



Student Handbook

2026 - 2027



Dear Buccaneer,

Welcome to Charleston Southern University! It is a joy and privilege to walk alongside you during what will undoubtedly be some of the most significant and formative years of your life.

College is about far more than earning a degree. It is a season of growth, discovery, and transformation. During your time at CSU, you will deepen your knowledge, develop lifelong friendships, discern God's calling on your life, and grow in the character and conviction necessary to lead and serve others well. As a Christian university, we believe that every aspect of your experience here, both inside and outside the classroom, should contribute to that formation as we seek to integrate faith in learning, leading, and serving.

The CSU community is at its best when each member recognizes that they have a role to play in shaping the culture that surrounds us. Every conversation, every decision, every act of kindness, every display of integrity, and every effort to encourage one another contributes to the kind of community we are becoming together. We are not merely sharing a campus; we are participating in a Christ-centered community that seeks to reflect the love, truth, grace, and wisdom of Jesus Christ.

With that privilege comes responsibility. We ask each student to be an active steward of our community. If you see something that does not align with our vision, mission, values, or community expectations, do not remain silent. Whether it is a matter of safety, care for another student, respect for others, or conduct that falls short of who we are called to be, we invite you to speak up. Looking out for one another is an expression of Christian love and faithful citizenship within our university. Healthy communities are built when individuals have the courage to address concerns, offer support, and seek help when needed.

My prayer is that your years at Charleston Southern will be marked by meaningful growth, lasting relationships, and a deepening walk with Christ. May you embrace the opportunities before you, contribute positively to this community, and leave this place prepared to pursue a life of significance for the glory of God and the good of others.

Welcome to CSU! We are glad you are here, and we look forward to seeing all that God will do in and through you.

Grace and peace,

A handwritten signature in black ink that reads "Dr. Guy". The script is fluid and cursive, with a large, stylized "D" and "G".

Rev. Dr. Guy Chmielecki

Vice President for Student Life and Dean of Students

Charleston Southern University

Equal Opportunity

In compliance with applicable state and federal law, Charleston Southern University does not discriminate on the basis of race, age, color, national or ethnic origin, disability, sex, pregnancy, childbirth or related medical conditions (including but not limited to lactation), genetic information, veteran or military status, or any other basis on which the university is prohibited from discrimination under local, state or federal law, in its employment or in the provision of its services, including but not limited to its programs and activities, admissions, educational policies, scholarship and loan programs, and athletic and university-administered programs. In order to fulfill its purpose, the University reserves the right to operate as a church-related institution and to develop policies consistent with the religious tenets of its sponsoring denomination, the South Carolina Baptist Convention, and is permitted and reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, United States Civil Rights Act of 1964, as amended). The university has been granted exemption from certain regulations promulgated under Title IX of the Education Amendments of 1972 which conflict with the University's religious tenets and core values.

Nondiscrimination

Charleston Southern University is a Christian university and tobacco-free campus. We do not illegally discriminate on the basis of race, age, color, national or ethnic origin, disability, sex, pregnancy, childbirth or related medical conditions (including but not limited to lactation), religion, genetic information, veteran or military status, or any other basis on which the university is prohibited from discrimination under local, state or federal law, in its employment or in the provision of its services, including but not limited to its programs and activities, admissions, educational policies, scholarship and loan programs, and athletic and university-administered programs. In order to fulfill its purpose, the university may legally discriminate on the basis of religion in employment. The university has been granted exemption from certain regulations promulgated under Title IX of the Education Amendments of 1972 which conflict with the university's religious tenets and core values.

Title IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Title IX is a powerful tool for students who want to combat sexual violence at school and on college campuses. Under Title IX, discrimination on the basis of sex can include sexual harassment, rape, and sexual assault.

Accreditation

Charleston Southern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, master's, and doctorate degrees. Charleston

Southern University also may offer credentials such as certificates and diplomas at approved degree levels. 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).

Diversity

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.

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1. UNIVERSITY OVERVIEW

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.

2. ACADEMIC INFORMATION

ACADEMIC MISCONDUCT

Students are expected to comply with CSU's [academic integrity policies](#) in all academic experiences such as, but not limited to, academic classes, internships, and undergraduate research. Academic misconduct includes, but is not limited to, plagiarism, cheating, unauthorized collaboration, falsification of data, and unethical research practices. Intent is not required for a finding of responsibility but may increase sanctions, including but not limited to, restitution of funding.

CSU is committed to *academic excellence*. The academic catalogue, attendance policies, and other academic information can be found [HERE](#).

STUDENT SUCCESS

The Hub, located on the second floor of the campus library, is a one-stop-shop for academic support, advice, and encouragement. All personalized services are free for students at Charleston Southern University.

A. Success Coaching

Academic Advice, Major Exploration, Graduation Plans, General Questions

B. Tutoring

Create an account using your BucMail address at myWCO.com/TheHub to sign up for individual or group tutoring.

C. Accessibility Services

Dr. Annie Watson (awatson@csuniv.edu) and the Office of Accessibility Services work collaboratively with students, faculty, and staff to create an inclusive learning environment. Please visit our [website](#) to learn more about accessing reasonable accommodations at Charleston Southern University.

D. Testing Center

Charleston Southern provides a full range of testing services including [CLEP](#), make-up exams, Placement Exams, and accommodation testing through [Accessibility Services](#). Tests may be scheduled Monday–Friday, 8 a.m. until 3 p.m., to ensure all tests end by 5 p.m. Email testingcenter@csuniv.edu to schedule a test today!

For more information contact us:

(843) 863-8025 | studentsuccess@csuniv.edu

3. CAMPUS SERVICES

Charleston Southern University offers a wide range of services to support students in their academic, personal, and spiritual growth. From tutoring and career development resources to health services and counseling, CSU is committed to student success. The library provides extensive research support while the student center offers spaces for studying and socializing. Dining services cater to various dietary needs, and campus ministry programs provide opportunities for spiritual enrichment. Additionally, technology services provide students with access to campus Wi-Fi, computer labs, printing services, and IT support to ensure they stay connected and equipped for their studies. No matter the need, students have access to resources designed to enhance their college experience.

