

Charleston Southern University

STUDENT HANDBOOK

2003-2004

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Charleston Southern University reserves the right to amend this Handbook as required.

As a student at CSU, whether a commuter or resident, part time or full time, you are responsible for the contents of the CSU Student Handbook. The student handbook is located on the CSU web site at www.charlestonsouthern.edu. Under the student's category, select Handbook. We are looking forward to your success at CSU.

Promoting Academic Excellence in a Christian Environment

A message from the President...

Dear Buccaneer:

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

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

Dr. Jairy C. Hunter, Jr.
President

Administration

Dr. Jairy C. Hunter, Jr. – President
Dr. A.K. Bonnette – Provost, V.P. for Academics
Mr. Kent Brasher – V.P. for Business Affairs
Dr. Rick Brewer – V.P. for Planning and Student Services
Mrs. Debbie Williamson – V..P. of Enrollment Services
Mr. Bill Ward – Ex. Director for Development
Ms. Elizabeth Hanna – Assistant to the President
Mr. Rusty Bruns – Chief Information Officer

Student Government Association

Joy OBdike – President Abbey Kay – Vice President
Marian Nedelchev – Secretary/Treasurer

Campus Activities Board

Amanda Brewer – President Jessica Grisham – Vice President

Board of Trustees

Mr. Stephen H. Brown	Mr. Malcolm Robinson
Dr. Jeffrey D. Burns	Mrs. Sandy Satterwhite
Rev. Darrell Coulter	Rev. Harry Scarborough
Dr. Bill Curtis	Mr. Allen D. Smith
Mr. Robert Edwards	Rev. Robbie Sox
Dr. Wendell Estep	Dr. Timothy Spurling
Mr. Kenneth Evans	Dr. Gloria Thiem
Mr. Terry H. Ezell	Rev. Joe Willard
Rev. Ken Hardin	Mr. Jerry M. Williams
Rev. Daniel Johnston	Dr. Joe Wren
Rev. Al Phillips	
Rev. Earl Lewers	
Dr. Carlisle McAlhany	
Mr. Jim Merritt	
Dr. Fred Norris	
Rev. Al Phillips	

CSU Office Phone Numbers

Academic Advising	7159	Foundation Studies	
Academic Affairs Office	7504	7900	
Accounting, General	8052	Geology Department	
Accounts Payable	8055	8091	
Administrative Services	8053	Golf	7122
Admissions Office	7050	Graduate Studies:	
Aerospace Science	7149	MBA	7955
Alumni Affairs	7516	Criminal Justice	7199
Art Department	7141	Education (MAT)	7555
Assistant Dean of Students	8009	History Department	7133
Athletic Trainer	7681	Horton School of Music	7966
Balcony Dining Room	8027	Information Center	7004
Band	7967	Institutional Research	7921
Baseball	7591	International Services	8009
Basketball – Men’s	7690	Intramurals	7888
Basketball – Women’s	7684	Job Line	7043
Behavioral Science	7141	Library-Audiovisual	7949
Biology Department	8091	Library-Circulation	7938
Brewer Wellness Center	7888	Library-Ref./Gov. Doc.	7946
Business Affairs Office	8000	Loan Office	8056
Cable TV	7929	Lost and Found	7103
Campus Minister	7912/7218	Maintenance	7576
Campus Safety Office	7103/7105	Math Department	8091
(on campus)	#20	NCAA Compliance	7078
Campus Safety Office	7103/7105	Payroll/Personnel	8070
(off campus)	553-5896	Physical Plant	7576
Career Planning & Placement	8019	Political Science Dept.	8091
Cashier/Depository	8046	Pool	7560
Chemistry Department	8091	Post Office	8015
College of Arts/Sciences	7133	President’s Office	7500
Computer Institute	8091	Psychology Dept.	7141
Counseling Services	8010	Publications	8042
Convocation Information	8031	Purchasing Office	8054
Crimestoppers Hot Line	7175	Registrar’s Office	8060
Criminal Justice Dept.	7199	Religion Department	7972
Cross Country	7111	Residence Life Office	7104/7102
Dean of Students	8008	ROTC (Air Force)	7149
Degree Checks	8060	School of Business	8082
Denominational Relations	7014	School of Education	7555
Development	7513	School of Nursing	7075
Disability Services	7212	Sefer Office	7900
Edwards Express Snack Bar	8026	Social Science Suite	7133
English Department	7900	Sociology Department	7141
Enrollment Services	7050	Soccer	7931
Evening College Office	7525	Softball	7686
Events Manager	7980	Speech Department	7141
Financial Aid Office	7050	Sports Information	7688
Food Services	8012	Student Affairs	8008
Football	7119	Student Accounts	8050
Foreign Language Dept.	7141	Student Activities Office	8031

