form (including all official drop/adds) processed through the Registrar's Office by the last due date for adding a class.

Bills for each semester are posted online through the student's MyCSU account. Preliminary bills are posted online approximately two weeks prior to the semester. This bill reflects charges and aid as they are at that time. These items are subject to change. Final bills are posted online after the drop/add period ends. The bill will reflect total charges and financial aid for the semester based on registration.

### **Refunds**

The CSU catalog specifies which charges, fees and deposits are refundable and procedures necessary to obtain refunds. A student who has a credit on his or her account must sign up for e-refunds through his or her MyCSU account. The refund deposits directly into the bank account of the student's choosing. The refund will be issued within 15 working days of the request.

### **Refund Checks Issued in Error**

The Business Office makes every effort to issue refund checks as quickly as possible. Due to this emphasis, on rare occasions, amounts are refunded in error. The university has the right and will reclaim these funds. Electronic refund is the required method at CSU and students must sign up for this service through MyCSU. CSU does not have access to this information and therefore cannot take this information directly from the student. Refunds begin processing after final aid and charges have posted; approximately 3-5 weeks into each semester.

### **Check Cashing**

The Business Office will cash student checks in the amount of \$25 or less if the student has a valid CSU ID card. There is a charge

of \$0.15 for this service. No two-party checks will be cashed. A \$25 fee will be charged for any returned checks. The university reserves the right to refuse checks from any party who cashes or remits to the university for any reason an insufficient fund check.

## COLLEGE POLICIES & PROCEDURES

### AIDS POLICY FOR STUDENTS

The University AIDS Response Team consists of the Dean of Students, the athletic department trainer, a faculty member, and in the event that an employee is infected, the Vice President for Business Affairs.

If a student or employee confides to a campus official that he/she may be HIV positive or have AIDS, the university official will confidentially advise the student or employee to accept referral to medical testing and counseling and request the individual notify the university in the event of a positive test.

Individuals with AIDS or who are HIV positive will not be excluded from the university or from campus housing solely because of his or her condition. Individuals who have AIDS or who are HIV positive may be excluded from the university or from campus housing for behavior which violates the Student Code of Conduct, or if the health or safety of that person or others is threatened. Decisions regarding the type of educational setting for students with AIDS and/or HIV (upon adequate documentation from the student's physician), will be made on a case by case basis by the President, with recommendations from the university's AIDS Response Team. The President and the AIDS Response Team will take into account the student's physical condition and behavior, using a team approach which includes the student's physician, personnel from the local health department or Center for Disease Control and others as deemed necessary.

### VEHICLE REGULATIONS

University regulations require that all motor vehicles owned and/or operated by students on campus be registered and display a current vehicle permit issued before the beginning Drop/Add date of the fall semester, or any other time a vehicle is brought onto campus.

- Parking permits are \$15 annually and must be purchased prior to the beginning of Drop/Add date of the fall semester.
- Failing to purchase a permit by the deadline will result in a fine of \$50 per ticket.
- Permits are valid for 12 months beginning in August and must be displayed on the lower driver's side windshield.
- Physically handicapped students may obtain special parking consideration by submitting a request to the Campus Security Office.
- All resident vehicles must be the property of the student, student's spouse or student's parents. Resident students may not drive to class.
- Registered drivers are responsible for any violations involving their vehicles and a hold will be placed on accounts with unpaid tickets.
- The university assumes no responsibility for the care or protection of any vehicle or its contents while on university property.
- Vehicle maintenance is not allowed on campus at any time.
- Temporary permits may be issued by the Campus Security Office, located in the first floor of Russell West.

### CHAPEL

The purpose of CSU Chapel is to provide the university with a corporate worship experience connecting the campus community with the thoughts and heart of Jesus Christ, creating a generation to live for His Name. The objectives of Chapel are to:

- Provide Christ-centered programs through music, drama and messages
- Provide an atmosphere conducive to the growth of Christian fellowship
- Lead the CSU community through significant times of personal and corporate worship
- Provide opportunities for evangelism challenging the campus community to experience God's love and forgiveness through a personal relationship with Jesus Christ
- Complement the discipleship programs sponsored by CSU Campus Ministries
- Introduce examples and techniques of personal faith development
- Encourage an overall enthusiasm for campus life at CSU.

### Chapel Requirements

All full-time students (12 credit hours or more) are required to obtain 48 Chapel credits to graduate. This includes students who have recently converted to full-time status after having attended Charleston Southern University as part-time or evening students. The system for meeting the Chapel requirement is as follows:

- All students should earn an average of six Chapel credits every semester that they are enrolled as a full-time student in order to be eligible to graduate from Charleston Southern University. Chapel credits are independent of the 125 academic

credits needed for graduation. While on campus, all students should always have their Charleston Southern University Student ID cards in their possession. Student ID cards are required at Chapel to earn credit.

- A student may satisfy this requirement by one or a combination of the following options:
  - Attend regularly scheduled Chapels offered seven or eight Wednesdays per semester at 11 a.m. (one unit per program) during the fall and spring semesters.
  - Attend Alternate Chapel programs (one unit per program) that are offered each semester. The list of available programs may be found in the weekly campus e-newsletter, Page of Possibilities. Please note that any student arriving late to a Chapel program is NOT guaranteed to receive a Chapel credit for that program. Students are expected to arrive on time and be attentive and respectful during all Chapel services.
  - Satisfactorily complete up to three of the approved academic courses listed below (three units per course). A student may earn three credit hours and get three Chapel credits for each of the three courses selected.
    - Christian Studies 323 - Philosophy of Religion
    - Sociology/Christian Studies 324- Sociology of Religion
    - Christian Studies 329 - World Religions
    - Psychology/Christian Studies 340 - Psychology of Religious Experience
    - Christian Studies 417 - History of Religion in America
    - Christian Studies 423 - Christian Ethics

## COMPLAINT POLICY

Complaints should be addressed to the Dean of Students, located on the second floor of the Strom Thurmond Center. Complaints may be submitted by letter or by email, but must be signed. The Dean of Students will determine the correct channel for addressing the complaint and forward it on, if need be, to the appropriate department.

The appropriate department will provide the student with acknowledgment of receipt of the complaint within 15 business days of the receipt of the complaint. This acknowledgment may take written or verbal form based on the nature of the situation. Within 30 business days after receipt of the complaint, the appropriate department of the university will provide the student with an institutional response to the complaint.

In addition, students may also submit suggestions, concerns, or complaints through this link:  
<http://www.csuniv.edu/student-services/complaints.php>

The university recognizes the sensitive and confidential nature of many student complaints and as a result documentation and correspondence about written student complaints are kept in the office of either the Dean of Students or the department issuing the institutional response. This information is shared with other departments only on a need-to-know basis.

## STUDENT CODE OF CONDUCT

Charleston Southern University's Guiding Principles describe some of the values and principles which the university seeks for students as outcomes of the CSU experience. The Student Code of Conduct, which appears below, describes the behavior, values and principles CSU expects students to demonstrate as they live together.

### The CSU Oath

The CSU community, comprised of students, faculty and staff, is bonded together through integrity. Joining the CSU community commits each member to specific behavior.

