



2022-23
STUDENT
HANDBOOK

YOUR PURPOSE | OUR MISSION

TABLE OF CONTENTS

WELCOME TO CSU!.....	4
STUDENT LIFE STAFF.....	5
UNIVERSITY INFORMATION.....	7
ACADEMIC INFORMATION.....	8
SPIRITUAL LIFE.....	8
STUDENT INVOLVEMENT.....	11
STUDENT HEALTH.....	12
COUNSELING SERVICES.....	14
CAMPUS SECURITY.....	14
DINING SERVICES.....	18
CAMPUS STORE.....	19
TECHNOLOGY SERVICES.....	20
RESIDENCE LIFE.....	22
CAMPUS RECREATION.....	30
THE CAREER CENTER.....	31
DIVERSITY.....	33
STUDENT EMPLOYMENT.....	33
COLLEGE POLICIES & PROCEDURES.....	33

WELCOME TO CSU!

Dear Buccaneer,

Welcome to the CSU Family!

Whether you are just starting your first semester away from home or returning to life on campus, Vickey and I are thrilled that you are here! I look forward to getting to know you and can't wait to hand you your diploma at the end of your four years at CSU.

A Charleston Southern education is your Passport to Purpose. During your time at CSU, we will push hard to help you see that your purpose is far bigger than the credential you will earn here. Your time on this planet will be defined by much more than your career, so your experiences on campus will focus on shaping your character—helping you become more like Jesus Christ.

Here are the destinations along the way as you complete your journey:

Freshman Year – Discover Your Passion

Sophomore Year – Design Your Pathway

Junior Year – Develop Your Potential

Senior Year – Declare Your Purpose and deploy to live a life of significance

Our faculty and staff are dedicated to the mission and vision of this great university, integrating faith in everything we do. All sorts of people are praying for you to find your calling and live your dreams. Let the journey begin.

Welcome Aboard. Go Bucs!



A handwritten signature in black ink that reads "Dondi E. Costin". The signature is written in a cursive, flowing style.

Dondi E. Costin, PhD
Charleston Southern University
President

 @CSUPREZ

P.S. One of the very first things you need to do is download the BucNation App, your connection to everything happening on campus – campus ministries, student organizations, important dates, and Sweet 16 events.

STUDENT LIFE STAFF



CLARK CARTER
VICE PRESIDENT OF STUDENT LIFE/DEAN OF STUDENTS



LAURIE DIEL
EXECUTIVE ASSISTANT FOR VP OF STUDENT LIFE/ SPECIAL EVENTS MANAGER



JON DAVIS
ASSOCIATE VICE PRESIDENT FOR SPIRITUAL LIFE



TIMOTHY GRANT
ASSOCIATE DEAN FOR STUDENT ENGAGEMENT/CHIEF DIVERSITY OFFICER



DREW MEADOWS
ASSOCIATE DEAN FOR CAMPUS LIFE



BRITTNEY GREER
ASSISTANT DEAN FOR RESIDENCE LIFE



SHALLON MIMS
DIRECTOR OF THE CAREER CENTER



KIMBERLY PERKINS
DIRECTOR OF COUNSELING SERVICES



JOHN WILSON
DIRECTOR OF CAMPUS SECURITY

UNIVERSITY INFORMATION

Charleston Southern University, founded in 1964, is a private Christian liberal arts college affiliated with the South Carolina Baptist Convention.

VISION

Integrating Faith in Learning, Leading, and Serving

MISSION

Promoting Academic Excellence in a Christian Environment

VALUE PROPOSITION

Preparing Servant Leaders to Pursue Significant Lives

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

ACCREDITATION

Charleston Southern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctorate degrees. Questions about the accreditation of Charleston Southern University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

NATIONAL RECOGNITION

- U.S. News & World Report #29 Best Online Bachelor's Programs
- U.S. News & World Report #21 Best Online Bachelor's Programs for Veterans (top-ranked in S.C.)
- U.S. News & World Report Best Colleges
- VA Yellow Ribbon Program
- Military Friendly School

ONLINE



WWW.CHARLESTONSOUTHERN.EDU



@CSUNIV



Charleston Southern University



Charleston Southern



@charlestonsouthern



Charleston Southern University

ACADEMIC INFORMATION

SPIRITUAL LIFE

WHITFIELD CENTER FOR CHRISTIAN LEADERSHIP 218-219

P: 843-863-7972

E: CAMPUSMINISTRIES@CSUNIV.EDU



@CSUELEVATE



CSU Elevate

We are passionate about sharing the Gospel of Jesus Christ and equipping you to grow and flourish in your calling. Our staff seeks to create a culture of discipleship that raises a generation to live for His name. Our mission is for Jesus Christ to be glorified by having lives transformed through teaching, discipleship, and immersion (life on mission).

Our vision is to **Reach, Raise, Release**. This means reaching people with the Gospel (Romans 1:16), raising them in the Scripture (2 Timothy 3:16), and releasing them to change the world (Matthew 28:19-20). Our mission is to see Jesus glorified by having lives transformed through teaching, evangelism, discipleship, and life on mission (being immersed in the culture) and therefore, proclaiming the gospel of Jesus Christ by creating a discipleship culture that raises a generation to live for His name. Teaching, discipleship, and immersion are essential to fulfilling the Great Commission of Matthew 28:19-20. At CSU, you can learn more about the Word of God, being disciplined in your personal life, and being immersed into a life on mission to proclaim Christ's name to the lost.

CHAPEL

This is an opportunity to worship with the campus community and connect with the thoughts and heart of Jesus. Chapel is held weekly in the Lightsey Chapel on Wednesdays at 11 a.m.

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.

ELEVATE

CSU's weekly campuswide worship night is designed to minister to our campus community. Join students from all denominations as we exalt the name of Jesus together as the body of Christ. When you come to Elevate, you can expect to hear a Spirit-given word, have time to pray with other believers, and be led in worship by the Elevate Band. This is a time to come as you are and find rest and renewal in the presence of Jesus Christ.

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. If you are interested in joining our Elevate Worship Team, please reach out to Campus Ministries.

Elevate is at 8 p.m. every Thursday in Lightsey Chapel.

D-GROUPS

D-Groups are the backbone of spiritual growth. D-groups are an opportunity for students to gather and study God's word with the goal of becoming a disciple of Christ and creating discipleship relationships that will be cultivated in and outside of weekly small group gatherings. D-group leaders are prayerfully and discerningly chosen and have a strong passion and calling to shepherd you in your walk with Christ.

To find a small group that is right for you and your schedule complete the form at <https://bucswin.groupvitals.com/form>. Groups meet weekly at various times and locations to best meet the varied schedules and needs of students.

If you are interested in leading a group, please email campusministries@csuniv.edu.

PARACHURCH MINISTRIES

At CSU, we have a variety of parachurch ministry partners that come under the Campus Ministries umbrella. These include Fellowship of Christian Athletes, Campus Crusade for Christ, Charleston Wesleyan Foundation, Ratio Christi, Campus Outreach, Young Life, and Veterans Ministry. If you would like any information regarding any of our parachurch ministry partners, please email campusministries@csuniv.edu.

MISSION TRIPS

Engage partnerships encourage a spirit of service between the CSU family and the local community. Matthew 20:28 states, "Just as the Son of Man did not come to be served but to serve, and to give his life as a ransom for many." Jesus came to serve the people. When we serve others, we give our lives away to them just as Jesus did for us. Community service is the link we use to reach our community and fulfill our university's vision of integrating faith in learning, leading, and serving. Like Elijah, we are not only to serve our CSU community but those in need outside of our borders (Luke 4:24-27).

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 Bucky's Welcome the first Saturday after move-in to meet students and provide transportation information. If you have any questions about transportation to church, please contact us!

Summit Church meets every Sunday at 11 a.m. In Lightsey Chapel.

STUDENT INVOLVEMENT

STUDENT CENTER 2ND FLOOR

843-863-8032



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, Longwood University, Presbyterian College, Radford University, UNC Asheville, USC Upstate, and Winthrop University.

CSU has won over 30 Big South Championships and has appeared in the NCAA postseason tournaments in Men's Basketball, Baseball, Softball, Women's Tennis, Men's and Women's Track, and 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 ORGANIZATIONS

With 50+ organizations at Charleston Southern University, there are plenty of ways to get involved. There are six categories of CSU Student Organizations: Academic Student Organizations, Graduate Student Organizations, Greek Student Organizations, Honor Societies, Service Student Organizations, and Student Ministries. To learn more about which Student Organizations are right for you, visit [the Student Organization website](#), or stop by the Associate Dean for Student Engagement office on the second floor in the Student Center!