Student Conference Room	8024	Track	7174
Student Gov. Office	7888	Tutorial Services	7091
Student Success Center	8025	University Bookstore	8017
Switchboard Operator	7004	Veteran Affairs	8035
Telephone Repairs	6666	Volleyball	7680
Telephone Services	8051	Work Study Coordinator	8067
Tennis	7145		

<http://www.charlestonsouthern.edu>

Student Services Personnel

Dean of Students Office:

Dr. Stan Parker, Dean of Students
 Barbara Mead, Assistant Dean for Student Development
 Dr. Bob Ratliff, Assistant Dean for Counseling and Disability Services
 Julia Ard, Executive Assistant

Campus Ministries Office:

Clark Carter, Campus Minister
 Vacant, Campus Minister Assistant

Student Activities Office:

Joyce Rae, Director of Student Activities

Residence Life/Campus Safety Office:

Don Little, Director of Residence Life and Campus Safety
 Sandy Freshman, Office Assistant
 Al Bauer, Assistant Director of Campus Safety
 Elizabeth Borowsky, Residence Life Coordinator
 Brandon Branham, Residence Life Coordinator
 Brigitte Wilson, Residence Life Coordinator
 Dwayne Boulden, Residence Life Coordinator/Maintenance
 Jim Rhoton, Residence Life Coordinator

Brewer Center:

Bobby Austin, Director of Recreational Services

Dining Services:

Bill McCulley, Director of Food Services
 Vacant, Administrative Assistant

Quick Find Phone Numbers

Emergency—843-553-5896 (off campus)
 20# (on campus phones)
 *81 (on campus pay phones)

Maintenance— 7576

Cable—7929

Internet—8053

Phone—6666

Counseling—8010

Dean of Students—8008

Director of Residence Life and Campus Safety—7102

Charleston Southern University
Guiding Principles

Founding Principle: Matthew 28:19-20

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

Mission: Promoting Academic Excellence in a Christian Environment.

Vision: To achieve regional distinction as an institution of higher learning with its primary emphasis on excellence in teaching dedicated to the discovery and enrichment of talent within a broad spectrum of capable university students, endowing them with a Christian vision of life, and equipping them for significant leadership and service.

BIBLICAL CORE VALUES: WHAT WE BELIEVE ABOUT...

Scripture: II 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.

Adapted from THE BAPTIST FAITH & MESSAGE

Southern Baptist Convention, 1998

LIFE PREPARATION CONCEPTS:

VALUES AND ETHICS: By “values” this institution advocates those qualities expressed by Christ when He taught, “*You shall love the Lord thy God with all your heart, and with all your soul, and with all your mind... (and) your neighbor as yourself*” (Matthew 22:37-39). Charleston Southern takes these “greatest commandments” to include a life of faith in word and action, a reverence for God’s creation and for the diversity of mankind, respect for all God’s gifts, including the gift of selfhood and concern for individuals living in a community that seeks to appreciate justice, truth, and beauty. “Ethics” is defined as a capacity and an inclination to learn about, and to deliberately choose, the behavior that reflects the values of a Christian community.