As a member of the CSU community:

- I will respect the CSU Christian environment.
- I will respect other people and their property.
- I will display responsibility in my actions.
- I will practice academic integrity by upholding the CSU Honor Pledge.
- I will promote order and safety on campus.

Adherence to these ideals commits each member of the CSU community to behavior that nurtures respect for others and builds integrity in all.

### Expectations

All student representatives are expected to support the Student Handbook, the student code of conduct, mission, vision and biblical core values of Charleston Southern University. Representatives of the university include, but are not limited to, student government officers and members, campus ambassadors, campus ministry leaders, presidents of clubs and organizations, and participants in Miss CSU, Mr. CSU and the Homecoming Court.

Every student at Charleston Southern University, by virtue of enrollment, has agreed to abide by and uphold the policies of this institution. The university believes that as adults, students should assume responsibility for their conduct on and off campus. The

administration, faculty, staff and students are charged with the responsibility of maintaining order on campus.

## **Reporting**

All incident reports initiated by Residence Life will be submitted to the Assistant Dean for Residence Life and all incident reports initiated by Campus Security personnel will be submitted to the Director of Security.

Reports initiated by anyone else should be sent directly to the Dean of Students. Failure to attend a disciplinary hearing will be construed as an admission of guilt, and the student's case will be processed accordingly. All students are guaranteed a fair hearing and the right to appeal. When a CSU student is charged with an off-campus criminal offense (misdemeanor or felony), he or she has the duty to notify the CSU Dean of Students of the charge(s) and circumstances.

## **DRESS CODE POLICY**

All students are expected to dress neatly and appropriately at all times, including, but not limited to, when using the hallways, stairwells, during Open House hours (when room doors are open), in a class or in the dining hall.

Clothing displaying graphics, descriptions, or logos inconsistent with CSU's Christian mission is not permissible. This includes but is not limited to racist/hateful images or slogans, sexually explicit images or innuendo and/or drug and alcohol logos, images or innuendo. Note: the dress code policy applies to all students, whether residents or commuters.

## **COMMITTEE FOR DISCIPLINE**

The Committee for Discipline is composed of students appointed by the president of the Student Government Association (SGA) or Dean of Students and faculty or administrative staff members appointed by the Vice President for Academic Affairs. Additional student and faculty members may be appointed as alternates. Student members of the Committee for Discipline may not hold an elected or appointed office in either the executive or legislative branch of the SGA. At least two students and three faculty or administrative staff members shall be present at a hearing for the Committee for Discipline to be in session. The Dean of Students or his or her appointee shall be present at proceedings, but shall be without voice.

The officers of the committee shall consist of a chairperson, a secretary and other officers as deemed necessary. A faculty member shall serve as chairperson. These officers shall be elected by the committee at its first meeting.

The duties of the chairperson are as follows:

- To preside over all hearings
- To vote only in the event of a tie
- To receive evidence
- To set the date for the hearing and notify the student

The duties of the secretary are as follows:

- To serve as recording secretary for the Committee for Discipline
- To keep a permanent file of Judicial Procedures
- To carry out correspondence of this committee

Any member of the Committee for Discipline may be excused by the chairperson or the Dean of Students from participation in a hearing if they feel that they would be prejudiced in connection with that case.

In the event that the Committee for Discipline does not have enough members to meet, the Dean of Students shall appoint the appropriate number to meet the quorum requirements.

The Committee for Discipline shall have sole power to interpret the constitution when a question of constitutionality is brought before the committee by a member of the student body.

## **DISCIPLINARY OFFENSES**

A student may be brought before disciplinary officials for any of the following:

- Failure to respect the CSU Christian environment.
  - Disorderly, indecent or improper conduct on or off campus.
  - Sexual Impropriety. Premarital or extramarital sexual activity on or off campus. The promotion, advocacy, defense or ongoing practice of a homosexual lifestyle (including same-sex dating behaviors) is also contrary to our community values. We seek to help students who face all types of sexual temptation, encouraging single students to live chaste, celibate lives, and encouraging married students to be faithful to their marriage and their spouse.
  - Possessing alcohol containers, full or empty, in the room, car, or on the person of the accused or being under the

influence of, possessing, selling, using, distributing consuming or knowingly being in the presence of alcoholic beverages on or off campus.

- Possessing drug paraphernalia in the room, car, or on the person of the accused or being under the influence of, illegally possessing, selling, using, or distributing any narcotic, marijuana, stimulants, hallucinogens, or othersimilar drugs and/or chemicals on or off campus. Further, the university prohibits the unlawful use or possession of drugs or prescription medication/legal drugs being abused or used illegally whether or not on university property.
- Knowingly in the presence of any narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on or off campus.
- Visiting the residence hall of members of the opposite sex or having visitors of the opposite sex in other than designated lounge areas (exceptions may be made at the beginning and end of each term for the transporting of luggage)
- Gambling.
- Possessing, showing, or distributing material, or using language of a lewd, profane or pornographic nature on or off campus
- Exhibiting behavior disruptive to, or creating a risk of disruption to, the university's learning environment
- Failure to respect other people
  - Acts of hazing, placing someone under threat of physical harm, or physically or verbally abusing any person on campus
  - Misuse of campus telephones by fraudulent, annoying, or obscene calls or charging collect calls to the university
  - Smoking on campus
  - Showing disrespect for or refusing to follow the lawful instructions of a university official
- Failure to respect others' property
  - Intentionally stealing, borrowing without permission, damaging or selling, without authorization, university property or the property of others
  - Fraudulent use or abuse of any coin-operated machine on campus
  - Littering
  - Entering the room of another student without authorization
  - Unauthorized use and/or possession of a university key
  - Failure to display responsibility and integrity
  - Knowingly furnishing false information to the university
  - Misusing identification cards or university records
- Failing to respond to the official summons of a university official or disciplinary body
  - Violating disciplinary sanctions as handed down by the appropriate disciplinary body
  - Forgery
  - Attempting the foregoing, or aiding or encouraging the commission of any of the foregoing by another
- Failure to promote order and safety
  - Possessing firearms, ammunition, fireworks, explosives or weapons of any kind on campus
  - Using fireworks on campus unless authorized by the Dean of Students
  - Setting off a false alarm or tampering with the fire alarm system or equipment
  - Arson
  - Breaking into or entering a building that has been secured
  - Being present in an unauthorized area or aiding and abetting unauthorized occupancy or entry
  - Disrupting the normal flow of traffic, vehicular or pedestrian or the disruption of university sponsored functions
  - Entering any area including classrooms, offices, and laboratories after normal class/office hours without permission of the appropriate faculty or staff member



- Commercial solicitation without prior written authorization from the Vice President for Business Affairs
- The public distribution of materials without prior written authorization from the Dean of Students or Director of Student Activities
- Participating in or encouraging participation in an unrecognized student organization as described in the organizational chartering procedure in the Student Handbook
- Planning or implementing a rally, forum, assembly, demonstration, protest, or similar gathering on or about the CSU campus without prior written notification of and written authorization from the office of the Dean of Students as required in the Student Activities Policies section in the Student Handbook
- Violating university regulations relating to the use of specific campus areas or buildings
- Committing a criminal offense on campus
- Committing an offense off campus of such a nature that the student constitutes a danger to the university or to members of the university community

Students may also be sanctioned for conduct of such a nature that the student constitutes a hazard to the health, safety, or well-being of members of the university community or which is detrimental to the university's interest whether such conduct occurs on campus, off campus or at university sponsored events. CSU students are expected to follow this Code of Conduct both on and off campus.