TECHNOLOGY SERVICES

A. 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/>

B. 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

C. Printing

Printing in 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 be printed 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**.

D. 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.

DINING SERVICES

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 Sundae Fridays! It's tradition.

Students requiring special diets should submit a written request to the Director of Accessibility 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 is also a courtesy to your fellow students. Please do not borrow plates, bowls, glasses, or silverware.

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

STUDENT HEALTH SERVICES

Charleston Southern University is committed to supporting the health and well-being of its students through the CSU Health Clinic, conveniently located in the Student Center. The clinic operates through a partnership with Roper St. Francis Primary Care Physicians and provides quality healthcare services for undergraduate and graduate students.

The CSU Health Clinic is open Monday through Friday from 8:00 a.m. to 4:00 p.m., excluding university holidays. Students may schedule an appointment or utilize walk-in services for non-urgent healthcare needs. To make an appointment, call 843-402-2472.

The clinic provides care for many common illnesses and injuries through skilled healthcare professionals. Services provided through the CSU Health Clinic are covered by the student health fee.

Students experiencing a life-threatening emergency, including chest pain, difficulty breathing, or severe bleeding, should call 911 or proceed immediately to the nearest emergency room.

After-Hours Care

When the CSU Health Clinic is closed, students may seek care from local urgent care providers, hospitals, or other healthcare providers in the community. Services received outside the CSU Health Clinic are not covered by the student health fee.

Immunization Requirements

Students residing in university housing must submit documentation of required immunizations before moving into the residence halls. Required immunizations include:

- Measles, Mumps, and Rubella (MMR)
- Tetanus-Diphtheria
- Polio
- Varicella
- Hepatitis B

Students must also complete a tuberculosis screening. The University additionally recommends annual influenza and meningococcal vaccinations.

For the most current information regarding clinic services, appointments, hours of operation, and health resources, students should visit the CSU Health Clinic webpage.

MENDAL RIVERS LIBRARY

The purpose of the L. Mendel Rivers Library is to support the mission of Charleston Southern University by providing students and faculty with bibliographic, physical, and intellectual access to recorded knowledge and information. The primary responsibility of the library is to support the instructional program of the university through information literacy training and by acquiring, organizing, and providing access to appropriate information resources.

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.

[Learn more about services and programs provided by the Career Center HERE.](#)

4. SPIRITUAL LIFE

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 living a life on mission.

Our vision is to be a campus ministry that promotes the local church, equips students through expositional preaching, and mobilizes them for missions (Hebrews 10:25; 2 Timothy 2:15; Matthew 28:19-20). Our mission is to gather students weekly under the preaching of the Word of God, creating a community grounded in sound Biblical teaching (Acts 2:42). We aim to reach students who are far off, through relationally driven gatherings that foster genuine fellowship (Luke 15:4-7). Additionally, we seek to ignite the Great Commission by connecting students with missions organizations to share the Gospel globally (Matthew 28:19-20).

CHAPEL

Chapel 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.

A. 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 expected to meet the Chapel requirements (six credits per semester) *only 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 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 the Chapel requirement by attending regularly scheduled Chapels offered most Wednesdays per semester at 11 a.m. (one unit per program) during the fall and spring semesters.

Campus Ministries at CSU offers a variety of opportunities for students to grow in their faith and community:

- *Elevate*, our weekly campus-wide worship night, brings students together to exalt Jesus through worship, prayer, and a Spirit-led message.
- *Refine* is a discipleship ministry for young men, fostering holiness and biblical masculinity through one-on-one mentorship.
- *Render* serves young women, providing discipleship and community through mentorship and monthly worship gatherings.
- *Endure connects with student athletes and it is* designed to disciple and encourage athletes to follow Jesus faithfully in competition, community, and calling.
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- Students are encouraged to serve locally, nationally, and globally, living lives on mission. We have opportunities to serve locally throughout the school year. Each spring break we will send out various teams across our nation and world. We strategically mobilize students to utilize their summers on mission in various camps and cities around the nation and world.

Students are encouraged to actively participate in a local church. We have a list of several churches in our area that have strategically partnered with Charleston Southern. Please email campus ministries if you need help finding your church. Through these ministries, students can deepen their faith and grow as followers of Christ.

[Learn more about Campus Ministries HERE.](#)

5. STUDENT INVOLVEMENT

ATHLETICS

Charleston Southern competes in 16 sports at the NCAA Division I level and is a charter member of the Big South Conference, which also includes: Campbell University, Gardner-Webb University, High Point University, 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 strives to uphold the highest standards of fairness, student-athlete welfare, gender equity, and good sportsmanship.

[Learn more about CSU Athletics.](#)

CLUBS AND ORGANIZATIONS

With 50-plus organizations at Charleston Southern University, students enjoy plenty of ways to get involved. Note these six categories of CSU student organizations: academic, Greek, honor societies, service/social, club sports, and student ministries. To learn more about which student organizations are right for you, visit the Student Organizations page on the CSU website, or stop by the Student Life offices on the second floor in the Student Center!

[Learn more about CSU Student Organizations.](#)

A. Policies and Procedures

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:

1. All functions held by student organizations must be approved through an event request form available on MyCSU portal.
2. 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.

3. 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 Dean of Students Office. All fundraising projects and service projects must be recorded on the proper form and turned into the Dean of Students Office. Activities must be approved before plans are made for food, location, etc. A fundraising or service project may not begin until approved by the Dean of Students Office. Any changes must be reported immediately to the Dean of Students Office.
4. 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.
5. 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.
6. 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.
7. 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.
8. All persons invited to speak on campus must be cleared by the Dean of Students Office.
9. Any contract for bands, performers, or speakers secured by an organization must be cosigned by the Dean of Students. 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.
10. Infractions of the student activities policies will be referred to the Dean of Students Office.