STUDENT GOVERNMENT ASSOCIATION



Members of the Student Government Association are students enrolled full-time at CSU who are entitled to the rights and privileges therein. These student representatives are elected or appointed to serve in the three branches: executive, legislative, and judicial. The SGA enables students to participate in achieving the goals of the institution and to receive preparation for citizenship and leadership. For information on getting involved in student government, see Student Activities.

STUDENT HEALTH

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 Security Office in Quad 3. 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. If you or your roommate require medical attention, please notify Campus Security and/or your Resident Assistant as soon as possible.

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 Office of International Programs may be contacted at 843-863-7382. 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 Office of International Programs at 843-863-7382.

Health insurance is also required for all students admitted to the nursing program (those taking nursing courses, not prenursing). Students admitted to the physician assistant program are also required to have health insurance.

STUDENT HEALTH

Charleston Southern University has partnered with [Roper St. Francis Express Care](#) on University Blvd. to provide excellent sick care for our full-time undergraduate and graduate students. Roper St. Francis Express Care is open 7 days a week, from 8 a.m. until 8 p.m. and is located at 8901 University Blvd., N. Charleston, SC 29406 (less than 1 mile from campus) and can be reached by dialing 843-203-2245. **All CSU full-time undergraduate and graduate students will receive one free visit per major semester (Fall & Spring) simply by presenting their CSU Student ID when checking in.** Please note COVID testing is not a part of this plan. We recommend students bring at least two COVID-19 tests with them to school. These tests are FREE from [COVID.gov](#).

Here is what is covered in an office visit at Roper St. Francis Express Care, University Blvd.:

- diagnosis and treatment of minor injuries and administration of first aid;
- initial evaluation for allergies;
- nutritional diagnosis and counseling;
- orthopedic evaluation of injuries to bones, muscles, and joints within the scope of a primary care practice;
- dermatological problems;
- initial diagnosis and need for simple physical therapy;
- illness care;
- minor procedures;
- prescriptions for pharmaceuticals as indicated

- basic x-ray
- up to 2 POS lab tests (*excludes COVID tests*) for the following: Urinalysis, Pregnancy, Flu, Streptococcal A, Mono, Glucose finger stick
- sutures

IMMUNIZATION REQUIREMENTS

University policy requires resident students to provide proof of the following immunizations for their protection prior to admittance to the Residence Halls: Tetanus, DPT, Polio, Measles, Mumps, Rubella, Tuberculin, and Hepatitis B, as well as a negative result on a Tuberculosis Screening in the past year. The Meningitis and Flu Vaccines are 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.

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.

COUNSELING SERVICES

STUDENT CENTER 1ST FLOOR

843-863-8010



<https://www.charlestonsouthern.edu/LIFE-AT-CSU/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 nonurgent appointment Monday through Friday from 9 a.m.-5 p.m. by calling Counseling Services at 843-863-8010, stopping by the office located on the first floor of the Student Center or completing an online referral located on the CSU Counseling Services website.

In case of an emergency, call 911 or go to the nearest emergency room. The 988 National Suicide Prevention Lifeline is available to individuals in need of mental health crisis services. Calling **988** provides an alternate access point to counselors who are part of an existing network to help individuals in crisis.

CAMPUS SECURITY

QUAD 3

P 843-553-5896

TEXT 843-371-8445

SILENT WITNESS

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 everyone to always exercise due care 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. ID cards are free for the first one and are issued in the Campus Security Office located in Quad 3. Replacement ID cards cost \$10 and may be paid online at MY CSU. Just bring proof of payment to the Campus Security Office for a replacement ID. 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.

CAMPUS SECURITY PRECAUTIONS

- Residents should keep their rooms, suites, outside doors, and vehicles locked.
 - 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. CSU security has an engraver if needed.
 - 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.
-

VEHICLE AND PARKING 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 of the Drop/Add date of the current semester, or within 24 hours any other time a vehicle is brought onto campus.

- Permits are purchased online at the CSU web page under the Campus Security section. You will be directed to a page for Rydin/Permit Express to purchase your decal. You will receive a temporary parking permit for your dash and a decal will be mailed to you upon completion of the purchase. CSU charges \$50 per permit, and Rydin Permit Express adds a processing fee to each purchase. The total cost is \$55.69. Permits must be displayed prior to the beginning of the Drop/Add date of the current semester.
- Failing to display a permit by the beginning of the Drop/Add deadline will result in a fine of \$100.00 per occurrence, plus processing fees. Tickets can be paid online at Rydin/Permit Express website.
- Parking in a handicap space results in a fine of \$100.00, plus processing fees.
- All other parking violations result in a fine of \$20.00, plus processing fees, per occurrence.
- Permits are valid through August 1st of each year. Permits must be displayed on the lower driver's side windshield. Failure to display one's permit properly is a violation.
- Physically handicapped students may obtain special parking consideration by submitting a request to the Campus Security Office which is located in Quad 3.
- Except for the field across from the football stadium, parking on the grass anywhere on campus is a violation.
- All resident student vehicles must be the property of the student, their spouse, or parents. Resident students may not drive to class and are required to park in their designated lot.
- Registered drivers are responsible for any violations involving their vehicle. A security 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 are issued by the Campus Security Office, located in Quad 3.

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 via text message to any cell phone, including their parents or others. Students MUST log on and update their information to receive text messages. Otherwise, students will only receive email alerts. To register or to update information, students must log into MyCSU with their CSU ID Number and PIN to add their cell number for text alerts.

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 it should only be used for texting or to send photos of suspicious activities or persons. Students should be prepared to give their exact location and the nature of the emergency.

EMERGENCY PHONE LOCATIONS ON CAMPUS

- Art Lab-Physical Plant Side
- Ashby/Jones-Parking lot side
- Baseball Field-Press Box
- Communications Building by pool
- Field House-Parking lot side
- Hunter Center-Parking lot side
- Library-rear corner near Chapel
- Nursing Building-Parking lot side
- Russell West-Softball Field side
- Science Building-Parking lot side
- Science Building-Reflection Pond side
- Whitfield Stadium Center
- Wingo/Norris-Parking lot side
- Women's North-Parking lot side
- Women's North-Russell East side
- Women's South-Softball Field side

EMERGENCY POLE BUTTONS

There are also 22 panic button poles located around campus. These are identified as blue poles with a blue light on top and display “Emergency” in bold red type on the pole. Simply push the button and it will notify Campus Security of an emergency in that location.

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 campuswide 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 BucAlert as soon as pertinent information about the incident is available.

SECURITY 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 landline 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.

TORNADO AND THUNDERSTORM SHELTER AREAS

If you are unable to get to a shelter, go to an interior room away from windows. If caught outside, lie face down in the nearest spot and cover your head. See the following for shelters on campus:

- **Art Building:** Interior rooms, restrooms.
- **Ashby Hall:** First floor restrooms, interior walls crouch and cover.
- **Athletic Center:** Locker room, interior hallways, restrooms, training rooms.
- **Athletic Performance Center:** Interior rooms and restrooms.
- **Athletic Training Classroom:** DO NOT SHELTER in this building. Move to a permanent building structure nearby like the Field House classrooms or hallways.
- **Brewer Center:** Interior rooms and restrooms, STAY OUT OF THE GYM AREA.
- **Communications Center:** Interior hallways, pool restroom.
- **Dining Hall:** Restrooms, kitchen hallways, and storage areas.
- **Field House:** Locker rooms, classrooms, restrooms, interior rooms, weight room, and hallways. STAY OUT OF THE ARENA AREA.
- **Health Science Building:** First floor interior rooms, restrooms, hallways without windows.
- **Hunter Center:** Interior storage rooms, hallways, and restrooms.
- **Jones Hall:** First floor restrooms, interior walls crouch and cover.
- **Lightsey Chapel:** First floor chapel restrooms and basement, the lower level of the music building.
- **Music Building:** Basement, interior hallways.
- **New Residence Hall:** First Floor interior hallways, stairwells, inside dorm room away from windows.
- **Norris/Wingo Halls:** First floor restrooms, interior walls crouch and cover.
- **Nursing Building:** First floor interior hallways and restrooms.
- **Physical Plant:** Interior offices, restroom.
- **Physical Therapy Building:** First floor interior rooms, restrooms, hallways without windows.
- **Quads:** First floor restrooms or rear of any room on the first floor.
- **Rivers Library:** Library basement and restrooms.
- **Russell West/East:** First floor restrooms or rear of any room on the first floor.
- **Science Building:** First floor interior hallways and restrooms.
- **Singleton Baseball Complex:** Interior area, restrooms.
- **Softball Center:** Interior area, restrooms.
- **Student Center:** First floor interior hallways and restrooms, faculty suite.
- **Whitfield Center for Christian Leadership:** First floor restrooms, first floor hallways away from glass windows and doors.
- **Whitfield Stadium Center:** Downstairs in concession area and restrooms.