Where university policy does not conflict, the instructor, as a university official, shall determine what constitutes appropriate behavior or attire in the classroom. Serious or repeated infractions may subject students to proceedings under Disciplinary Offenses in the Student Handbook.

## **STUDENT CODE OF CONDUCT - DISCIPLINARY PROCEDURES**

- All persons affiliated with Charleston Southern University shall report violations of the Student Code of Conduct to the Director of Campus Security or the Dean of Students.
- An investigation which yields sufficient evidence to bring charges against a student will result in notification of the accused.
  - The student Attorney General or designated alternate shall meet privately with the accused student to inform the student of the specific charge, the nature of the evidence, student rights, and the disciplinary hearing procedure. In the absence of these officials, the designee of the Dean of Students may fill this role.
  - A student may choose to waive this meeting by signing a statement of waiver.
- The student will be entitled to a hearing on the disciplinary charge. The student may request to have the case heard before either the Dean of Students or the Committee for Discipline. The Dean of Students may at any time refer a case to the Committee for Discipline. If the student elects to have his or her hearing before the Dean of Students, the Dean of Students shall hear the case himself, refer the case to the Associate Dean for Student Development or other university staff member(s) for the hearing, or refer the case to the Committee for Discipline.
- For the purposes of this section, the term "university disciplinary officials" refers to the individuals before whom the hearing is held. Disciplinary hearings shall proceed in the following manner:
  - Hearings shall be private. The only persons permitted in the hearing room are university disciplinary officials, the accused student, the student Attorney General or designated alternate as appointed by the Dean of Students, witnesses, and any other person(s) deemed by the university disciplinary official to have information relevant to the case. University disciplinary hearings are not criminal proceedings and are not subject to the rules or procedures of the American legal system. Accordingly, students are not permitted to bring legal counsel to a hearing.
  - At the commencement of the hearing, the student shall be informed once again of the charge against him/her.
  - The witnesses, if any, shall be called into the hearing and may be questioned by university disciplinary officials and by the student.
  - The student shall be permitted to present the testimony of witnesses and other evidence in his or her defense. Defense witnesses shall be subject to questioning by the university disciplinary officials. At the conclusion of the presentation of testimony and other evidence, all persons except university disciplinary officials may be excused from the hearing room. The university disciplinary officials shall then deliberate and render a decision.
- The university disciplinary officials first shall determine whether, in light of the evidence presented, the student is guilty of a violation of the Student Code of Conduct. If so, the university disciplinary officials shall impose punishment. In fashioning an appropriate punishment, the university disciplinary officials may consider all relevant factors, including, but not limited to, the nature and severity of the misconduct and the prior disciplinary history of the student.
- The decision of the university disciplinary officials shall, when possible, be rendered within 48 hours after the



commencement of deliberations. If the disciplinary hearing is conducted by the Committee for Discipline, the Chairman shall promptly, in writing, notify the Dean of Students of the decision.

- The Dean of Students or his appointee shall send or deliver a letter to the student informing him or her of the decision and, if applicable, the punishment that was imposed.

## **STUDENT CODE OF CONDUCT - DISCIPLINARY APPEALS**

- A student found guilty of a violation of the Student Code of Conduct shall be entitled to a single appeal before either the Committee for Discipline (if the Dean of Students conducted the disciplinary hearing) or before the Dean of Students or his designee (if the Committee for Discipline conducted the disciplinary hearing).
- The purpose of an appeal is to ensure that proper disciplinary procedures are followed in conducting disciplinary hearings or that any punishment imposed is not too severe, or both. An appeal is not for the purpose of rehearing the disciplinary hearing or second-guessing the determination of guilt made by the official(s) who conducted the original disciplinary hearing.
- A student may file an appeal in the office of the Dean of Students on a form supplied by that office within 48 hours after:
  - He or she is notified of the punishment imposed as a result of the disciplinary hearing, or
  - A letter is mailed or delivered to the student advising him/her of the punishment imposed as a result of the disciplinary hearing, whichever occurs first
- The student shall specify on the appeal form either:
  - The specific disciplinary procedures that were not adhered to in his or her case and the precise nature of the harm that this caused the student in defense of his or her case; or,
  - The specific reasons why, in his or her case, the punishment imposed was too severe or both.
- Sanctions imposed in the original hearing shall be enforced until the appeal is heard, unless specifically delayed by the official(s) conducting the original hearing.
- A hearing on the appeal shall be held as soon as is possible. Those in attendance shall include:
  - The Dean of Students (or his designee) and a quorum of the Committee for Discipline, if the underlying disciplinary hearing was conducted by the Dean of Students; or
  - The Dean of Students if the underlying disciplinary hearing was conducted by the Committee for Discipline;
  - The student Attorney General (if requested) or designated alternate.
  - The student; and
  - Such other persons whose presence is deemed necessary or appropriate by the officials conducting the appeal hearing. A student who fails to appear at his or her appeal hearing shall be deemed to have waived his or her right to appeal.
- At the appeal hearing, the officials conducting the hearing shall consider all matters that they deem to be relevant either to the procedures employed in connection with the underlying disciplinary hearing or to the severity of the punishment and shall hear the argument presented by the student. The officials conducting the appeal shall not hear evidence relating to the guilt or alleged innocence of the student unless such evidence is otherwise relevant to the legitimate purposes of the appeal.
- Within 48 hours after the conclusion of the appeal hearing, the officials conducting the appeal shall render a decision, which may:
  - Uphold the underlying decision in its entirety
  - Reverse the underlying decision and send the case back to the officials who conducted the underlying disciplinary hearing for a new disciplinary hearing or reconsideration and reimposition of punishment
  - Increase or lessen the punishment.

## **STUDENT CODE OF CONDUCT - NONAPPEALABLE DISCIPLINARY OFFENSES**

While the university is fully committed to a disciplinary process that is both fair and expeditious, it is recognized that some disciplinary offenses are of such a severe nature that they may threaten the campus community and/or the safety of students, faculty and staff.

Therefore, the following offenses have been designated as nonappealable. This means the finding of the original disciplinary hearing will be imposed immediately without the right to appeal. These include:

- Illegally possessing, using, selling or distributing any type of narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on or off campus.
- A positive result on a university mandated drug test.
- Possession or use of any weapon, e.g., guns, knives, explosives. A weapon may be defined as any object that is used with the intent to inflict harm.

- Any threat of violence to anyone in the CSU community.

This policy applies regardless of whether the original disciplinary hearing is held by the Dean of Students or the Committee for Discipline.