COMMUNICATION: Colossians 4:5-6 “*Walk in wisdom toward them that are without, redeeming the time; let your speech be always with grace, seasoned with salt; that ye may know how ye ought to answer every man.*” The term “communication” refers primarily to the exchange of ideas orally, visually, or in writing. People associated with a Christian institution should concern themselves with ethical and practical qualities of communication. They should dedicate themselves to an ideal, which stresses not only clarity and persuasiveness, but also accuracy and truth. Effective communication

should take place in the classroom, within the University family, and between the University and the public.

LEADERSHIP: Romans 12:1 *“I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service.”* Leadership is the ability to motivate self and others to the accomplishment of goals with ethical boundaries using skills such as motivation, persuasion, analytical thinking, reasoning, problem solving, and characteristics such as interpersonal skills, openness, sensitivity, and self-knowledge.

SERVICE: Luke 9:23 *“And he said to them all, If any man will come after me, let him deny himself, and take up the cross daily, and follow me.”* Service is the giving of one’s time and energy in order to benefit the Charleston Southern University family and the community at large.

WELLNESS: II Timothy 1:7, 13 *“For God hath not given us the spirit of fear; but of power, and of a sound mind...Hold fast the form of sound words, which thou hast heard of me in faith and love which is in Christ Jesus.”* Wellness is not merely the absence of disease, but the proper balance among a person’s physical, mental, emotional, social, spiritual and environmental health, which results in the ability of each person to live most effectively within his/her potentialities.

STUDENT CODE OF CONDUCT

Charleston Southern University’s Guiding Principles describe some of the values and principles which the University seeks for students as outcomes of the CSU experience. The “Student Code of Conduct,” which appears below, describes the behavior, values and principles which CSU expects of the students as they live and learn within its community.

The CSU Oath

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

As a member of the CSU community:

I will respect the CSU Christian Environment.

I will respect other people and their property.

I will display responsibility in my actions.

I will practice academic integrity by upholding the CSU Honor Pledge and honor system.

I will promote order and safety on campus.

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

Procedure

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, 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 incident reports initiated by Residence Life and Campus Safety personnel shall be submitted to the Director of Residence Life and Campus Safety. Reports initiated by anyone else should be sent directly to the dean of students.

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

Honor Pledge

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

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

Disciplinary Offenses

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

1. Failure to respect the CSU Christian environment.
 - a. Disorderly, indecent, or improper conduct on or off campus
 - b. Premarital or extramarital sexual activity on campus
 - c. Possessing alcohol containers, full or empty, in the room, car, or on the person of the accused or being under the influence

- of, possessing, selling, using, distributing consuming or knowingly being in the presence of alcoholic beverages on or off campus
- d. Possessing drug paraphernalia in the room, car, or on the person of the accused or being under the influence of, illegally possessing, selling, using, distributing or knowingly being in the presence of any narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on or off campus. Further, the University prohibits the unlawful use or possession of drugs whether or not on University property.
 - e. Visiting the residence hall of members of the opposite sex or having visitors of the opposite sex in other than designated lounge areas (exceptions may be made at the beginning and end of each term for the transporting of luggage)
 - f. Gambling on campus
 - g. Possessing, showing, or distributing material, or using language of a lewd, profane, or pornographic nature on or off campus
 - h. Exhibiting behavior disruptive to the academic process
2. Failure to respect other people
 - a. Acts of hazing, placing someone under threat of physical harm, or physically or verbally abusing any person on campus
 - b. Misuse of campus telephones by fraudulent, annoying, or obscene phone calls or charging collect calls to the University
 - c. Smoking in any campus building or facility
 - d. Showing disrespect for or refusing to follow the lawful instructions of a University official
 3. Failure to respect others' property
 - a. Intentionally stealing, borrowing without permission, damaging or selling, without authorization, University property or the property of others
 - b. Fraudulent use or abuse of any coin-operated machine on campus
 - c. Littering
 - d. Entering the room of another student without authorization
 - e. Unauthorized use and/or possession of a University key
 1. Failure to display responsibility and integrity
 - a. Knowingly furnishing false information to the University
 - b. Misusing identification cards or University records
 - c. Failing to respond to the official summons of a University official or disciplinary body
 - d. Violating disciplinary sanctions as handed down by the appropriate disciplinary body
 - e. Forgery
 - f. Attempting the foregoing, or aiding or encouraging the commission of any of the foregoing by another
 5. Failure to promote order and safety