- **Whittington Hall:** Interior classrooms and restrooms. DO NOT GO INTO LARGE BAND ROOMS.
- **Wingate by Wyndham Hotel:** First floor interior hallways and restrooms.
- **Women's North/South:** First floor restrooms or rear of any room on the first floor.

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, or alongside an inside wall. Stay away from glass. Do not use candles, matches, or other flames 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.

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
- Except by approved methods or in the residence hall kitchens in the new residence hall, Women's North and Quad 3, cooking is not allowed in the residence halls (see cooking)
- Ironing is permitted only on an ironing board
- All exits must always be clear of obstructions
- 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, WEAPONS, 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, stun guns, and pepper spray. Possession or use of firearms and explosives, including fireworks and bottle rockets, 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.

LOST AND FOUND

Lost and Found is in the Security Office on the first floor of Quad 3.

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.

SECURITY RESOURCES

- [Parking Permits](#)
- [Parking Tickets](#) Pay, View, or Appeal
- [Parking Map](#)
- [Emergency Response Plan](#)
- [Active Shooter](#) Response Plan
- [Silent Witness Report](#)
- [BucAlert](#)
- [Annual Crime Report](#)

DINING SERVICES

STUDENT CENTER



<https://csuniv.campusdish.com/en>

The dining facilities serve residents, commuter students, and employees. The main Dining Hall, The Buc Stop, and Chick-fil-A Express are in the Student Center. Java City is located at the front of Rivers Library. All resident students have a meal plan with Dining Services. CSU Dining Hall offers fresh, healthy, and diverse options for our Bucs. The menu changes constantly and features fresh produce, vegetarian and gluten-free options, breakfast waffles, made-to-order entrées, grill favorites, pizza, pasta, sandwiches, home-style options, and much more. And you can't miss our Fried Chicken Wednesdays or Sundae Fridays! It's tradition.

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.

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. For more information visit the [Catering Website](#).

MEAL PLANS

Charleston Southern resident meal plans are tied in with their room and board automatically. Full-Time Commuters are assigned a \$75 Declining Balance Meal Dollars. All Full-Time and Part-Time Students living off campus may purchase a Meal Plan through the Dining Services Office.

For more meal plan information, check out [Meal Plan 101!](#)

We've kept what's most important to you in mind, building in the convenience, flexibility, quality, value, and healthy options you deserve. Explore our meal plan options to learn more about what would be the best fit for you.

CAMPUS STORE



[Charleston Southern University Campus Store \(slingshotedu.com\)](https://www.slingshotedu.com)

The Campus Store has a wide variety of school gear, educational resources, and everyday items conveniently located in the heart of campus. Feel free to stop by the Campus Store located on the bottom floor of the Student Center or call during the posted hours of operation. Additionally, our Customer Support team has a variety of channels available to you 7 days a week. Please visit www.slingshotedu.com/support to reach out.

TECHNOLOGY SERVICES

BLACKBOARD

CSU provides access to Blackboard. Students must reset their Blackboard password via the “Forgot Password” link upon first use. If a student is having trouble accessing his or her Blackboard account, the student should contact Information Technology Services at 843-863-7277, or online at <https://csuniv.edusupportcenter.com/>.

INTERNET ACCESS

CSU provides access to the internet in all buildings on campus. In computer labs and the library, students can use CSU provided computers, or their own internet enabled device through CSU’s Wireless Residential Network (ResNet). CSU’s Acceptable Use Policy governs access to all CSU networks, network resources, and equipment. Students having issues connecting to CSU’s ResNet, can contact the Wireless Administrator at 843-863-7762, or at wireless@csuniv.edu.

STUDENT EMAIL (BUCMAIL): MICROSOFT OFFICE 365 ACCOUNT

CSU uses Microsoft Office 365 for student email. Included with the Office 365 account is free access to certain Office products. A list of those products is in the Office 365 account, <https://portal.office.com>. There is no cost for the email account. Contact Information Technology Services at 843-863-7277 or visit <https://csuniv.edusupportcenter.com/> for support.

Student email users are advised that electronic data (including electronic communications using university network or resources for transmission or storage) may be reviewed and/or accessed in accordance with Charleston Southern University's Acceptable Use Policy. CSU maintains the right to access and inspect the contents of any equipment, files, or email on its electronic systems including, but not limited to BucMail (Office 365).

[MYCSU](#)

MyCSU is your CSU Student Hub where you can find important links and information throughout your time at CSU! Through MyCSU you’ll find links to class registration, Library, 24/7 student email and Blackboard support, Blackboard, transcripts, BucAlert, and more.

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. Labs are to be used in a considerate and responsible manner. No food or drinks are allowed in the labs. Please keep paper waste to a minimum (see printing below). For operational issues, contact the Lead Technical Support Specialist at 843-863-7035. Lab locations are as follows:

- Ashby Hall Lab Room 203 (Networking Lab)
 - Ashby Hall Lab Room 207 (Networking Lab)
 - Ashby Hall Lab Room 208 (Networking Lab)
 - Norris Hall Lab Room 210
 - Russell Lounge
 - Nursing Lab Room 129 (nursing students receive precedence)
 - Nursing Lab Room 130 (nursing students receive precedence)
 - 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 add funds via their BucCard Account. Any unused credit will expire at the end of summer. For questions about printing, contact the Lead Technical Support Specialist at 843-863-7035.

CABLE TELEVISION SERVICE

Charleston Southern University provides cable television with High-Definition channels available to all dorm rooms. To receive our cable television service, ensure your television has a built-in Digital Tuner. Some TV brands do not have a tuner compatible with the CSU cable system. Known brands that are incompatible are Dynex, Element, and Westinghouse. Once on campus you can program your TV to receive all channels by performing a channel scan.

ACCEPTABLE USE POLICY

We are pleased to offer students at Charleston Southern University the opportunity to access the internet from the university computers in the computer labs and the library. Access is also available in all the residence halls on campus. Access to the internet will enable students to explore thousands of libraries, databases, and files throughout the world.

The internet is an integral part of coursework for students to conduct research and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students who do not choose to act in a responsible manner are subject to disciplinary action as determined by the executive director of technology. These penalties include but are not limited to verbal/written warnings, temporary loss of privileges, permanent loss of network privileges, and referral to the dean of students.

PRIVILEGES

Charleston Southern University students may access the internet within limitations to facilitate diversity and personal growth in technology, informational research skills, and communication skills. Access is provided free of charge to all students in the computer labs and library except for predetermined lab fees that are required for some classes. Access in the residence halls is provided free of charge to all registered resident students.

While in the library or computer labs, CSU students may use the following methods for retrieving information from the internet: file transfer protocol (FTP), HTTP (web browsing) and electronic mail. When accessing the internet from the residence halls students are permitted to use the same methods as outlined above but are also allowed to use various chat programs, media players, and other online resources.

GUIDELINES

- I will always use a computer in ways that show consideration and respect for others and are in keeping with CSU's mission.
- I will not send emails or attachments that are offensive or threatening.
- I will not interfere with the computer work of others or purposely try to disturb the integrity of the network.
- I will not download or share copyrighted material of any kind including but not limited to songs, movies, television shows, and software. I also accept the responsibility of keeping copyrighted software or any other copyrighted media of any kind off the school's computers and will accept any consequences that accompany my actions.
- I will not copy software or any other media for which I have not paid.

- I accept responsibility for all material received or sent through/over the network.
- I will not send or receive material containing pornographic material, inappropriate information or text-encoded files that are potentially dangerous to the integrity of the hardware connected to the network.
- I will not attempt to enter anyone else's email account or computer files for any reason.
- While in the library/computer labs I will not alter or attempt to alter a computer setup or system configuration.
- While in the library/computer labs I will not download games or other noneducational files.
- I will not subscribe to or broadcast to lists via email, also known as SPAM mailing.
- I will not possess or maintain any type of network server for any reason on or from this network. This includes but is not limited to web servers, file servers, and mail servers.

RESIDENCE LIFE

STUDENT CENTER 2ND FLOOR

RESLIFE@CSUNIV.EDU

P: 843-863-7190



@csu_res_life



Charleston Southern 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 second floor of the Student Center. Office hours are 8 a.m. until 5 p.m., Monday through Friday. The telephone number is 843- 863-7190 and email address is reslife@csuniv.edu.