## STUDENT RIGHTS

Student rights are described as follows and may be seen in the CSU Student Government Handbook:

- The student shall be afforded a fair hearing and the right to appeal (except for those offenses outlined in the Nonappealable Disciplinary Offenses policy.)
- A student is presumed innocent until he/she is found guilty
- A student has the right to obtain student counsel (Attorney General or designated alternate)
- A student may present witnesses and evidence in his or her behalf
- The student has the right to cross-examine
- The student has the right to face the accuser

## SANCTIONS

Sanctions for violations of any of the foregoing rules will be imposed by university disciplinary officials and may include but are not limited to one or any combination of the following:

- Attendance at educational programs and/or participation in counseling
- Work programs
- Campus or community service
- Monetary fines
- Disciplinary probation
- Suspension from campus activities
- Ineligibility to represent the university (including, but not limited to athletic events, musical and dramatic performances, scholastic competitions, fund raising events, and similar university sponsored events)
- Suspension from residence halls and/or dining hall (without refund)
- Suspension from the university for one or more academic terms
- Permanent expulsion from the university

Note: Suspensions and expulsions are annotated on the official transcript.

## DISCIPLINARY PROBATION

Disciplinary probation may be imposed for a specified period of time or an indefinite period, to remain in effect until such a time as the official in charge shall determine that the probationary status should be lifted. While on disciplinary probation, a student may be removed from a campus office, honor or distinction and is subject to more severe sanctions if subsequent violations occur during the probationary period. The official placing the student on probation will define the limitations, if any, and the conditions applying during the probationary period. Limitations may be, among other things, in the form of denial to represent the university in any capacity or in limited capacities while on probationary status. Students on disciplinary probation risk suspension from Charleston Southern University if found guilty of additional violations of the Student Code of Conduct.

A student's disciplinary status is not public information. However, the disciplinary status will be provided to respective coaches, professors and personnel.

## NOTIFICATION OF PARENT

If a dependent student (as defined by the Internal Revenue Code) is found guilty of violating the Student Code of Conduct and placed on probation or suspension or is expelled from the university, parents or guardians are automatically notified by letter. In the case of alcohol or drug violations, the parents of dependent and independent students will be notified.

## DRUG POLICY

### Zero Tolerance

Charleston Southern University has a zero tolerance policy for the use, possession and /or distribution of illegal drugs on or off campus. When a violation of the CSU drug policy occurs (see Disciplinary Offenses) CSU officials will charge individuals involved with a campus violation and notify the North Charleston Police Department. If found responsible by a CSU hearing panel or official, regardless of the actions taken by civil authorities, the individual will be immediately suspended from the university. A student suspected of illegal drug use may be requested to provide a urine and/or hair sample for drug analysis testing. Refusal to

supply a urine and/or hair sample will be considered a positive result for drugs. If a student attempts to adulterate, substitute or manipulate his or her specimen during the collection process, it will be treated in the same fashion as a positive drug test. Students knowingly in the presence of any illegal drugs may be suspended or receive a lesser penalty based upon individual circumstances. Students who violate the drug policy and are removed from the university will be given AWs (Administrative Withdrawal) on all grades for the semester.

### **Drug Testing**

- A student suspected of illegal drug use may be requested to submit to a drug test. Samples collected for testing may include urine, hair, blood, saliva, fingernails, toenails, or any other acceptable means of testing for drugs. Failure to provide the requested sample will be treated as a positive result, and the individual will be immediately suspended.
- Students who have been charged with a drug offense under the Student Code of Conduct may be requested to submit to a drug test at any point in the disciplinary process. This includes the investigative process and the actual hearing. Samples collected for testing may include urine, hair, blood, saliva, fingernails, toenails, or any other acceptable means of testing for drugs. Failure to provide the requested sample will be treated as a positive result, and the individual will be immediately suspended.

## **ALCOHOL POLICY**

### **Minimum Sanctions**

Students guilty of alcohol violations will receive the minimum sanctions as stated below, which automatically apply upon a finding of guilty by a CSU hearing panel or university official. At the discretion of the Dean of Students or the disciplinary committee, additional sanctions may be applied. Students who have not satisfied their sanctions/fines by the due date are subject to immediate suspension from the residence hall.

### **Alcohol - First Offense**

- Minimum \$250.00 fine.
- 10 hours campus service as prescribed by the Dean of Students
- Counseling with an approved counselor
- Disciplinary probation (one full calendar year)
- For athletes, the person found responsible for this violation will not be allowed to represent CSU on the field of play for a term equal to one-fifth (20 percent) of the season's schedule. This suspension will be in effect for consecutive games, meets, matches or tournaments.
- For all students, the person found responsible for this violation will not be able to represent CSU as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one-fifth (20 percent) of the semester's schedule of events. This suspension will be in effect for consecutive events.
- Notification of parents or guardians

### **Alcohol - Second Offense**

- Minimum \$500.00 fine
- Counseling with an approved counselor
- Disciplinary probation for an INDEFINITE period of time
- Suspension from the residence halls
- For athletes, the person found responsible for this violation will not be able to represent CSU on the field of play for a term equal to one full season. This suspension will be in effect for consecutive games, meets, matches or tournaments.
- For all students, this means the person found responsible for this violation will not be able to represent CSU as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one full semester of scheduled events. This suspension will be in effect for consecutive events.
- Notification of parents or guardians

### **Alcohol - Third Offense**

- Suspension from the university for a minimum of one year. After one year, the person found responsible for this violation may reapply to the university, and revocation of the suspension will be considered at that time.

## **SEEKING HELP FOR DRUG AND ALCOHOL ABUSE**

### **Safe Harbor**

Safe Harbor is a program that permits students to refer themselves for help and treatment for the use of alcohol, illegal drugs, or legal drugs being abused or used illegally. If the student comes forward of his or her own free will, help is available and the student will not be subject to disciplinary sanctions provided all provisions of the Safe Harbor Program are strictly adhered to.

To enter into Safe Harbor, students should contact the Dean of Students. At that point, the student will enter into an agreement and

sign a consent form outlining the guidelines and provisions of the Safe Harbor Program. The student is considered to be in Safe Harbor at that point and all provisions of the program are applicable from that point on. A drug screening will be scheduled and administered through the Dean of Students Office as soon as possible in order to establish a baseline for future drug testing.

Entry into the Safe Harbor Program affords students the opportunity to receive professional counseling, educational programming, and provides accountability. An individual treatment plan will be developed between the student and CSU Counseling Services. The duration of the program will be determined by CSU Counseling Services.

Students are advised that they will be subject to random drug testing while in the Safe Harbor Program. A positive drug test during Safe Harbor will result in applicable disciplinary sanctions being imposed. Students may not enter into the Safe Harbor Program after being notified of his or her participation in an impending drug test or after being charged with a drug or alcohol-related disciplinary offense. Any NCAA drug testing that is done after the student enters Safe Harbor does not invalidate this agreement. Students are still encouraged to seek free and confidential treatment and/or referrals from Counseling Services at any time.

Students are required to pay for drug testing while participating in the Safe Harbor Program.

### **Seeking Help and Behavioral Accountability**

Each student should be aware of his or her own behavior and the positive or negative effects that it can have on the community. If a student knows their behavior is outside the limits established by the university and sincerely wishes to get assistance and accountability prior to the university discovering the inappropriate behavior, the student may take the initiative to discuss their situation with the Director of Counseling Services, the Assistant Dean for Residence Life, the Associate Dean of Students, or the Dean of Students without the threat of disciplinary action. This kind of problem is defined as a personal problem, and the staff member will seek to work with the student toward the goal of Christ-like living. Exceptions to this approach may be where behavior is repetitive, self-destructive, hazardous to others or self or involves a significant legal issue.