In addition, all student organizations are required to keep on file in the Dean of Students Office a current listing of all officers and members, and the name of the faculty/staff advisor. Any changes in the listing should be reported immediately to Dean of Students Office. 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 Dean of Students Office 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.

B. Pledge Activities, Initiations, Hazing, Penalties

a. 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.

b. Initiations

The following should be reported to the Dean of Students Office:

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

c. 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 \$500.00 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:

1. Actions that recklessly or intentionally endanger the physical and mental health or safety of students.
2. Forced or required consumption of any food, liquor, drug, or other substance.
3. Forced or required participation in physical activities such as calisthenics, exercise, or so-called games.
4. Exposure to the weather.

5. Excessive fatigue resulting from sleep deprivation, physical activities, or exercise.
6. Assignment of activities that would be illegal or unlawful or might be morally offensive to individual pledges.
7. Physical brutality, including but not limited to paddling or striking with fists, open hands, or objects.
8. Branding.
9. Verbal abuse.
10. Kidnapping, transportation, or stranding of individual.
11. Forced or required conduct that could embarrass or adversely affect the dignity of the individual.
12. The wearing of unusual dress that has not received prior approval from the Dean of Students.
13. The performance of public stunts and activities that would embarrass the individual.
14. The denial of sufficient time to study.
15. Nudity or lewd behavior.
16. Forced or required actions that are inhumane to animals or others.

Any infraction of these rules may lead to immediate Student Government Association (SGA) Senate action of varying lengths of probation or loss of charter and use of CSU facilities.

C. Penalties

An official warning may be issued from the Dean of Students Office to cover a certain period during which all activities of the organization will be closely observed. If any infractions of university regulations occur during this time period, the case will be immediately 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:

1. Recommendation for action by the Dean of Students.
2. Investigation and recommendation by the SGA Senate.
3. A $\frac{3}{4}$ vote of Senate will be required to impose the penalty.
4. 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.

1. The student organization will not be allowed to have any type of activity such as fundraising projects.

2. 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:

1. Recommendation for action by the Dean of Students.
2. Investigation and recommendation by the SGA Senate.
3. 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.

D. Chartering Process

Any group wishing to organize on the Charleston Southern University campus must request and receive permission from the Dean of Students Office.

The following information must be received by the Dean of Students Office before permission is granted:

1. List of at least 15 interested students. This number may be altered at the discretion of the Dean of Students Office.
2. Advisor confirmation form.
3. The proposed constitution.
4. If the organization is an academic student organization, graduate student organization, or honor society, a letter of recommendation is required from the head of the department where the organization will be located.

OR,

If the organization is a student ministry, a letter of recommendation is required from the campus pastor and/or assistant campus pastor.

5. 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 that has not been officially recognized by the university may face disciplinary action including dismissal from the university.
6. ***After permission has been granted, in compliance with the above section,*** the Dean of Students Office 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.
7. The SGA Senate will act on the petition after reviewing the material. A vote of $\frac{2}{3}$ of the members voting will be necessary for approval. After Senate approval, there shall be a probationary period of at least one year before the organization shall demonstrate its value

by worthwhile group enterprise. The probationary period of any organization shall begin on the date of the Senate approval. The probationary period may be waived or shortened with the consent of the president of the SGA, and the Dean of Students upon recommendation from the Senate.

8. Social fraternities and sororities will not be allowed as student organizations on the CSU campus unless specifically permitted by the Dean of Students Office. 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 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.

6. CAMPUS SAFETY AND SECURITY

CSU 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 CSU Student ID card in their possession. ID cards are free for the first one and are issued in the Campus Security Office located in the Student Center.

Replacement ID cards cost \$10.00 and may be paid for online at MyCSU. 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.

VEHICLE AND PARKING REGULATIONS

A. Permits

- a. 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.
- b. 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 car's dashboard, and a decal will be mailed to you upon completion of the purchase. CSU charges \$82.00 per permit. Permits must be displayed prior to the beginning of the Drop/Add date of the current semester.
- c. Failing to purchase a decal by the Drop/Add deadline will result in a \$100.00 fine. Failure to properly display a purchased decal will result in a \$30.00 fine. These fines are per occurrence, which means you may be ticketed each day. Posted fines do not include the processing fee. Permits are valid through July 31 of each year. Permits must be displayed on the lower driver's side windshield. Failure to display one's permit properly is a violation.
- d. Temporary permits are issued by the Campus Security Office, located on the first floor of the Student Center.

B. Parking Regulations

- a. Parking in a handicap space results in a fine of \$100.00, plus processing fees.
- b. All other parking violations result in a fine of \$30.00, plus processing fees per occurrence.
- c. Physically handicapped students may obtain special parking consideration by submitting a request to the Campus Security Office, located in the Student Center, first floor.
- d. Except for the field across from the football stadium, parking on the grass anywhere on campus is a violation.
- e. All resident student vehicles must be the property of the student, their spouse, or parent. Resident students may not drive to class and are required to park in their designated lot.
- f. Registered drivers are responsible for any violations involving their vehicle. A security hold will be placed on accounts with unpaid tickets.
- g. The university assumes no responsibility for the care or protection of any vehicle or its contents while on university property.
- h. Vehicle maintenance is not allowed on campus at any time.

C. Bicycle and Personal Electric Vehicles (PEVs)

CSU campus security requires all students to register their bicycles and PEVs and keep them locked while on campus. Bicycle and PEV registration is a free service provided by the campus security team. Registering your bike and PEV provides security with important identifying information in the event your bike or PEV is stolen and also aids security in returning your bike or PEV once it is recovered.

There is no charge for this registration. The permit issued to you must be affixed to the bicycle or PEV frame in a visible area (i.e., bar under the seat).

Unregistered and/or unsecured bicycles or PEVs will be impounded for safekeeping. Unclaimed bicycles and PEVs may be disposed of after 90 days.