RESIDENCE HALLS

The university has eight residence halls - Women's North & South, Russell East & West, Quads 1, 2, 3, and our newest residence hall - as well as access to our hotel, the Wingate by Wyndham. The Wingate by Wyndham is conveniently located on campus and was constructed to serve as a residence hall if the other eight resident halls have reached capacity. All halls within Residence Halls are Single-Gender.

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, grills, and air fryers)
 - 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
-

MAINTENANCE REQUESTS

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

Residence Life: Contact your RA or email Reslife@csuniv.edu to report furniture or dehumidifier needs.

Physical Plant: 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."

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 several ways. In fact, students who live on campus beyond their freshman year:

- Are more likely to persist and graduate
- Gain more interpersonal contact 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 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 may 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 decide on 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 outlined here and on the [Residence Life webpage](#).

To sign up for a room returning students should:

- 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.

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 the 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 and will provide as much notice as possible to residents.

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.

After the first week of classes, Residence Life will do an inventory of vacancies within the residence halls. When necessary, residents may be required to move to another room or receive a new roommate to consolidate unassigned space. If a resident is assigned and occupies a disability-adapted room, the resident may be required to change rooms at any time if there is a need to accommodate a resident with a permanent or temporary disability.

ADA HOUSING POLICY

Any qualified student with a disability requesting reasonable accommodation 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 accommodation 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 the Office of Disability Services with respect to the documentation presented and the accommodation requested. The student will receive a letter from the Office of Disability Services notifying him/her whether the accommodation is approved.

Students requiring ADA accommodation should notify the Office of Residence Life. Returning residential students should notify the Office of Residence Life prior to the start of room sign-ups. The deadline for new students requesting modified housing accommodation 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 Office of Residence Life, or if the requested accommodation is available at the time of the student's request. The intent to request housing accommodation that the student includes on the Housing Accommodation form DOES NOT take the place of the housing application required by the Office 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 Office of Residence Life 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 who 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 Charleston metro area are discouraged from checking in early; however, upon request and as availability permits, residents from the Charleston metro area may check-in early.

EXTENDED STAY POLICY

CSU policy states all residential students must 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 Charleston metro area are discouraged from staying late; however, upon request and as availability permits, residents from the Charleston metro 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, will enter a student's room without the resident student's permission. Individuals are always responsible 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 will 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 each 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 always maintain a clean room and bathroom.

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 Office of Residence Life are proactive in preventing bed bugs. The senior management team and Residence Life staff at the university treat 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, in the unlikely event that a second case occurs, the student(s) may be held responsible for treatment charges. Residential students are reminded to clean their rooms daily, and 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 secondhand 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, except for 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, air fryers, and hot plates.

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

CRISIS INTERVENTION

To maintain the integrity of the residence halls, students are expected to conduct themselves in a considerate manner regarding 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 aid 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. 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 because 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, and dresser). 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.

FLAG/POSTER POLICY

No posters, flags, or other decorations are to be publicly displayed and visible from the outside of any residence hall or university building. Posters or flags may be used to decorate the inside of the room if roommates agree the décor does not violate university standards.

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 Risers are approved if:

- The bed frame or riser cannot be moved.
- No damage is done to the bed frame when attached to the riser.

Bed Risers are not approved 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, 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 treats in and around buildings on a regular basis, but there are several steps you can take 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 with the Residence Life Office prior to 5 p.m. the Friday before the guest arrives. 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 11 p.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 in women's residence halls. Visitors should be received only in the public lounges.

Residents' rooms and hallways are always off limits to persons of the opposite sex other than designated Open House hours. Only designated lounges are to be used for visiting 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 5-11 p.m. on Monday, Tuesday, and Wednesday and from Noon-11 p.m. on Friday and Saturday. All roommates must give their approval for a guest to visit during the prescribed visitation hours. Students may gather in other areas like Littlejohn Parlor and the Buc Stop Grill outside of Open House
- 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).
 - New Residence Hall: Call from the 1st floor Lobby
 - 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 accommodation provided by the university. Only male residents are allowed to enter the Quads or Quads common areas.
- Residents must always escort guests 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, Russell building breezeways, and bathroom in the lobby of the New Residence Hall.
- Doors to rooms where students are participating in Open House must always remain unlocked and open. 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 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 room 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 \$100 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, except for 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 accommodation due to a disability should contact Disability Services to discuss their options.

PREGNANCY POLICY

There are certain accommodations available for 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 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 people in another room or area. Quiet hours are in effect from midnight to 8 a.m.

ROOM DEPOSIT REFUND POLICY

Room deposits are nonrefundable.

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 checkout. A charge will be assessed for all damage found in the room.
- Once all belongings are removed, the student should checkout with his/her Resident Assistant or the Residence Life Office. Upon checkout, the student should return his/her key, FOB (if applicable), and resident student ID.
- Any student failing to return a key upon checking out will receive a \$100 fine.
- Any student failing to return a fob upon checking out will receive 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 RECREATION

THE BREWER CENTER

RECREATION@CSUNIV.EDU



@csu_campusrec



@csu_campusrec

We are dedicated to your physical and mental wellness, as well as academic excellence. Campus Recreation offers numerous opportunities to get connected, stay fit, and have fun!

BREWER CENTER

The Brewer Center houses a full-service fitness center with treadmills, stair-climber, ergonomic-cycles, elliptical cross-trainers, mats, 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, and four billiard tables.

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 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 AND INTRAMURAL COMPLEX

Buc Park and our **new multimillion dollar intramural complex will be located behind the swimming pool. The estimated completion date is spring 2023.**

. This area will include an artificial turf field, two outdoor basketball courts, and other great amenities.

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 or through the IM Leagues 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 email 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 105). 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 wonderful opportunity for students to have fun, meet new people, try new sports, and get physically fit.

It is quite 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, or stop by the Campus Recreation Office (Brewer Center 105).

THE CAREER CENTER
STUDENT CENTER 1ST FLOOR
P 843-863-8019



<https://www.charlestonsouthern.edu/life-at-csu/career-center/>



Charleston Southern University – The Career Center



@thecareercenter.csu

The Career Center

The Career Center offers a broad range of networking services, programs, and resources designed to enhance student career development and to prepare students to succeed in their job and career searches. The Career Center is a full-service, free center for current Charleston Southern students and alumni. Personality, skills and spiritual assessments (such as the Myers-Briggs Personality analysis and AWATO values platform) are provided to guide students through career planning decisions and match students' abilities and calling to specific careers and majors. The Career Center is committed to assisting students in becoming career ready. According to the National Association of Colleges and Employers (NACE, 2021), "career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management." To become career ready, students should aspire to attain the following eight [career competencies](#) during their academic journey: **career and self-development, communication, critical thinking, equity and inclusion, leadership, professionalism, teamwork, and technology.**

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 and Programs (include, but are not limited to):

- Career counseling and class presentations
- Résumé, cover letter, portfolio, and graduate school admission essay critiques and assistance
- Personality and skills assessments to assist students in choosing a major and aspects of professional development
- Career readiness skills workshops
- Mock Interview Program / interview practice
- Job search and internship assistance
- Handshake Online Job Portal (BucCareer Network)
- Networking, personal, and professional branding
- Buccaneer Bridge Mentorship Program
- Dress for Success Career Closet and career clothing consultations
- Various employment, volunteer, and missions recruiting events, such as the Spring Career Expo
- On campus recruitment events and information sessions
- Off Campus Work-Study Program
- Career and Leadership Development Conference
- Partnerships with Health, Business, Education, and Legal Professionals events
- Career Planning Seminar Courses (GNED 201 01) in fall and spring semesters (check course schedule for dates and times)

Contact us:

For résumé assistance, career events, job and internship opportunities, sign up for the Buc Career Network:

<http://bit.ly/BucCareerNetwork>

For additional resources please visit: www.charlestonsouthern.edu/careercenter

Location: First floor of the Student Center. Face-to-face and online services are available!

Email: thecareercenter@csuniv.edu | Phone: 843-863-8019

DIVERSITY

STUDENT CENTER 2ND FLOOR

Charleston Southern University's diverse community consists of individuals varying in ethnic makeup, cultural background, age, language, educational and professional experience, veteran, and socioeconomic status from multiple regions in the United States and a variety of nations. This exposure to faculty, staff, and students from diverse backgrounds with unique experiences and perspectives enriches education and personal development in the classroom, residence halls, student organizations, and campus community. To support CSU's mission, the Office of Diversity welcomes your ideas and participation in the planning of educational programming, sharing experiences, and talent.