### **Substance Abuse Counseling**

Persons wishing to seek voluntary, confidential counseling and referral in regard to substance abuse problems should contact the university's counseling service at 863-8010.

## **CRIMINAL SANCTIONS FOR DRUG AND ALCOHOL OFFENSES**

### **The City of North Charleston prohibits the following acts and prescribes the corresponding penalties:**

- The possession of less than one ounce of marijuana is punishable by 30 days in jail.
- It is unlawful to advertise, sell, manufacture or possess drug paraphernalia. Violation of this law is subject to a \$500 fine.
- The consumption of alcoholic beverages in public places which are not licensed for the consumption of alcohol is prohibited.
- The consumption of alcohol from an open container at any commercial establishment between the hours of 2 a.m. and 7 a.m. Tuesday through Saturday is prohibited.
- No person shall be intoxicated in any street, public building, place of amusement or worship or any other public place in the city.

### **The State of South Carolina prohibits the following acts and prescribes the corresponding penalties:**

- The purchase or possession of beer, wine or liquor by persons under 21 years of age carries a fine of up to \$200, and mandatory driver's license suspension of 90 days to six months.
- Giving false information about your age in order to purchase alcoholic beverages or giving or purchasing alcoholic beverages for someone under 21 years of age is punishable by 30 days in jail and up to a \$200 fine and mandatory driver's license suspension of 90 days to six months.
- It is unlawful for anyone to have beer or wine in an open container in a moving vehicle. This offense is punishable by a fine of \$100 and/or 30 days in jail.
- Public intoxication is punishable by a \$100 fine or 30 days imprisonment.
- Driving under the influence of alcohol or illegal drugs can result in a two to 30 day jail term and a \$200 fine for the first offense and up to one to five years in prison for the fourth offense. In addition, driving under the influence may result in the temporary or permanent suspension of your driver's license.

- Causing injury or death to another while driving under the influence of alcohol or illegal drugs carries a penalty of up to 25 years in prison and a fine of up to \$25,000.
- Obtaining drugs through fraud or misrepresentation is punishable by a fine of up to \$2000 and five years in prison.
- The distribution or possession of certain controlled substances including marijuana, cocaine, crack or heroin can be punishable by 15-40 years in prison and/or \$200,000 fine.
- The distribution of illicit drugs or controlled substances to minors is a separate crime punishable by a fine of \$30,000 and/or a sentence of up to 20 years.
- The distribution of illicit drugs or controlled substances within one-half mile of a school is a separate crime punishable by a jail term of up to 15 years and a fine of not less than \$10,000.
- Anyone convicted of the distribution or transportation of illicit drugs or controlled substances is subject to forfeit all his or her money, equipment or other personal property used in the distribution of the controlled substance.
- The possession of drug paraphernalia is punishable by a fine of up to \$500.

**Federal law prohibits the following acts and prescribes the corresponding penalties:**

- The unlawful distribution or possession of substances such as cocaine, heroin, and LSD are punishable by a sentence of up to life in prison and an \$8 million fine, depending on the quantity and type of drug involved.
- The simple possession of an illicit drug or controlled substance without a medical prescription is subject to a penalty of up to 20 years in prison.
- The distribution of illicit drugs or controlled substances to people under age 21 doubles the severity of the punishment described above.
- Distributing illicit drugs or controlled substances within 100 feet of any school or college or within 100 feet of any playground, video arcade, or swimming pool is a separate offense punishable by a prison term of one to three years for the first offense and up to life in prison for the second offense.
- Working in cooperation with five or more other people in violation of one or more of the above stated federal laws can result in an additional penalty of 20 years to life in prison.

**VISITATION POLICY**

**First Offense**

\$250.00 Fine and disciplinary probation for one full calendar year

**Second Offense**

Suspension from the residence halls

Any students suspended from the university or the residence halls must meet all sanctions and consult with the Dean of Students prior to returning to the university and/or the residence halls.

**DISGUISES/MASKS**

Masks or facial coverings of any type that serve as a disguise including full or partial painting of the face are inappropriate on campus, except at CSU sporting events. For security reasons, CSU personnel must be able to identify you. Anyone who is in violation of this policy will be subject to student code of conduct disciplinary procedures.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

**Annual Notification**

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

- The right to inspect and review his or her education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official written requests that identify the record(s) they wish to inspect. The appropriate 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.

- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend a record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is 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 (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting school officials in performing legitimate tasks including assignments while working under a Federal Work-Study (FWS) program agreement. A school official has a legitimate interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the university may disclose records without consent to officials of another school in which a student seeks or intends to enroll. Information may be disclosed to parents of dependent children enrolled at CSU if the student is under 23 years of age and is listed as a dependent on the parent's federal tax returns. Our procedure is to verify the student's dependent status through our financial aid office by requiring documentation before information is released.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Charleston Southern University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office

U.S. Department of  
Education 400 Maryland  
Avenue, SW Washington,  
DC 20202-5920

### **Notice of Designation of Directory Information**

The university has designated certain information contained in the educational records of its students as directory information pursuant to the Family Educational Rights and Privacy Act (FERPA). This information is not generally considered harmful or an invasion of privacy if disclosed. Directory information at Charleston Southern University includes, but is not limited to:

- name, address, telephone listing
- email address
- date and place of birth
- field(s) of study
- participation in officially recognized activities and sports
- weight and height of student-athletes
- dates of attendance
- degrees and awards received
- photographs
- most recent previous school attended
- enrollment status (full time, part time, undergraduate, graduate)

Directory information cannot include a student's social security number, student ID number, race/ethnicity or gender. Directory information may be disclosed by the university for any purpose considered legitimate without student consent. Students have the right, however, to refuse the disclosure of any or all of the information designated as directory information. Students refusing to have any or all of the designated directory information disclosed without consent must submit written notification to the office of the registrar. To enforce a refusal request, written notification should be filed no later than one week from the beginning of a term in which a student has enrolled. However, refusal notifications will be accepted, processed and enforced as soon as possible anytime they are received. Careful consideration should be given before any disclosure refusal is submitted. The university's enforcement of a refusal notification may have unexpected or undesirable ramifications.



Health and Safety Exception – An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

## **FIREARMS AND EXPLOSIVES**

Students shall not possess any type of firearm, flammable liquid or explosive on campus anywhere, anytime. This includes hunting rifles, target weapons, handguns, BB guns, airsoft guns, hunting knives, bottle rockets, roman candles, etc. Possession or use of firearms and explosives, including fireworks and bottle bombs, will result in disciplinary action and may include expulsion from the university.

Exceptions: The above restrictions do not apply to Sworn Police Officers and to persons authorized to carry concealed weapons pursuant to Section 16-23-430, Article 4, Chapter 31, Title 23, Code of Laws of South Carolina, 1976, when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. Anyone bringing weapons to campus may be asked to produce their legally issued Concealed Weapons Permit. Removal of the weapon from the security of the vehicle while on campus regardless of the reason is a felony violation of the law and a violation of Charleston Southern University's Student Code of Conduct.