Bicycle Policy

- a. Bicycle riders must comply with state laws; SC State Code 56-5-3430 and SC State Code 56-5-3420:
 - i. Every person riding a bicycle on a roadway shall be subject to all the duties applicable to the driver of a motor vehicle.
 - ii. Shall operate/ride a bicycle as far to the right side of the roadway as practical, exercising due care when passing a standing motor vehicle or one proceeding in the same direction.
 - iii. Ride in the same direction as motor vehicle traffic.
- b. Storage of bicycles:

- i. Bicycles should not be left in public access areas, entrances and exits to buildings, attached to railings at entrances to facilities, in hallways or in stairwells. The bicycle will be impounded and the lock removed at the owner's expense if they are stored in violation of this policy.

Personal Electric Vehicle Policy

- a. EPVs must obey all traffic laws and regulations, including speed limits, stop signs, and direction of travel.
- b. EPVs must follow the same rules as bicycles and observe proper traffic safety procedures.
- c. EPVs must go with the flow of traffic and yield to pedestrians. Riding against traffic or in tandem is prohibited.
- d. EPVs are permitted to operate on pedestrian paths but must yield to all pedestrians and not exceed a maximum speed of 5 miles per hour.
- e. It is important to drive defensively and ride responsibly. Be cognizant of your surroundings, particularly regarding pedestrians and vehicular traffic.
- f. Riders are discouraged from wearing headphones or earbuds while operating an EPV.
- g. It is strongly recommended that riders wear appropriate safety equipment while operating an EPV, particularly a helmet.
- h. EPVs are permitted on the roads and parking lots; however, extreme caution should be observed in these areas due to the increased likelihood of pedestrian traffic and/or vehicles backing from parking spaces.
- i. EPV operators must notify the CSU Campus Security immediately if involved in an accident resulting in injury or property damage, regardless of the severity.
- j. EPVs should not be operated at night or in low light unless outfitted with headlights and taillights.

Rules and Regulations for Parking and Storing EPVs

- a. EPVs can present a fire hazard, a safety hazard, or impede ingress or egress. Subsequently, EPVs may not be operated, parked, or stored inside any campus facility or building. This prohibition includes academic buildings and campus housing.
- b. EPVs may not be parked on pathways of pedestrians, stairwells, elevators, vehicle parking spaces or other areas blocking entrances or exits.
- c. EPVs should be secured outside of university facilities, preferably at or near existing bike racks. When riding an EPV to a destination on campus, it is important to have a plan for where you intend to park or secure it.
- d. EPVs may not be secured to handrails or parked or stored in any manner that impedes pedestrian or vehicle traffic.

Penalties for Violating Rules and Regulations

a. EPV operators who violate these rules and regulations may receive any or all the following sanctions:

- i. A verbal warning
- ii. A CSU ticket/fine
- iii. Referral to Student Life for a Student Conduct Code violation
- iv. Prohibited from operating an EPV on campus

b. EPVs found parked or stored in a manner that causes a hazard may be confiscated by Campus Security.

Registration

- a. All e-bikes and e-scooters must be registered prior to drop/add date. The registration does not expire and is at no cost to you. Simply go to <https://portal.permitsales.net/driverportal/CSU> and click on order permits, select e-bike/scooter and follow the prompts. Then stop by security to get your decal.
- b. Failure to register will result in confiscation and/or a fine.

EMERGENCY PROCEDURES

A. Report a Crime

- a. For thefts or burglaries: Contact Campus Security immediately at **2020** from a campus phone or call **843-553-5896**. You may also text **843-371-8445**.
- b. Students can also report crimes confidentially through Silent Witness. To submit a Silent Witness, report online.

B. Emergency Notification

- a. 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.

[Learn more about CSU's Emergency Procedures HERE.](#)

TITLE IX

Under Charleston Southern University's Title IX Policy, all faculty members, including teaching assistants, are required to report any disclosures of sex- or gender-based discrimination or violence to the Title IX Coordinator. The Title IX Coordinator will provide support and resources while maintaining privacy. If you or someone you know needs assistance, please contact the Title IX Coordinator listed below.

See [Title IX Policy here](#).

Reporting Title IX Concerns

Charleston Southern University (CSU) is committed to providing a safe and supportive environment. If you experience or witness a Title IX violation, please contact:

Title IX Coordinator: Shannon Morrison

Deputy Title IX Coordinator: Justin Brown

Email: titleix@csuniv.edu

Anonymous Reporting: <https://www.charlestonsouthern.edu/offices/title-ix/>

Confidential Support & Resources

[Learn More about Title IX Resources](#).

CHILDREN ON CAMPUS

Charleston Southern University values family life and desires to provide a family-friendly environment. Minor children (anyone under the age of 18) are welcome to attend specified university-sponsored events; however, minor children (anyone under the age of 18) should not be brought into offices, classrooms, or other instructional and student support areas outside of these events.

ANIMALS ON CAMPUS

- A. *Permitted Areas*: Animals are allowed in designated outdoor areas.
- B. *Prohibited Areas*: Animals are not permitted in the central area of the campus, specifically around the reflection pond, nor are they allowed inside any campus buildings. This measure helps ensure the safety and comfort of all community members.
- C. *Service Animals*: Service animals as defined by the Americans with Disabilities Act (ADA) are permitted anywhere on campus. These animals are trained to assist individuals with disabilities and are exempt from the restrictions outlined above.
- D. *Responsibilities*: Owners must ensure their animals are leashed and supervised. Owners are responsible for cleaning up after their pets to maintain a clean and safe environment

for all. Failure to comply with this policy may result in disciplinary action, including potential removal of the animal from campus.

7. RESIDENCE LIFE

The Office of Residence Life strives to create an environment 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 residence halls. The Residence Life Department is made up of both professional staff members and student work-studies. Residence Life's professional staff consists of the Director of Residence Life, Assistant Director of Residence Life, and Residence Life Coordinators (RLCs). Residence Life's student work-studies consist of Resident Assistants (RAs), Office Assistants (OAs), and Lounge Attendants (LAs).