In alignment with the institution's biblical core values, the Office of Diversity is designed to promote a positive and supportive campus climate for all faculty, staff, and students.

The university regards diversity as an enhancement to its mission of promoting academic excellence in a Christian environment; therefore, the Office of Diversity seeks to cultivate a campus community that prepares students, faculty, and staff to serve in diverse contexts.

- Black History Intercollegiate Consortium: MLK Humanitarian Award Program
- Hispanic Heritage Month Lunch and Learn
- Together Forward, We Choose Love Prayer Walk
- Black History Month Celebration: Exhibits, Gospel Music Concerts
- African American Society
- We Stand with our Black Athletes
- Women's History Month Celebration: Luncheon, Health Symposium
- Courageous Conversation
- Diversity Forums and Training
- CultureFest

STUDENT EMPLOYMENT

STUDENT CENTER 2ND FLOOR

P 843-863-8067

E STUDENTEMPLOYMENT@CSUNIV.EDU



<https://www.charlestonsouthern.edu/offices/student-employment/>

The Student Employment office works with university departments and the community to create work-study employment opportunities for students. It is located on the second floor of the Student Center. Students awarded Federal Work-Study are eligible for work-study jobs at CSU. To find out if you have been awarded FWS, check your awards online at MyCSU or log on to Financial Aid Online to view your financial aid awards. Additional information about Student Employment and Work-Study jobs is available online.

COLLEGE POLICIES & PROCEDURES

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 \$55.69 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 Quad 3.

LOUNGE POLICY

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. Soft seating furniture and tables should not be moved without permission.

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.

Community Lounges - 24/7 | Co-Ed

- Littlejohn Parlor - located between Women's North and South
- The Cove - located on the first and second floors of the Student Center

Social Lounges (Russell East, Russell West, Women's North, Women's South)

6 a.m. – 9 a.m. | Gender Specific to Hall

9 a.m. - 11 p.m. | Co-Ed

11 p.m. - 3 a.m. | Gender Specific to Hall

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

CHAPEL REQUIREMENTS

All full-time day students (12 credit hours or more) are required to obtain an average of six Chapel credits per semester, for a total of 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. Students are only expected to meet the chapel requirements (six credits per semester) for the time they have been full-time day students at Charleston Southern. For example, if a student transfers in as a junior, that student will be required to have 24 Chapel credits to graduate. 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. Chapel Credit will be earned through the BucNation application. Be sure to download the BucNation app from the app store. Login to BucNation and open "It's a Buc's Life" guide. Chapel staff will scan your unique QR code when you leave the chapel.
- A student may satisfy this requirement by one or a combination of the following options:
 - Attend regularly scheduled Chapels offered most 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 can be obtained by contacting the office of Spiritual Life. 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

Students who wish to lodge formal complaints regarding institutional policies and practices and other circumstances regarding student life should contact the Dean of Students Office, Student Center, second floor. Formal complaints must be written and must be submitted in the form of a letter or an email. The Dean of Students will determine the appropriate channel for addressing the complaint and forward it on, when necessary, to the relevant department. Formal complaints may be submitted online here:

<https://www.charlestonsouthern.edu/life-at-csu/student-resources/#studentcomplaint>

Note that academic complaints should be submitted to the academic department chair or dean if there is not a chair. There are separate policies for resolution of grade appeals and findings of academic dishonesty.

The appropriate department will provide the student with an acknowledgment of receipt of the complaint within 10 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 and the Dean of Students with the institutional response to the complaint. Records of academic complaints are maintained by the Vice President of Academic Affairs and all other complaints regarding student life are maintained by the Vice President of Student Life (the Dean of Students).

Complaints regarding the institution that cannot be resolved at the institutional level, particularly state related policies and procedures or accrediting concerns, should be filed by the complainants to the S.C. Commission on Higher Education or the appropriate agency.

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 confidential. This information is shared with other departments only on a need-to-know basis. Please note that Title IX complaints are addressed and investigated by the Title IX Coordinator; for information on Title IX complaints, please visit the [Title IX page of the CSU website](#).

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. Living in community brings both privilege and responsibility.

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. This means the finding of the original disciplinary hearing will be imposed immediately without the right to appeal. Examples of this would be bringing a weapon to campus with the intent of inflicting bodily harm to our community, possessing illegal drugs with the intention of distribution, and committing a felony offense.

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.

All students and 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, student life ambassadors, athletes, campus ministry leaders, presidents of clubs and organizations, and participants in Miss CSU, Mr. CSU, and the Homecoming Court.

THE CSU COMMUNITY STANDARDS

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.

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 always dress neatly and appropriately, 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 are 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.

SOCIAL MEDIA POLICY

Social media provides an international platform for people to connect, communicate, influence, inform, and brand themselves. CSU encourages its students to use social media intentionally for the betterment of everyone.

As a CSU student, you are a representative of the university and are expected to uphold its standards as found in the Student Handbook, Student Code of Conduct, mission, vision, and biblical core values. Students are held personally responsible for any content they post online or on social media platforms.

Some steps you can take to utilize this tool are to follow university policy and understand the policies and terms of use of any social media outlet you use.

- Be aware of who you add as a friend to your site. Do not allow someone else to create and manage accounts on your behalf unless you have total access to the logins, passwords, and procedures for those accounts.
- Online is forever. Any content you post on social media can be copied, photographed, and forwarded even after you delete it shortly after posting it. Do not let poor judgment now prevent you from success in the future.
- Use privacy settings. Understand and use privacy settings on social networking sites. If you do not, your personal information is available to the entire world. Do not provide personal identifying information such as date of birth, phone numbers, home addresses, or class schedules. Be sure to avoid sharing similar information relating to the university, faculty, staff, and other students.
- Do not share passwords. Ensure you create strong passwords, which cannot easily be guessed.
- Do not infringe on the privacy of your friends, peers, or university faculty or staff. Never post personal information of others that could embarrass them or the university. If posting statements, photos, and/or videos of others, ask permission and only post after receiving written permission, for your protection, from the individual(s). Do not post material that includes someone who may or does not want to be in the photo or video.

CSU monitors online posts to ensure the safety and well-being of the university. 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.

NETIQUETTE POLICY

Charleston Southern University holds its students, faculty, and staff to the highest standards of conduct and expects all to demonstrate courteous behaviors and practices in online communications. CSU's netiquette (Internet etiquette) policy includes guidelines and recommendations for online communications. Being respectful, thoughtful, meaningful, and ethical are fundamental to good netiquette.

CSU's basic netiquette rules are as follows:

- Course communications are for internal use only and considered confidential. Do not forward or quote discussion posts, emails, or other course communications to outside parties.
- Never share personal login usernames, IDs, or passwords.
- Do not type in all capital letters as it can be perceived online as shouting.
- Use proper capitalization, grammar, spelling, and punctuation conventions for professional communications.
- Avoid texting jargon or abbreviations without explanation.
- Incorrect format: CSU is a wonderful university.
- Correct format: Charleston Southern University is a wonderful university.
- Be mindful of sending emails. Ensure that content is relevant and pay attention to *Reply* versus *Reply All*.
- BucMail is the only email allowed for course communications. Other platforms (Yahoo, Gmail, etc.) are prohibited.
- In video conferencing, mute your microphone when not speaking.
- Differing views are natural and welcome on discussion boards. Be respectful in your comments—even if you disagree or dislike someone's position on a topic.
- Respect the time and availability of students, faculty, and staff. Emails should be addressed within 24 hours of receipt. Keep in mind that traditional faculty and staff work hours are 8 a.m.-5 p.m. EST.

BICYCLES, SKATEBOARDS, ROLLER BLADES, HOVER BOARDS, AND DRONE POLICY

- Any student who chooses to operate bicycles, skateboards, hover boards, 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 are highly encouraged to avoid bodily injury.
- The use of bicycles, skateboards, hover boards, and/or roller blades is strictly prohibited outside of the Student Center (parking lot entrance), inside all buildings on CSU property, including Littlejohn Parlor, the lobby of the Student Center, lobbies of classroom buildings and the breezeway connecting Russell East and West.

- Parking bicycles is limited to bicycle racks located near 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, hover boarding, or rollerblading is not permitted on the roads.
- Failure to comply with this policy could impede the safety of operators and/or others and therefore result in disciplinary action.
- Operation of drones, except by authorized personnel, is prohibited.

COMMITTEE FOR DISCIPLINE

The Committee for Discipline is composed of students appointed by the president of the Student Government Association 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 will 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 it is felt that respective member would be prejudiced in connection with that case.