## **SEXUAL HARASSMENT**

Charleston Southern University is committed to providing its students an environment free from implicit and explicit coercive sexual behavior used to control, influence or affect the well-being of any member of the university community. Sexual harassment can include physical conduct or verbal innuendo of a sexual nature, which has the purpose or effect of creating a hostile or offensive environment. Such harassment is contrary to the Christian standards of conduct expected of all members of the university community and is grounds for disciplinary action.

To that end, and in accordance with federal and state law, the university prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, regardless of the sex of the other party, from sexually harassing any other member of the university community.

Reports of sexual harassment will be met with appropriate disciplinary action, up to and including dismissal from the university.

Any student who is a victim of sexual harassment can request assistance from the Title IX Coordinator or the Dean of Students. Confidential individual sessions with a licensed counselor can be scheduled as well as referrals to professional counselors in the community. The university has designated the following individuals as Reporting Officials who have the responsibility to receive complaints, initiate an investigation relating sexual harassment, and move it into the appropriate process by which resolution of the complaint will occur:

- Title IX Coordinator | 843-863-7131
- Dean of Students | 843-863-8008
- Director of Human Resources | 843-863-8047
- Associate Dean of Students | 843-863-7099
- Assistant Dean of Residence Life | 843-863-5505
- Director of Campus Security | 843-863-7102
- Dean, College of Science and Mathematics | 843-863-8091
- Dean, College of Humanities and Social Sciences | 843-863-7132
- Dean, College of Nursing | 843-863-7826
- Dean, College of Health Sciences | 843-863-7355
- Dean, School of Christian Studies | 843-863-7972
- Dean, School of Business | 843-863-7025
- Dean, School of Education | 843-863-7765

### **Title IX, Campus SaVE Act and VAWA**

Charleston Southern University is committed to providing an environment that is free of sexual harassment and sexual violence. All students are encouraged to read more about Title IX, the Campus Save Act and VAWA:

**If you observe any sexual activity involving a minor on campus, you are instructed to contact law enforcement immediately (North Charleston Police Department - 843-740-2800 or 843-554-5700).**

## **SEXUAL ASSAULT**

Charleston Southern University desires to maintain a safe environment in which all members of its university community (students, faculty, staff) can learn and work free from fear of sexual assault and other forms of violence. On June 20, 2014, the Department of Education, in support of the same quest for all American institutions of higher learning, developed recommendations to implement changes made by the Violence Against Women Act to the Clery campus safety provisions of the Higher Education Act by issuing proposed regulatory action dealing with campus sexual assault. These regulations included new requirements relative to (1) reporting instances of sexual violence (2) sexual assault primary prevention and awareness programs and campaigns, (3) the range of protective measures offered victims following an allegation of violence and (4) campus disciplinary procedures.

The new changes were reflected in all of CSU's institutional policies and procedural reference materials where applicable, focusing on

(1) broadening the definition of rape to reflect the new standard (2) providing a training strategy and describing primary prevention and awareness programs to incoming students and new employees as well as ongoing prevention and awareness campaigns for returning students and current employees; (3) describing each type of disciplinary proceeding used by the institution such as the steps, anticipated timelines and decision-making process for each type of disciplinary proceeding and, additionally, how the university determines which type of proceeding to use, based on the circumstances of an allegation associated with crimes of dating violence, domestic violence, sexual assault and stalking.

In an effort to eliminate the above described forms of perpetrating violence on or off the university's campus, thus contributing to a safe university community, CSU will abide by the regulatory changes, provide an appropriate prevention education program and have trained professionals ready to provide vital support services if needed.

### **Rape**

Rape is a general term used to describe any sexual act against your will or without your consent. About half of all rapes and sexual assaults are committed by someone known to the victim. Many of these are termed "date rapes" (when a woman is coerced into unwanted sexual activity by her date). Just as in the case of preventing or stopping rape by a stranger, common sense and assertiveness are important. Rape is rape; and whether or not you know the rapist doesn't make it any less a rape. If someone you know makes unwanted advances, don't be afraid to resist strongly. If you say "NO," do whatever is necessary to get the point across. If you are going on a blind date, or with someone you met casually, you might ask yourself a few questions such as: Do I know anything about this person? Where are we going? Do I have enough money to get back home and/or to campus by myself? Will other people be around? Does anyone else know where I am going? A little advance thought may prevent you from finding yourself in a vulnerable situation later.

If you are raped or sexually assaulted while a student at CSU, you should seek medical attention immediately (even if there are no injuries). If the incident occurred on campus, call Campus Security at 2020 or 843-553-5896. If the incident occurred off campus, call 911 or the People Against Rape Hotline at 843-745-0144. CSU strongly suggests rape victims to visit the Medical University of South Carolina (MUSC) immediately after the rape occurred in order to undergo a Sexual Assault Forensic Exam (SAFE), also known as a rape kit. The Medical University of South Carolina is the only hospital in the tricounty area that administers the Sexual Assault Forensic Exam or rape kit. Though victims should go as soon as possible after the rape, they technically have 120 hours after the incident to receive an exam. Victims should go to the Emergency Room, tell the front desk that they have been sexually assaulted, then they will receive an exam. MUSC is located at 171 Ashley Avenue, Charleston, SC 29425.

You can seek support anytime following the incident (or incidents) from the following campus resources:

- Counseling Center, Russell West, 2nd floor 843-863-8010
- Campus Security, Russell West 1st Floor 843-863-2020 or 843-553-5896
- Dean of Students, Strom Thurmond Center 843-863-8008
- A trusted friend, faculty or staff member

**Mediation will never be used to resolve sexual assault complaints.**

# SEXUAL IMPROPRIETY POLICY

## Minimum Sanctions

Students who engage in inappropriate sexual activity will receive, at minimum, the sanctions stated below, which automatically apply upon a finding of guilty by any CSU hearing panel (including Title IX) or university official. At the discretion of the Dean of Students or the disciplinary committee, additional sanctions may be applied.

## Consensual Sexual Activity on Campus

- Disciplinary probation for one year
- Immediate removal from the Residence Halls
- Ineligible to represent the university in an official capacity (e.g., athletics, clubs)
- Student will be billed for the entire semester's tuition and fees
- Student will be billed for the entire semester's room and board
- \$500 fine
- Mandatory counseling
- Ineligible to participate in Open House Program
- Notification of parents/guardians

The violating student's status will be changed to a commuting student and he or she will only be allowed to attend classes and eat in the Dining Hall. Violating Students under the age of 20 must provide written documentation from their parents/guardians indicating where they will reside and change their student ID from Resident to Commuter.

## Consensual Sexual Activity off Campus

- Disciplinary probation for one year
- Ineligible to represent the university in an official capacity (e.g., athletics, clubs)
- Student will be billed for the entire semester's tuition and fees
- Student will be billed for the entire semester's room and board
- \$500 fine
- Mandatory counseling
- Ineligible to participate in Open House Program
- Notification of parents/guardians

## Nonconsensual Sexual Contact

Nonconsensual sexual contact refers to any intentional sexual touching, however slight, with any object, without consent (as defined in CSU's Title IX Policy) and/or by force, including: intentional contact with the breast, buttock, groin, mouth or genitals; touching another with any of these body parts; or making another touch you or themselves with, or on, any of these body parts.