The Residence Life Office is located on the second floor of the Student Center in suite 232. Office hours are 8 a.m. to 5 p.m., Monday through Friday. The phone number is **843-863-7190**, and email address is reslife@csuniv.edu. For any on-campus emergencies after 5 p.m., please contact the security office at **843-553-5896**.

POLICIES AND PROCEDURES

A. Housing Policy/Requirement

- All full-time undergraduate students classified as dependent (except veterans and married students) must reside in university-owned or university-approved housing for six (6) consecutive major semesters beginning with their initial term of enrollment at Charleston Southern University.
- Major semesters are fall and spring terms. Summer enrollment does not count toward the six-semester requirement.
 - Exceptions
 - Transfer Student Exception — A student who transfers to Charleston Southern University after completing at least four (4) major semesters of full-time enrollment at an accredited postsecondary institution will be eligible to live off campus upon matriculation, provided transfer status is verified by the Registrar.
 - Age Exception — Any student who is 21 years of age or older prior to the first day of classes of a major semester is eligible to live off campus without regard to prior residence history.

- **Approved Relative Residence** — A dependent student under 21 may reside off campus with a parent, grandparent, aunt, uncle, or legal guardian if:
 - a. The relative or guardian's residence is the student's permanent address for local tax purposes; and
 - b. The relative or guardian is of reasonable parental age.
 - (Documentation establishing permanent address and relationship is required.)

Change in Full-Time Status: The Associate Vice President for Student Engagement and/or the Director for Residence Life, 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.

B. Room Registration/Assignments

Residential students will automatically be registered for a room for the full academic year (fall to spring) unless they opt out of housing. Students desiring to be a resident should follow the Residence Life guidelines as outlined here and on the Residence Life webpage of the CSU website. To sign up for a room, returning students should do the following:

- a. Be sure all accounts with the business office are clear.
- b. Register for fall or spring semester classes (at least 12 hours) and retain proof of registration via class schedule.
- c. Fill out the Housing Application.
- d. Pay room deposit (at the cashier's window or online).

All residence hall floors are single gender. The university classifies gender according to a student's gender based on his/her birth certificate. Every effort is made to match roommates based on the information provided on the roommate questionnaire and individual discussions with CSU's enrollment counselors.

C. Room Change Policy

After the first drop/add period at the beginning of the semester, students are given the opportunity to request 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 the Director 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. Residents who are assigned to a double room but do not have an assigned roommate must keep the other side open and ready in the event a resident moves in.

Further, if a student wants to change his or her room assignment during the academic year, he/she must do it through the Residence Life office or the online form on MyCSU. Requests must be made to the requestor's RLC. The RLC and RA will then make a recommendation to the Director for Residence Life. The Director for Residence Life will only entertain the request after peer mediation exercises have been attempted or the situation is unsafe.

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.

D. ADA Housing Policy

Any qualified student with a disability requesting reasonable accommodation at Charleston Southern University will need to do the following:

- a. Make the necessary arrangements to have his/her documentation delivered to the Director of Accessibility Services at The Hub, Rivers Library, second floor.
- b. 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 Accessibility Services notifying him/her whether the accommodation is approved.
- c. 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 at least a week in advance prior to move-in day.
- d. Students with housing needs will be accommodated only if they submit their housing application/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.
- e. Students desiring an Emotional Support Animal (ESA) or service animal must first obtain approval from the Office of Accessibility. Once approved, the student must complete the ESA/service animal agreement and meet with the Director of Residence Life before bringing the animal to campus. Students must follow all requirements in the ESA/service animal agreement.

E. Room Décor and Cooking

- a. Cooking – 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).
- b. Furniture – 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 airflow is not restricted and air conditioning units are not damaged.
- c. Unauthorized Room Alterations – Residents are not allowed to alter the room. This includes but is not limited to removing/altering permanent fixtures, plumbing, showerheads, plugs, outlets, light switches, light fixtures, etc. This also includes unplugging the WiFi router and plugging in your own. Attempting to do any of these things listed above will result in referral to the conduct process.
- d. LED Lighting – No LED lighting is allowed in Mead, Palmetto, or Magnolia Halls.
- e. Flags/Posters – No posters, flags, or other decorations are to be publicly displayed or visible from the outside of any residence hall, resident's room, 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. All bulletin boards, white boards, or any décor used to decorate the outside of the hall or door must be appropriate and align with the mission of CSU.
- f. 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.
 - i. Bed risers are approved if:
 - 1. The bed frame or riser cannot be moved.
 - 2. No damage is done to the bed frame when attached to the riser.
 - ii. Bed risers are not approved if:
 - 1. The bed frame legs do not fit in the frame.
 - 2. The bed frame legs are wobbly or not held tight from moving side to side and back and forth.
 - 3. The riser itself moves on the floor, rocks, or tips over.

4. The riser damages the floor.
5. The riser is made of 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, please contact housing.

F. Damage and Key Policy

a. 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. 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.

b. Plumbing

Students are prohibited from pouring food into the dorm room sinks. Students should also not flush feminine products, "flushable" wipes, or paper towels. 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.

c. Walls/Paint

Damage to the wall, paint, and drywall of a room can result in damages and fines being assessed based off if the room needs to be repainted.

d. Vandalism

University property must not be vandalized. Vandalism includes, but is not limited to, writing, carving, or defacing doors, walls, and bulletin boards; tearing down signs; and/or damaging the furniture. This will lead to possible fines and damages. Damage/Repair bills may include the cost of both labor and materials.

e. 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 \$15. Keys and fobs should not be loaned to anyone else.

f. Pet Policy

Pets, except for fish, are not allowed in the residence halls. Fish tanks should not exceed 10 gallons. Residents requiring special accommodations due to a disability should contact Accessibility Services to discuss their options.

g. Quiet Hour

Reasonable quiet should be maintained in the residence halls and public lounges starting at 11 p.m. Reasonable quiet means that noise in one's room or area should be maintained at a level that cannot be heard by people in another room or area. Quiet hours are in effect from 11 p.m. to 8 a.m.