If 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, but not limited to, the following instances:

1. Failure to respect the CSU Christian environment.

- a. Disorderly, indecent, or improper conduct on or off campus, or online including, but not limited to, social media sites and mobile apps.
- b. Sexual Impropriety. Premarital or extramarital sexual activity on or off campus, online (including, but not limited to), social media sites and mobile apps. 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.

- c. 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.
- d. 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 other similar 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 on or off campus.
- e. Knowingly in the presence of any narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on or off campus.
- f. Visiting the residence hall of members of the opposite sex or having visitors of the opposite sex in other than designated lounge areas and open house (exceptions may be made at the beginning and end of each term for the transporting of luggage).
- g. Gambling.
- h. Possessing, showing, or distributing material, or using language of a lewd, profane, or pornographic nature on or off campus.
- i. Exhibiting behavior disruptive to, or creating a risk of disruption to, the university's learning environment.

2. Failure to respect other people.

- a. Acts of hazing, placing someone under threat of physical harm, or physically or verbally abusing any person on campus or via social media, mobile apps, or online.
- b. Misuse of campus telephones by fraudulent, annoying, or obscene calls or charging collect calls to the university.
- c. Smoking on campus.
- d. Showing disrespect for or refusing to follow the lawful instructions of a university official, including online and social media sites and mobile apps.

3. Failure to respect others' property.

- a. Intentionally stealing, borrowing without permission, damaging, or selling, without authorization, university property or the property of others.
- b. Fraudulent use or abuse of any coin-operated machine on campus.
- c. Littering.
- d. Entering the room of another student without authorization.
- e. Unauthorized use and/or possession of a university key.
- f. Failure to display responsibility and integrity.
- g. Knowingly furnishing false information to the university.
- h. Misusing identification cards or university records.
- i. Failing to respond to the official summons of a university official or disciplinary body.
- j. Violating disciplinary sanctions as handed down by the appropriate disciplinary body.
- k. Forgery.
- l. Being an accessory to any of the violations.

4. Failure to promote order and safety.

- a. Possessing firearms, ammunition, fireworks, explosives, or weapons of any kind on campus.
- b. Using fireworks on campus unless authorized by the Dean of Students.
- c. Setting off a false alarm or tampering with the fire alarm system or equipment.
- d. Arson.
- e. Breaking into or entering a building that has been secured.
- f. Being present in an unauthorized area or aiding and abetting unauthorized occupancy or entry.
- g. Disrupting the normal flow of traffic (vehicular or pedestrian) or the disruption of university-sponsored functions.
- h. Entering any area including classrooms, offices, and laboratories after normal class/office hours without permission of the appropriate faculty or staff member.
- i. Commercial solicitation without prior written authorization from the Vice President for Business Affairs.
- j. The public distribution of materials without prior written authorization from the Dean of Students or Associate Dean.

- k. Participating in or encouraging participation in an unrecognized student organization as described in the organizational chartering procedure in the Student Handbook.
- l. 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.
- m. Violating university regulations relating to the use of specific campus areas or buildings.
- n. Committing a criminal offense on campus.
- o. Committing an offense off campus or online of such a nature that the student constitutes a danger to the university or to members of the university community.
- p. 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 or for health concerns. For security reasons, CSU personnel must be able to identify you. EXCEPTION: Masks may be worn per safety and medical reasons, such as following COVID protocols.

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, at university sponsored events, or through online mediums such as social media sites, or mobile apps. CSU students are expected to follow this Code of Conduct both on and off campus and when utilizing social media, mobile apps, and online.

Where university policy does not conflict, the instructor, as a university official, shall determine what constitutes both appropriate behavior and 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

1. All persons affiliated with Charleston Southern University should report violations of the Student Code of Conduct to the Director of Campus Security, an Assistant Dean of Student Life, or VP of Student Life.
2. An investigation which yields sufficient evidence to bring charges against a student will result in notification of the accused.
 - a. The student Attorney General or designated alternate may 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; however, the AG or person substituting in this role (a designee by the Dean of Students) may not advise or discuss the case with the accused or attempt to serve in the capacity of an attorney. In many college cases, legal representation is either not permitted during a hearing on campus or an attorney will not be able to ask questions during the university proceeding. CSU's policy is consistently reflective of the first scenario. While there are differences between due process for university hearings and that in conjunction with criminal court proceedings, university findings can be used again during a criminal proceeding.
 - b. A student may choose to waive this meeting by signing a statement of waiver, and agreeing with, and taking responsibility for the disciplinary violations.
 - c. Students are entitled to a hearing on a disciplinary charge. A student may request to have the case heard before the Committee for Discipline; if the Committee for Discipline is unable to convene, the student will then appear before the Committee for Appeals, with the Dean of Students serving as the chair. If, after the hearing, the student wishes to appeal the decision(s) of the deciding Committee, the student will then appeal before the Committee for Discipline. Note: In unavoidable or emergent situations, either the Dean of Students or the Chair of the Discipline Committee may refer a case to the opposite Committee. If neither of the committees are available to hear the case on short notice, the Dean of Students shall refer the case to a called committee comprised of faculty, staff, and students.
3. For the purposes of this section, the term *university disciplinary officials* refers to the individuals before whom the hearing is held. Disciplinary hearings will proceed in the following manner:
 - a. Hearings are 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.

- b. At the commencement of the hearing, the student will be informed once again of the charge against him/her.
 - c. The witnesses, if any, may be called into the hearing and may be questioned by university disciplinary officials and by the student.
 - d. The student is permitted to present the testimony of witnesses and other evidence in his or her defense. Defense witnesses are 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 will be excused from the hearing room. The university disciplinary officials will then deliberate and render a decision.
4. The university disciplinary officials will first determine whether, considering the evidence presented, the student is guilty of a violation of the Student Code of Conduct. If so, the university disciplinary officials will impose reasonable sanctions. University disciplinary officials will consider all relevant factors, including, but not limited to, the nature and severity of the misconduct and the prior disciplinary history of the student, when determining appropriate sanctions.
 5. 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 Chair will promptly, in writing, notify the Dean of Students of the decision.
 6. The Dean of Students or his appointee will send or deliver a letter to the student informing him or her of the decision and, if applicable, the punishment that was imposed.
 7. On the other hand, if the Appeals Committee hears the case, the resulting sanctions are imparted to the Committee for Discipline, after which the Chair will construct the disciplinary letter and forward it to the Dean of Students for distribution.

STUDENT CODE OF CONDUCT - DISCIPLINARY APPEALS

A student found guilty of a violation of the Student Code of Conduct is entitled to a single appeal before either the Committee for Discipline or before the Dean of Students or his designee.

The purpose of an appeal is to ensure that proper disciplinary procedures were followed in conducting disciplinary hearings and/or that any punishment imposed is not too severe. An appeal is not for the purpose of re-hearing 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 because of the disciplinary hearing, or
- A letter is mailed or delivered to the student advising him/her of the punishment imposed because of the disciplinary hearing, whichever occurs first.

The student shall specify on the appeal form either:

- The specific disciplinary procedures not adhered to in the case and the precise nature of the harm that this caused the student in defense of the case.
- The specific reasons why, in this case, the punishment imposed was too severe.
- Sanctions imposed in the original hearing will 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 will include:

- The Appeals Committee, with the Dean of Students (or his designee) serving as Chair and a quorum of the Committee for Discipline, if the underlying disciplinary hearing was conducted by the Discipline Committee; or
- The Committee for Discipline if the underlying disciplinary hearing was conducted by the Appeals Committee.
- The student Attorney General (if requested) or designated alternate.
- The student.
- Such other people 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 re-imposition of punishment.
- Increase or lessen the punishment.

STUDENT RIGHTS

Student rights are described as follows and may be viewed in the CSU Student Government Constitution:

- The student will be afforded a fair hearing and the right to appeal
- A student is presumed innocent until found guilty.
- A student has the right to obtain student counsel (Attorney General or designated alternate).
- A student may present witnesses and evidence on their behalf.
- The student has the right to cross-examine.
- The student has the right to face the accuser.

SANCTIONS

A student's disciplinary status is not public information. However, the disciplinary status will be provided to respective coaches, professors, and CSU personnel. Disciplinary records may be released to other organizations outside of the university with the student's permission or per legal subpoena.