- Immediate expulsion from the university (i.e., termination of student status for an indefinite period)
- Immediate removal from the Residence Halls
- Student will be billed for the entire semester's tuition and fees
- Student will be billed for the entire semester's room and board (if a resident student)
- Notification to North Charleston Police Department
- \$500 fine
- Ineligible to participate in Open House Program
- Notification of parents/guardians

## Nonconsensual Sexual Intercourse

Non-consensual sexual intercourse is defined as any sexual intercourse, however slight, with any object, without consent (as defined in the Title IX policy) and/or by force, including vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; or oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

- Immediate expulsion from the University (i.e., termination of student status for an indefinite period)
- Immediate removal from the Residence Halls
- Student will be billed for the entire semester's tuition and fees
- Student will be billed for the entire semester's room and board (if a resident student)
- Notification to North Charleston Police Department
- \$500 fine
- Ineligible to participate in Open House Program
- Notification of parents/guardians

## **Sexual Exploitation**

Sexual exploitation is purposely or knowingly doing any of the following: causing the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity; allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g. Skype or livestreaming of images); engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person's intimate parts (including genitalia, groin, breasts, or buttocks) in a place where that person would have a reasonable expectation of privacy; recording or photographing private sexual and/or person's intimate parts (including genitalia, groin, breasts, or buttocks) without consent; prostituting another person; or exposing another person to a sexually transmitted infection or virus without the other's knowledge.

- Immediate expulsion from the university (i.e., termination of student status for an indefinite period)
- Immediate removal from the Residence Halls
- Student will be billed for the entire semester's tuition and fees
- Student will be billed for the entire semester's room and board (if a resident student)
- Notification to North Charleston Police Department
- \$500 fine
- Ineligible to participate in Open House Program
- Notification of parents/guardians

## **Students under Investigation**

Students accused of violating the university's Title IX policies will be placed under investigation. They will be ineligible to represent the university in an official capacity (e.g., athletics, clubs) and placed under the watch care of the Dean of Students until the investigation is officially concluded.

## **Truthful Reporting**

All students are expected to provide truthful information when reporting a violation of Prohibited Conduct. Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of Prohibited Conduct is prohibited and subject to disciplinary sanctions which may include, but is not limited to demotion, suspension or expulsion. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

On 14 April 2003, the HIPAA final regulations went into effect, and Charleston Southern University developed an internal process for complying with the security of Protected Health Information for all students. A student's health information will be kept confidential and only divulged in the event he or she becomes ill or injured or a threat to himself or others. To obtain these forms, contact the Residence Life Office. Students are not required to complete the form; but if they do not, the university is only permitted by law to seek medical assistance in the event of an emergency. If you have any questions concerning this, contact Payroll at 843-863-8070 or via email [whousand@csuniv.edu](mailto:whousand@csuniv.edu).

## **Immediate Interim Suspension**

The Dean of Students may place a student on Immediate Interim Suspension without the benefit of a disciplinary hearing under the following circumstances:

- In the event that a student's actions on or off campus are of such a nature that the student constitutes a danger to property or to others on campus, the student may be suspended immediately on an interim basis. Such a student may be suspended from the campus and all related activities until such a time as a disciplinary hearing may be held and concluded.
- In the event a student is charged with a serious crime by civil authorities, the Dean of Students may place the student on immediate interim suspension until such time as the case is fully adjudicated by the courts. A decision regarding the student's ability to return to the university will be made once court documents detailing the outcome of the case are provided to the Dean of Students for review.

## **INVOLUNTARY ADMINISTRATIVE WITHDRAWAL (NONJUDICIAL)**

Involuntary Withdrawal applies to cases in which there is a concern about the safety of others and/or when a student's behavior results in, or creates a risk of, a disruption to the learning environment. Thus, the Dean of Students or his or her designee may require a student who has been involuntarily withdrawn to be reevaluated before he or she is readmitted in order to assure that he or she presents no direct threat to others and/ or does not exhibit current behavior which would be disruptive to the learning environment.

A student may be withdrawn from the university or from university housing if it is determined by reasonable evidence that the mental state of the student may lead to (a) behavior which poses an imminent danger to others; (b) behavior which would cause significant property damage or directly impede the normal activities of others; or (c) behavior which disrupts or creates a risk of disrupting the university's learning environment.

The determination will include an assessment of whether any reasonable modification of the university's policies, practices or procedures will significantly mitigate the risk posed by the mental state of the student.

### **Procedure for Readmission to the University Following Suspension Or Involuntary Withdrawal**

Students seeking readmission to the university after suspension or involuntary withdrawal must receive authorization to return to the university and/or university housing from the Dean of Students in consultation with members of the Behavioral Intervention Team (BIT). The Dean of Students may also consult any other person he/she deems appropriate in making the readmission decision.

### **Protocol for Addressing Threat of Harm to Self**

The university reserves the right to require a student who presents a threat to himself or herself, but not to others, to undergo an assessment from a mental health provider who may disclose to the university the outcome of the assessment. Counseling Services may conduct a triage assessment with such an individual. Pending the outcome of this assessment, an area Mobile Crisis unit may be called upon to conduct further assessment and the person may need to be hospitalized. Such a decision may be made by Counseling Services staff and/or mobile crisis professionals. Hospitalization may be voluntary, or involuntary in some cases.

When an individual is hospitalized for this reason, the Executive Vice President and the Dean of Student's Office and other pertinent staff will be notified. Examples of pertinent staff include but are not limited to Campus Security and the Assistant Dean for Residence Life. In general, the Dean of Students will indicate to the student's professors that he/she has been hospitalized. The Dean of Students or other pertinent staff will generally protect confidentiality by not revealing to professors why a student has been hospitalized, but in some cases there may be a need to inform professors of the reason for hospitalization.

In general, a student who has been hospitalized due to a threat of harm to self does not need to present any documentation from the hospital regarding his or her release in order to return to the university and resume attending classes or residing in the residence halls.

## **SOCIAL MEDIA POLICY**

Students are reminded to use extreme caution when visiting social networking websites such as Twitter, Facebook, etc. As a safety precaution, students are strongly discouraged from providing personally identifiable information to such websites or blogs. In addition, be advised that offensive or inappropriate material posted by CSU students to such sites, which brings discredit to Charleston Southern University, will not be tolerated. Offensive and/or inappropriate material includes, but is not limited to, photographs, audio or video streams and abusive, profane or threatening language. Material that violates the student Code of Conduct and constitutes a disciplinary offense as outlined in the Student Handbook will be dealt with accordingly. Student Code of Conduct violations will lead to disciplinary action being taken through the campus judicial process.

## **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

In compliance with its duties under federal law, Charleston Southern University makes an annual disclosure of campus crime statistics and graduation rates to all students and applicants for enrollment. A copy of the annual campus crime statistics may be obtained from the Campus Security office. A copy of CSU graduation rates may be obtained from the office of institutional research.

## **STUDENT ADA/SECTION 504 GRIEVANCE PROCEDURE**

### **ADA Policy**

Charleston Southern University, in compliance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (ADA; as amended 2008) and Section 504 of the Rehabilitation Act of 1973 (Section 504), does not discriminate on the basis of disability in administration of its education-related programs and activities, and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified.