CHECK-IN/CHECK-OUT

A. The Process Explained

- 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.
- Any items left behind when a student checks out, when not returning for the next session, or when student has not completed the “opt-out” form, 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, an athletic season, or the Summer I session, he or she must go to the Residence Life Office to sign up for a late stay and a late check-out time.
- Residents required to stay for commencement must sign up for a time to check out in the Residence Life Office and must be checked out by 5 p.m. on the day of commencement.
- For check outs a student must complete the following:
 - Remove all belongings
 - Clean the toilet
 - Clean the shower
 - Clean the bathroom counters
 - Clean the bathroom mirror
 - Remove all trash
 - Wipe down all surfaces
 - Mop/sweep/vacuum depending on room style

B. 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 by athletics or the CSU group leader at 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 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.

C. 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 Director for Residence Life by the team's coach or group 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.

D. Summer Housing

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

- a. They are required by their athletic team to be here to participate in practice and/or competition.
- b. They are registered for at least three credit hours on campus.
- c. They have special permission from the Director for Residence Life.

HOUSING SAFETY

A. Room Search and Seizure

Authorized representatives (Student Life staff & CSU security) 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 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.

B. Room Health and Wellness Inspections

Room health and wellness inspections are conducted at the beginning of each month. Students are notified 24 hours in advance of scheduled inspections. Additional room inspections are conducted as needed and advanced notice may not be provided. Health and Wellness inspections are intended to inspect the cleanliness of residents' rooms while also examining the well-being of each resident. It is each resident's responsibility to complete the roommate/suitemate agreement form and always maintain a clean room and bathroom. Students can be fined for multiple failed inspections.

C. 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 residence 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 any self-harm attempts. All potential suicide situations will be reported by hall staff so that arrangements for a mental health evaluation can be made.

Similar behavior that 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.

D. Door Propping

Propping open any doors used as entrances or exits from buildings is strictly forbidden and will result in disciplinary action, in addition to a \$50.00 fine for students found responsible for such activity.

E. Failure to Evacuate

Failure to respond to emergency procedures governed by the University. Examples include but are not limited to: failing to leave during a fire alarm; failing to respond in situations involving facilities emergencies, weather, hurricanes, etc. This can result in referral to the conduct process.

VISITATION

A. Visitation Policy

- Guests to the residence hall room must be the same gender as the occupant and at least 16 years of age.
- A Guest Registration form should be completed on MyCSU with the Residence Life Office prior to noon 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, and should not exceed a 48 hour timeframe. 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 11 p.m. and 9 a.m. During this time, only residents 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.

B. 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.

The Open House schedule will be sent out to all residents at the beginning of each semester. 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: Check-in at Littlejohn Parlor.
- Russell East and Russell West: Check-in at Russell East/Russell West computer lab.
- Mead Hall: Check-in at the 1st floor lobby
- Buccaneer Suites at Wingate: Check-in at the 1st floor lobby

Due to the structural layout of the buildings and difficulty monitoring student activity, Open House will not be allowed in the Quads or any other off-campus accommodation provided by the university. Only male residents are allowed to enter the Quads or Quads common areas.

1. 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, in the Russell building breezeways, and in the lobby of Mead Hall.
2. 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 a Room Inspection prior to program involvement.
3. Residents must have a light on in the room, whether it be an overhead light or a lamp.
4. If you are living in Mead Hall, all guests must stay in the common space of the suite.
5. Guests are prohibited from sitting or lying on the bed of the residents.
6. Guests must be sitting up at all times in the resident's room.
7. If a student does not report a visitation violation, he/she will be guilty of violating visitation.
8. 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.
9. Parents and siblings may visit their student during non-Open House hours when preapproved by an RLC, Director of Residence Life, or the Associate VP for Student Engagement. Siblings must be accompanied by a parent when visiting during non-Open House hours as approved by an RLC, the Residence Life Director, or Associate VP for Student Engagement.
10. 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.
11. All Open House participants must reclaim their ID/driver's license no later than the time Open House ends. 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.

12. 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.
13. All students and guests must conduct themselves in a proper manner according to the regulations of CSU as indicated in the CSU Student Handbook.
14. Students on disciplinary probation are ineligible to participate in the Open House program.
15. 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.
16. 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.

8. STUDENT CONDUCT

Charleston Southern University's Guiding Principles describe some of the values and principles that 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, 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.

POLICIES & DISCIPLINARY OFFENSES

Charleston Southern University (CSU) expects students to uphold Christian values and maintain a respectful, responsible, and safe environment, both on and off campus, including online.

Violations of university policies may result in disciplinary action. The following are examples of conduct that may warrant disciplinary review:

1. **Disrespect for the CSU Christian Environment:** Engaging in disorderly, indecent, or improper conduct; sexual impropriety, including premarital or extramarital sexual activity and same-sex dating behaviors.
2. **Substance Use and Possession:** Possessing, using, distributing, or being in the presence of tobacco, alcohol, drugs, or drug paraphernalia.

3. **Residence Hall Violations:** Unauthorized visits to opposite-sex residence halls, unauthorized key possession, or entering another student's room without permission.
4. **Lack of Integrity and Honesty:** Furnishing false information, forgery, misuse of identification, failing to comply with university officials, or violating disciplinary sanctions.
5. **Lack of Safety and Order:** Possessing firearms, explosives, or weapons; tampering with fire alarms; arson; unauthorized entry into secured areas; and disrupting university functions.
6. **Disrespect for Others and Property:** Engaging in hazing, harassment, or abuse (physical, verbal, or online); damaging, stealing, or misusing university or personal property.
7. **Disruptive or Inappropriate Behavior:** Gambling, displaying lewd or profane material, violating classroom conduct and attire policies, or engaging in unauthorized protests or rallies.
8. **Online and Social Media Conduct:** Students are expected to uphold CSU's values in all digital interactions, including social media and mobile apps.