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:

- Alcohol/Substance Assessment
- Loss of Privileges/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)
- Written Warning
- Educational Assignments
- Behavioral Agreement
- Disciplinary probation
- Community service
- Fines
- No Contact Agreement
- Parent/Guardian Notification
- Participation in counseling
- Residence Hall Suspension
- Residence Hall Expulsion
- Restitution
- Suspension from residence halls and/or dining hall (without refund)
- Suspension
- Expulsion
- Notification of law enforcement

DISCIPLINARY PROBATION

Imposed for a specified period or an indefinite period, to remain in effect until such a time as the official in charge will 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.

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:

- If 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 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. The Dean of Students may also consult any other person he/she deems appropriate in making the readmission decision.

VISITATION SANCTIONS

FIRST OFFENSE

- \$100 Fine
- Disciplinary probation for one full calendar year

SECOND OFFENSE

- \$500 Fine and 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.
-

SOCIAL MEDIA SANCTIONS

MINOR VIOLATIONS

To include:

- Personal insults
- Ethnic slurs
- Obscenities, including photos
- Sexually suggestive content or comments
- Promotion of violence, drugs, and/or alcohol use
- Posting comments, photos, and/or videos of others without their consent

Minor social media violations will result in the following sanctions:

- Student must remove post from social media
 - \$50 fine or 5 hours of community service
 - Written warning to be kept on file
-

MAJOR VIOLATIONS

To include:

- Failure to respect others and their property
- Bullying/violence/verbal abuse
- Failure to promote order and safety

Major social media violations will result in the following sanctions:

- Student must remove post
 - \$100 fine or 10 hours of community service
 - Disciplinary probation for one academic year
 - Ineligibility to represent the university
-

SEVERE VIOLATIONS

To include:

- Academic integrity infractions
- Serious threats of violence to anyone in the CSU community
- Defamation of the university or any CSU community members

Severe social media violations will result in the following sanctions:

- Student must remove post
 - Suspension from campus activities
 - Suspension from residence halls and/or the university for one or more academic terms or permanent expulsion from the university
-

DRUG AND ALCOHOL POLICY

God created man in His own image, in the image of God He created him; male and female He created them," (Gen. 1:27) therefore Charleston Southern University students are prohibited from the unlawful behavior as it relates to the possession, distribution, manufacture, and all illegal use of drugs and alcohol on and off Charleston Southern University property.

The spiritual, emotional, intellectual, social, and physical growth of our community and its members is at its greatest potential when there is the absence of drugs and alcohol. Your body is a temple, and your life has influence (1 Cor 6:19). The above are disciplinary violations that will lead to sanctions and suspension or expulsion from the university. Depending upon the circumstances, law enforcement may be notified.

As we work together to cultivate an alcohol and drug-free community, please remember the following:

- We want your life to reflect Christ. Your life has influence.
- We are a dry campus.
- Consuming or possessing alcohol under the age of 21 years is illegal.
- Purchasing or distributing alcohol to those under the age of 21 is illegal.
- The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws [Code of Laws - Title 44 - Chapter 53 - Poisons, Drugs, And Other Controlled Substances \(scstatehouse.gov\)](#); [Drug Policy \(dea.gov\)](#)
- Use of prescription drugs without a prescription is prohibited.
- We prohibit the use of illegal drugs and/or controlled substances on or off campus.
- Hosting an event on- or off-campus, where alcohol and/or illegal drugs are present, or permitting such an event at their residence, (including underage drinking) shall be subject to discipline.

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 for nonsmokers. Considering 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.

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 may be immediately suspended. 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 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.

DRUG & ALCOHOL SANCTIONS

MINIMUM SANCTIONS

Students guilty of alcohol violations will receive the minimum sanctions as stated below, which automatically apply upon a finding of guilt 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 halls.

ALCOHOL - FIRST OFFENSE

- Minimum \$100 fine.
- 10 hours campus service as prescribed by the Dean of Students
- Required referral to Counseling Services for Alcohol/Drug Evaluation
- Disciplinary probation (one full calendar year)
- Notification of parents or guardians.

ALCOHOL - SECOND OFFENSE

- Minimum \$250 fine
- Enrollment and completion of drug and alcohol education program at the student's expense.
- Disciplinary probation for an indefinite period.
- 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 - THIRD OFFENSE

Suspension from the residence hall and possible suspension from the university.

DRUG - FIRST OFFENSE

- Mandatory drug screening within 48 hours of the violation at the student's expense
- Minimum \$350.00 fine and/or 50 hours of community service
- Required referral to Counseling Services for Alcohol/Drug Evaluation
- Required completion of prescribed counseling program at the student's expense
- Disciplinary probation for an indefinite period
- Random drug testing once every 30 days at the student's expense. A positive test will be treated as a second offense, and the student will be suspended.
- Notification of parents or guardians.

DRUG - SECOND 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 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 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 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 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 the Office of Counseling Services at any time.

(Note: Students are required to pay for drug testing and outside referrals 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 regarding substance abuse problems should contact the university's counseling service at 843-863-8010.

CRIMINAL SANCTIONS FOR DRUG AND ALCOHOL OFFENSES

CITY OF NORTH CHARLESTON

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 illegal to advertise, sell, manufacture, or possess drug paraphernalia.
- Penalties vary depending upon circumstances under which arrests are made and the amount of drugs. Fine of up to \$200,000, confinement up to 30 years, and mandatory driver's license suspension of six months to one year.
- 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 and 7 a.m. Mondays through Sundays 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.

SOUTH CAROLINA LAW

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 is a criminal offense in the State of South Carolina. There is a fine of not less than \$200 or imprisoned not more than 30 days or both.
- Giving false information about your age to purchase alcoholic beverages will be fined \$100 to \$200 and may be imprisoned for 30 days.
- 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.
- It is unlawful for anyone to have beer or wine in an open container in a moving vehicle. This misdemeanor 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 (BAC of 0.08 or higher) or illegal drugs can result in a two-to-30-day jail term and a \$400 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

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.

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 OR OFF CAMPUS

- Disciplinary probation for one year
- \$250 fine
- 25 hours of community service
- 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

Nonconsensual 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 or incident jurisdiction
- \$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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. 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 plan for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate 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.
3. 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 program agreement. A school official has a legitimate interest if the official needs to review an educational record 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.
4. 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 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. 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 the information designated as directory information. Students refusing to have any or all 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 with 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 | 843-863-8047
- Dean of Students | 843-863-8008
- Director of Human Resources | 843-863-8047
- Associate Dean of Students | 843-863-7605

- Assistant Dean of Residence Life | 843-863-7196
- Director of Campus Security | 843-863-7102
- Dean, College of Science and Mathematics | 843-863-7984
- Dean, College of Humanities and Social Sciences | 843-863-7156
- Dean, College of Nursing | 843-863-7095
- Interim Dean, Health Sciences | 843-863-7427
- Dean, College of Christian Studies | 843-863-7965
- Dean, College of Business | 843-863-7930
- Dean, College of Education | 843-863-7914

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:

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.

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 does not make it any less a rape. If someone you know makes unwanted advances, do not 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 on a campus landline or 843-553-5896. If the incident occurred off campus, call 911 or the Tri-County S.P.E.A.K.S. Hotline at 843-745-0144. CSU strongly suggests rape victims to visit the Medical University of South Carolina (MUSC) immediately after the rape occurred 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 region 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, SC29425.

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

- Counseling Center, Student Center, first floor 843-863-8010
- Campus Security, Quad 3 843-863-2020 or 843-553-5896
- Dean of Students, Student Center 843-863-8008
- A trusted friend, faculty, or staff member

Mediation will never be used to resolve sexual assault complaints.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)

On April 14, 2003, the HIPPA 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.

PROTOCOL FOR ADDRESSING THREAT OF HARM TO SELF

The university reserves the right to require a student who presents a threat to himself/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 Dean of Students' 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 to return to the university and resume attending classes or residing in the residence halls.

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, The Office of Institutional Research or [online](#).

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 based on 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 based on 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 at 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 based on 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 in the Student Success Center, First Floor, Student Center.

Additional Compliance Officers may be designated from time to time by the 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 VP for Student Life/Dean of Students (as set forth below) will not suspend the implementation of the disposition proposed by the Grievance Officer, except in those circumstances where the VP for Student Life/Dean of Students 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 VP for Student Life/Dean of Students at 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 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 VP for Student Life/Dean of Students and provide copies to the other party or parties. If the grievance involves a decision that is being challenged, the review by the VP for Student Life/Dean of Students 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 VP for Student Life/Dean of Students' 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 VP for Student Life/Dean of Students for good cause including for reasons related to breaks in the academic calendar. The decision of the VP for Student Life/Dean of Students on the appeal is final.

Additional Resources:

- Clark Carter, Dean of Students
- 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.