Students who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, have the right to use this grievance procedure.

### **Applicability**

The grievance procedure set forth below is applicable to undergraduate and graduate students of the university. In general, it is designed to address disputes concerning the following:

- Disagreements regarding a requested service, accommodation, or modification of a university practice or requirement;
- Inaccessibility of a program or activity;
- Harassment or discrimination on the basis of disability;
- Violation of privacy in the context of disability;
- The university's Involuntary Administrative Withdrawal (Nonjudicial) policy.

As a general proposition, this grievance procedure supplants the current Disciplinary Appeals Procedure with respect to disability-related grievances. Questions of applicability will be decided by the Director of Disability Services.

### **Compliance Officers**

Charleston Southern University's Compliance Officers are responsible for administering this grievance procedure as well as ensuring compliance with applicable laws. The Director of Disability Services is the designated ADA/Section 504 Compliance Officer. That office is located in the Student Success Center, First Floor, Strom Thurmond Center.

Additional Compliance Officers may be designated from time to time by the Executive Vice President from those faculty and staff members knowledgeable concerning disability issues and the legal mandates of state and federal disability statutes.

### **Informal Resolution**

Prior to initiating the formal complaint procedure set forth below, the student should, in general, first discuss the matter orally or in writing with the individual(s) most directly responsible. If no resolution results, or if direct contact is inappropriate under the circumstances, the student should then consult with the Compliance Officer who will attempt to facilitate a resolution. (The information resolution process may involve consultation with the Dean of Students and/or Associate Dean of Students).

If the Compliance Officer is not successful in quickly achieving a satisfactory resolution (that is, generally within seven calendar days), the Compliance Officer will inform the student of his or her efforts and the student's right to file a formal complaint.

### **Formal Complaint**

If the procedure set forth above for informal resolution does not yield a successful resolution, then the student may file a complaint in the following manner:

- When to File Complaint: Complaints must be filed as soon as possible, but in no event later than 10 days after the end of the quarter in which the concern arose.
- What to File: A complaint must be in writing and include the following:



- The grievant's name, address, email address and phone number;
  - A full description of the problem;
  - A description of what efforts have been made to resolve the issue informally;
  - A statement of the remedy requested.
- Where to File Complaint: The complaint is to be filed by delivery to the Compliance Officer at the Dean of Students' Office.
  - Notice of Receipt: Upon receipt of the complaint, the Compliance Officer reviews the complaint for timeliness and appropriateness of this grievance procedure and provides the grievant with written notice acknowledging its receipt.
  - Investigation: The Compliance Officer or his or her designee (hereafter collectively referred to as the Grievance Officer) will promptly initiate an investigation. In undertaking the investigation, the Grievance Officer may interview, consult with and/ or request a written response to the issues raised in the grievance from any individual the Grievance Officer believes to have relevant information, including faculty, staff, and students.
  - Representation: The grievant and the party against whom the grievance is directed each have the right to have a representative. The party shall indicate whether he or she is to be assisted by a representative and, if so, the name of that representative. For purposes of this procedure, an attorney is not an appropriate representative and will not be allowed to participate on behalf of a grievant.
  - Findings and Notification: Upon completion of the investigation, the Grievance Officer will prepare and transmit to the student, and to the party against whom the grievance is directed, a final report containing a summary of the investigation, written findings, and a proposed disposition. This transmission will be expected within 45 calendar days of the filing of the formal complaint. The deadline may be extended by the Compliance Officer for good cause including for reasons related to breaks in the academic calendar. The final report may also be provided, where appropriate, to any university officer whose authority will be needed to carry out the proposed disposition or to determine whether any personnel action is appropriate.
  - Final Disposition: The disposition proposed by the Grievance Officer will be put into effect promptly. The grievant or any party against whom the grievance or the proposed disposition is directed may appeal. The appeal to the Executive Vice President (as set forth below) will not suspend the implementation of the disposition proposed by the Grievance Officer, except in those circumstances where the Executive Vice President decides that good cause exists making the suspension of implementation appropriate.

## Urgent Matters

Whenever the application of any of the time deadlines or procedures set forth in this grievance procedure creates a problem due to the nature of the complaint, the urgency of the matter, or the proximity of the upcoming event, the Compliance Officer will, at the request of the grievant, determine whether an appropriate expedited procedure can be fashioned.

## Remedies

Possible remedies under this grievance procedure include corrective steps, actions to reverse the effects of discrimination or to end harassment, and measures to provide a reasonable accommodation or proper ongoing treatment. As stated above, a copy of the Grievance Officer's report may, where appropriate, be sent to university officer(s) to determine whether any personnel action should be pursued.

## Appeal

Within 10 calendar days of the issuance of the final report, the grievant or the party against whom the grievance is directed may appeal to the Executive Vice President the Grievance Officer's determination.

An appeal is taken by filing a written request for review with the Compliance Officer at the Dean of Students Office. The written request for review must specify the particular substantive and/or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the proposed disposition. Furthermore, the appeal must be directed only to issues raised in the formal complaint was filed or to procedural errors in the conduct of the grievance procedure itself, and not to new issues.

The Compliance Officer will forward the appeal to the Executive Vice President and also provide copies to the other party or parties. If the grievance involves a decision that is being challenged, the review by the Executive Vice President or his or her designee usually will be limited to the following considerations:

- Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?
- Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the

grievant?

- Given the proper facts, criteria, and procedures, was the decision a reasonable one?

A copy of the Executive Vice President's written decision will be expected within 30 calendar days of the filing of the appeal and will be sent to the parties, the Compliance Officer and, if appropriate, to the university officer whose authority will be needed to carry out the disposition. The deadline may be extended by the Executive Vice President for good cause including for reasons related to breaks in the academic calendar. The decision of the Executive Vice President on the appeal is final. Additional Resources:

- Clark Carter, Dean of Students
- Barbara C. Mead, Associate Dean of Students
- Annie Watson, Director Student Success Center

## **OCR Complaint**

Although students are strongly encouraged to attempt to resolve disability-related complaints through the above-mentioned grievance procedures, they have the right to file a complaint directly with the United States Department of Education, Office for Civil Rights (OCR):

United States Department of  
Education Office for Civil Rights,  
DC Enforcement Office

400 Maryland Avenue, SW  
Washington, DC 20202-1475

202-245-8300

## **Retaliation**

Charleston Southern University prohibits retaliation against any student based upon the student's filing of a grievance under the above-mentioned grievance procedures, or, based upon the student's participation in the investigation of any grievance. Any act of retaliation may result in disciplinary action up to and including retaliation or expulsion from the university. Any student, or university employee, who has filed a grievance, or participated in the investigation of a grievance, may file a complaint with the university's EEO Officer if they feel that they have been subjected to retaliation.

## **Confidentiality**

A student's confidentiality shall be maintained by all university personnel involved in the informal or formal investigation or resolution of a grievance filed under the above-mentioned grievance procedures. Any disclosures regarding the student, the investigation or the resolution shall be limited to those reasonably necessary to facilitate the investigation and any resulting resolution.