Students who engage in conduct that endangers the well-being of the university community or conflicts with CSU's values—whether on campus, off campus, or online—may be subject to disciplinary action as outlined in the Student Handbook.

1. Alcohol and Drug Policy

Charleston Southern University prohibits the unlawful possession, distribution, manufacture, or use of drugs and alcohol on and off campus. The well-being of our community thrives in the absence of these substances, as your body is a temple and your life has influence (1 Corinthians 6:19). Violations will result in disciplinary action, including suspension or expulsion, and may involve law enforcement. As a dry campus, we strictly enforce laws prohibiting underage drinking, the distribution of alcohol to minors, and the possession or use of illegal drugs and controlled substances. Hosting or permitting events involving these substances, on- or off-campus, is also prohibited and subject to discipline.

Students found guilty of alcohol and drug violations will receive the following minimum sanctions. Additional sanctions may be applied at the discretion of the Dean of Students or Disciplinary Committee. Failure to satisfy sanctions or fines by the due date may result in immediate suspension from the residence halls.

Drug testing – Students suspected of illegal drug use or charged with a drug offense under the Student Code of Conduct may be required to submit to a drug test at any point in the disciplinary process, including during an investigation or hearing. Acceptable testing samples

include urine, hair, blood, saliva, fingernails, toenails, or other approved methods. Refusal to provide a urine and/or hair sample, or attempts to adulterate, substitute, or manipulate a specimen, will be treated as a positive result, leading to immediate suspension.

a. Alcohol Sanctions

1. **First Offense:** Complete an alcohol awareness course, 10 hours of community service, and assessment with counseling services.
2. **Second Offense:** 25 hours of community service and disciplinary probation for one academic year.
3. **Third Offense:** Suspension from university.

b. Drug Sanctions

1. **First Offense:** Complete a drug awareness course, 10 hours of community service, and assessment with counseling services.
2. **Second Offense:** 25 hours of community service and disciplinary probation for one academic year.
3. **Third Offense:** Suspension from university.

B. Tobacco-Free and Banned Substance 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, outdoors, 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, nicotine, 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.

a. Tobacco/Banned Substances Possession Sanctions:

1. **First Offense:** Complete an awareness course, 10 hours of community service, and assessment with counseling services.

2. **Second Offense:** 25 hours of community service and disciplinary probation for one academic year.
3. **Third Offense:** Suspension from residence and/or suspension from university.

C. Visitation Policy

For details on the visitation policy, please refer to the Residence Life section of this handbook in Chapter 7.

a. Visitation Sanctions

1. **First Offense:** Warning to student and reminder of the university visitation policy.
2. **Second Offense:** 10 hours of community service, visitation privileges revoked for the remainder of the semester and disciplinary probation.
3. **Third Offense:** Suspension from residence halls or suspension from university.

D. 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.

E. 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.

a. Social Media Sanctions

1. First Offense: Student must remove post(s) and will be given a warning, unless the post is considered egregious.

2. Second Offense: Student must remove post(s) and receive \$50 fine or 5 hours of community service.

F. Netiquette Policy

Charleston Southern University expects students, faculty, and staff to uphold the highest standards of conduct in online communications, emphasizing respect, professionalism, and ethical behavior. Course communications are confidential and should not be shared externally. Personal login credentials must remain private, and BucMail is the only approved email for course-related correspondence. Differing viewpoints in discussions are welcome, but responses must remain respectful.

G. Consensual/Nonconsensual Sexual Misconduct Policy

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, additional sanctions may be applied.

a. Consensual Sexual Activity

Sexual Activity On or Off Campus

1. **First Offense:** Educational Assignment addressing healthy relationships and University expectations, Reflection Assignment, and/or Community Service

2. **Second Offense:** Disciplinary Probation, Educational Program, 10-20 hours Community Service, and Housing Probation (if applicable).

3. **Third Offense:** Suspension

b. Nonconsensual Sexual Misconduct

Charleston Southern University strictly prohibits all forms of sexual misconduct, including nonconsensual sexual contact, nonconsensual sexual intercourse, and sexual exploitation. Violations, as defined by CSU's Title IX Policy, include intentional sexual contact or intercourse without consent and actions that exploit another person sexually. Students found responsible will face the following sanctions:

1. Immediate expulsion from the university.
2. Immediate removal from the Residence Halls.
3. Notification to law enforcement (North Charleston Police Department or relevant jurisdiction).
4. Parental/guardian notification.

Additional sanctions may be imposed at the discretion of university officials.

H. Disciplinary Terms

a. 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.

b. 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:

1. If a student's actions on or off campus are of such 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.

2. 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.

c. Involuntary Administrative Withdrawal (Nonjudicial)

1. 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 that would be disruptive to the learning environment.
2. 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 the following:
 - i. behavior that poses an imminent danger to others;
 - ii. behavior that would cause significant property damage or directly impede the normal activities of others.
 - iii. behavior that disrupts or creates a risk of disrupting the university's learning environment.
3. 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.

9. STUDENT RIGHTS

Charleston Southern University upholds the rights of students in disciplinary proceedings, as outlined in the CSU Student Government Constitution. Students are entitled to a fair hearing and the right to appeal, with the presumption of innocence until proven guilty. They have the right to obtain student counsel, present witnesses and evidence on their behalf, cross-examine witnesses, and face their accuser.

A. Student Conduct Resolution Process

Charleston Southern University is committed to fostering a campus community grounded in integrity, accountability, respect, and Christian values. The Student Conduct Resolution Process is educational in nature and is intended to help students learn from their experiences, accept responsibility for their actions, repair harm when appropriate, and continue their personal and spiritual development. While the University may impose sanctions, when necessary, the primary goal of the conduct process is student learning and community well-being.