STUDENT 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 functions held by student organizations must be approved through an event request form available online.
- Student organizations conducting organizational functions off campus must abide by all regulations governing behavior on campus. 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 through the Associate Dean for Student Engagement. All fund-raising projects and service projects must be recorded on the proper form and turned in to the Associate Dean for Student Engagement. Activities must be approved before plans are made for food, location, etc. A fundraising or service project may not begin until approved by the Associate Dean for Student Engagement.
- Any changes must be reported immediately to the Associate Dean for Student Engagement.
- Every activity or event must have an approved representative of CSU present for the entire length of the event including the setup and the 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 time as a university sponsored or student activities sponsored event. It is the student organization's responsibility to check the student activities calendar.
- All student organizations under the administration of the Board of Student Organizations are required to complete at least two on campus service projects and two community service projects per semester. Failure to do this may result in suspension of Board of Student Organizations benefits and use of CSU facilities.
- All persons invited to speak on campus must be cleared by the Associate Dean for Student Engagement.
- Infractions of the student activities policies will be referred to the Associate Dean for Student Engagement.

CONTRACTS

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

SPEAKERS

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

RESPONSIBILITIES OF CLUB OFFICERS

- The Associate Dean for Student Engagement 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 or equivalent position has primary responsibility in seeing that all of the student organization activities are in accord with university regulations.
- The president or equivalent position is expected to report to the Associate Dean for Student Engagement any breach of regulations by the organization or its individuals.
- The president or equivalent position must follow all attendance requirements for the Board of Students Organizations assemblies.
- A student may not hold an office in any student organization if that student is on academic or disciplinary probation.

INITIATIONS

The following should be reported to the Associate Dean for Student Engagement:

- 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 SGA 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 Associate Dean for Student Engagement to cover a certain period 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 student organization 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 Associate Dean for Student Engagement or the Dean of Students.
- Investigation and recommendation by the SGA Senate.
- A $\frac{3}{4}$ vote of Senate will be required to impose the penalty.
- An organization may first appeal to SGA. 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 student organization will not be allowed to have any fellowship functions during the probation time.
- The student organization will not be allowed to have any type of activity such as fund-raising projects.
- The student organization will not be allowed to participate in any school activities during the probation time.

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

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

REPORTS

All student organizations are required to keep on file in the office of Associate Dean for Student Engagement a current listing of all officers, members, and the name of the faculty/staff advisor. Any changes in the listing should be reported immediately to the office of Associate Dean for Student Engagement.

Each student organization under the administration of the Board of Student Organizations is required to file an annual report reflecting any projects, activities, and programs the organization conducted during the academic year. These reports must be turned into the office of Associate Dean for Student Engagement by the second to last scheduled Board of Student Organizations assembly

each academic year. Failure to submit this report will make the organization ineligible for an organization award and may result in a withdrawal of the organization's charter.

Each student organization under the administration of the Board of Student Organizations is required to track campus service projects and community service projects through a process as determined by the Board of Student Organizations.

CHARTERING PROCEDURE

Any group wishing to organize on the Charleston Southern University campus must request and receive permission from the Associate Dean for Student Engagement. The following information must be received by the Associate Dean for Student Engagement before permission is granted.

- List of at least 15 interested students. This number may be altered at the discretion of the Associate Dean for Student Engagement.
- Advisor confirmation Form.
- The proposed constitution.
- If the organization is an academic student organization, graduate student organization, or honor society, a letter of recommendation is required from the department head in which department the organization will be located.
- If the organization is a student ministry; a letter of recommendation is required from the campus pastor and/or assistant campus pastor.

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.

After permission has been granted, in compliance with the above section, the Associate Dean for Student Engagement will submit the information to the SGA Senate. The president of the organization may be called to appear before the SGA Senate. The Senate will then review the material for approval.

The SGA Senate will act on the petition after reviewing the material. A vote of 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 on the date of the Senate approval. The probationary period may be waived or shortened with the consent of the president of the SGA, the Associate Dean for Student Engagement and the Dean of Students, upon recommendation from the senate.

Social fraternities and sororities will not be allowed as student organizations on the CSU campus unless specifically permitted by the Associate Dean for Student Engagement. 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 Greek student organizations.

ADVISORS

Advisors for student organizations have the same liability protections as when performing other official duties for the university.

- The duties of an advisor for a student organization are as follows:
 - Become familiar with and understand relevant university policies and procedures.
 - Act within the scope of their authority.
 - Act in an advisory capacity, as opposed to a directive relationship, for the organization. The following functions are cited examples:
 - Providing the officers with elements of good organizational practice.
 - Teaching the principles of effective group operations.

- Teaching development of procedures and plans for action.
 - Keeping the organization focused upon goals.
 - Stimulating and initiating activity within the organization.
- Be available to the officers and members to share ideas about the affairs of the organization.
- Advise and consult with the organization and its officers on financial affairs to ensure proper budgets are formulated and the distribution of and accounting for funds is maintained.
- Attending all events of the student organization excluding regular group meetings to ensure student safety, avoid property damage, and assure appropriate conduct.
 - Advisors are held responsible for all activities held by the student organization. An event is prohibited from being held if the advisor is unable to attend.
 - Advisors are permitted to have another university employee act as a proxy. All responsibility shall fall on the student organization's acting advisor.
- Contact the Associate Dean for Student Engagement should any questions or problems arise.

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 achieved. The methods and results of many of our outcome assessments are used to provide evidence to agencies to ensure CSU remains accredited. 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.

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 by the first day of class. Students may also choose to enroll in a convenient monthly payment plan. 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 (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 and may be accessed 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

Refunds begin processing after final aid and charges have posted; approximately 3-5 weeks into each semester. Students are encouraged to enroll in e-refunds through his or her MyCSU account in order to expedite receipt of funds. The refund deposits directly into the bank account of the student's choosing. Students who prefer their credit balance remain on the account for future charges should complete an L-Hold form to prevent the refund.

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.

BUC CARD TERMS AND CONDITIONS

NATURE OF ACCOUNT

The 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 the BucCard account is not a credit card account and 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 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, through 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 payments on any individual account on a case-by-case basis. Buccaneer Bucs may be used anywhere Buccaneer Bucs are accepted.

COMMUTER DOLLARS

All Commuter Students are given Commuter Dollars at the start of the semester. Unused Commuter dollars are refundable.

DINING DOLLARS

Some meal plans include Dining Dollars. Dining Dollars may also be purchased at the office in the Dining Hall. Dining Dollars may be used in the Dining Hall, Chick-fil-A, The Buc Stop, and Java City. Dining Dollars are nonrefundable.

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, meaning without transactions or deposits for more than a 12-month period, will be considered dormant and will be charged a \$25 dormant account fee every year the account remains inactive until such account receives a zero. 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 the BucCard accounts to purchase goods and services at the university in the Dining Hall, Java City, The Buc Stop, Chick-fil-A, and the campus store.

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 [BucCard Central](#).

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/her official BucCard at the time of transaction to access their account. The plan is nontransferable and except as provided below, the Holder is responsible for purchases made and debited to their plan.

To prevent unauthorized use of their 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, you may not exceed the amount of funds on the plan at that time.

TRANSFERS BETWEEN ACCOUNTS ARE NOT AVAILABLE

LOST OR STOLEN CARDS

The holder should immediately report any lost or stolen BucCard to the Security Office during business hours in person, or you may immediately deactivate a lost or stolen card by reporting the loss online through [BucCard Central](#).

HOLDER'S LIABILITY FOR UNAUTHORIZED PURCHASE

If a BucCard is lost or stolen, you are responsible for all unauthorized transactions. Once the card is reported as lost or stolen, the BucCard (and its associated accounts) will be deactivated.

ERROR RESOLUTION PROCEDURES

You must call 843-863-8058 or write the Student Accounts Office, 9200 University Blvd, Charleston, SC 20406 as soon as possible if you believe there has been an error in connection with your plan. Such notification must include your name, CSU ID number, description of the error or transactions you are 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, the university may require you send a complaint or question in writing within 10 business days. The university will inform you of the results of its investigation within 10 business days of the date the university hears from you and will promptly correct any error. If the university requires more time, we may take up to 45 days to investigate your complaint or question. In that case, the university will credit your account within 10 business days for the amount you claim is in error, so you will have the use of the money during the time it takes to complete the investigation.

If you are asked by the university to put your complaint or question in writing and the university does not receive it within 10 business days, the university may not credit your account. If the university determines that there was no error, you will receive a written explanation within three business days after the conclusion of the investigation and immediately debit the account in the amount of credit. You may ask for copies of the documents used in the 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 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 will 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, the 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.