Any member of the Charleston Southern University community is encouraged to report alleged violations of the Student Code of Conduct to the Office of Student Conduct, the Dean of Students, the Director of Campus Security, or another appropriate University official.

Report Review

Upon receiving a report, the Office of Student Conduct will review the information and conduct any additional investigation deemed necessary. If sufficient information exists to indicate that a potential violation of the Student Code of Conduct may have occurred, the student will receive written notification outlining:

- The alleged violation(s) of the Student Code of Conduct;
- A summary of the reported incident;
- The date, time, and location of a meeting with a Student Conduct Administrator; and
- Information regarding the students' rights and the conduct resolution process.

Conduct Resolution Meeting

The purpose of the Conduct Resolution Meeting is to provide the student with an opportunity to discuss the reported incident, share their perspective, review relevant information, ask questions, and better understand the Student Conduct Resolution Process.

During the meeting, the Student Conduct Administrator will review the available information with the student.

If the student accepts responsibility for the alleged violation(s), the Student Conduct Administrator will work collaboratively with the student to identify appropriate educational outcomes and, when necessary, sanctions that are proportional to the behavior and consistent

with Charleston Southern University's educational mission and Christian values. Whenever appropriate, educational outcomes should encourage accountability, personal growth, restoration, and the repair of harm.

If the student does not accept responsibility, they will be given a full opportunity to present relevant information, documentation, or witnesses. The Student Conduct Administrator will carefully consider all available information before making a determination.

Responsibility for an alleged violation will be determined using the **preponderance of the evidence standard**, meaning that it is more likely than not that a violation of the Student Code of Conduct occurred.

Students will ordinarily receive the outcome at the conclusion of the meeting. If additional information is necessary before a determination can be made, the Student Conduct Administrator will continue the review and schedule a follow-up meeting or provide the outcome in writing once the review has been completed.

Educational Outcomes and Sanctions

When determining appropriate educational outcomes and, when necessary, sanctions, the Student Conduct Administrator will consider the individual circumstances of each case, including:

- The nature, severity, and impact of the behavior;
- The student's acceptance of responsibility;
- The student's willingness and efforts to repair harm or restore relationships, when appropriate;
- Any prior conduct history;
- The student's developmental and educational needs; and
- The overall well-being and safety of the University community.

Educational outcomes are intended to encourage learning, accountability, ethical decision-making, and personal growth.

When educational interventions alone are not sufficient to address the behavior or protect the campus community, disciplinary sanctions may also be imposed. These sanctions may include disciplinary probation, loss of privileges, removal from university housing, suspension, or dismissal from the University.

Student Rights

Throughout the Student Conduct Resolution Process, students have the right to:

- Receive written notice of the alleged violation(s);
- Be informed of the conduct resolution procedures;
- Present relevant information and identify witnesses;
- Be treated with dignity, respect, and fairness;

- Receive a decision based on the preponderance of the evidence standard; and
- Appeal a finding of responsibility and/or assigned educational outcomes or sanctions in accordance with the Student Conduct Appeal Process.

B. Student Conduct Appeal Process

Appealing Student Conduct Hearing Decisions. Students may appeal the outcome of Student Conduct hearings to the Student Conduct Appeals Board, chaired by the Dean of Students or their designee, and consisting of one faculty or staff representative, and one student representative appointed by the Dean of Students.

Filing an Appeal

A written appeal must be submitted to the Dean of Students or designee within five (5) business days of receiving the written outcome of the conduct decision (excluding weekends and University holidays).

The appeal must clearly state the specific grounds for the appeal and include any supporting documentation.

Grounds for Appeal

An appeal will be considered only if it demonstrates one or more of the following:

1. *Substantial* new evidence can be provided related to the specific case which was **not** available at the time of the original hearing;
2. A *substantial* violation of the hearing procedure occurred; or
3. The Action Item(s) levied is *insufficient* and does not follow the Student Handbook guidelines. Minimum sanctions outlined in the Student Conduct Code will be considered sufficient.

Review of the Appeal

The Dean of Students or Designee will review the appeal to determine whether it meets one or more of the stated grounds for appeal.

- If the appeal does not meet an approved ground, it will be dismissed and the original decision will remain in effect.
- If the appeal meets the required criteria, it will be reviewed by the Student Conduct Appeals Board.

Appellate Panel Decisions

After reviewing the appeal, the Appellate Panel may:

1. Affirm the original finding and sanction.
2. Affirm the finding of responsibility but modify the sanction.

3. Reverse the finding of responsibility and dismiss the case.
4. Remand the case for further proceedings or additional review.

In all cases, the decision by the appeals board is the final decision of the University.

C. Student 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/current-students/student-resources/>

Note: 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 complaint's receipt. 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](#). In the case of students enrolled only in online classes who live in states other than South Carolina, further pursuit of a complaint not resolved at the institutional level may be pursued at the [NC-SARA](#) site.
- 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:** 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.

D. Procedure for Readmission into the University following suspension

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.

E. 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 include the following rights:

- **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.
- **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend a record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- **The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.** One exception that 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.

- **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 the following:

- 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.

F. 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 oneself 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.

G. Student ADA/Section 504 Grievance Procedures

Charleston Southern University, in compliance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (ADA, as amended in 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:

1. Disagreements regarding a requested service, accommodation, or modification of a university practice or requirement.
2. Inaccessibility of a program or activity.
3. Harassment or discrimination based on disability.
4. Violation of privacy in the context of disability.
5. 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 Accessibility 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 Accessibility Services is the designated ADA/Section 504 Compliance Officer. That office is in The Hub, second floor, Rivers Library. 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. 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:

1. The grievant's name, address, email address, and phone number.
2. A full description of the problem.
3. A description of what efforts have been made to resolve the issue informally.
4. 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 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:

1. 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?
2. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?
3. 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, to 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 include the following:

1. VP for Student Life/Dean of Students
2. Director of Accessibility Services
3. 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 U.S. 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 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.