- a. Possessing firearms, ammunition, fireworks, explosives, or weapons of any kind on campus
- b. Using fireworks on campus unless authorized by the dean of students
- c. Setting off a false alarm or tampering with the fire alarm system or equipment
- d. Arson
- e. Breaking into or entering a building that has been secured
- f. Being present in an unauthorized area or aiding and abetting unauthorized occupancy or entry
- g. Disrupting the normal flow of traffic, vehicular or pedestrian, or the disruption of University sponsored functions
- h. Entering any area including classrooms, offices, and laboratories after normal class/office hours without permission of the appropriate faculty or staff member
- i. Commercial solicitation without prior written authorization from the office of the dean of students
- j. The public distribution of materials without prior written authorization from the office of the dean of students
- k. Participating in or encouraging participation in an unrecognized student organization as described in Section I of the organizational chartering procedure in the "Student Handbook"
- l. Planning or implementing a rally, forum, assembly, demonstration, protest, or similar gathering on or about the CSU campus without prior written notification of and written authorization from the office of the dean of students as required in Section G of the Student Activities Policies section in the "Student Handbook."
- m. Violating University regulations relating to the use of specific campus areas or buildings
- n. Committing a criminal offense on campus
- o. Committing an offense off campus of such a nature that the student constitutes a danger to the University or to members of the University community

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

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

Sanctions

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

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

Disciplinary Probation

Disciplinary probation may be imposed for a specified period of time or an indefinite period, to remain in effect until such a time as the official in charge shall determine that the probationary status should be lifted. While on disciplinary probation, a student may not hold 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 additional limitations, if any, and the conditions applying during the probationary period. Limitations may be, among other things, in the form of denial to represent the University in any capacity or in limited capacities while on probationary status. Students on disciplinary probation risk suspension from Charleston Southern University if found guilty of additional violations of the Student Code of Conduct.

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

Notification of Parent

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

Committee for Discipline

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

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

The duties of the chairperson are as follows:

1. To preside over all hearings
2. To vote only in the event of a tie
3. To receive evidence
4. To set the date for the hearing and notify the student

The duties of the secretary are as follows:

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

Any member of the Committee for Discipline may be excused by the chairperson or the dean of students from participation in a hearing if he/she feels he/she would be prejudiced in connection with that case.

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

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

Student Rights

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

- a. The student shall be afforded a fair hearing and the right to appeal
- b. A student is presumed innocent until he/she is found guilty

- c. A student has the right to obtain student counsel from within the student body (Attorney General/Assistant Attorney General)
- d. A student may present witnesses and evidence in his behalf
- e. The student has the right to cross-examine
- f. The student has the right to face the accuser

Immediate Interim Suspension

In the event that a student's actions on or off campus are of such a nature that the student constitutes a danger to property or to others on campus, the student may be immediately placed on interim suspension. 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.

Involuntary Administrative Withdrawal (Nonjudicial)

A student may be withdrawn from the University or from University housing if it is determined by reasonable evidence that the mental state of the student may lead to (a) behavior which poses an imminent danger to the student or others or (b) behavior which would cause significant property damage or directly impede the normal activities of others.

These standards do not preclude removal from the University housing in accordance with the provisions of the housing regulations or other University rules or regulations.

Involuntary administrative withdrawal may occur as a result of behavior such as attempted suicide or the threat of suicide, harassment, intimidation, or threats of physical harm to self or others.

The dean of students may refer a student for evaluation at the student's expense by an independent licensed psychiatrist or psychologist acceptable to the institution, if the dean reasonably believes that the student meets the criteria for Involuntary Administrative Withdrawal.

Disciplinary Procedures

1. All persons affiliated with Charleston Southern University shall report violations of the Student Code of Conduct to the director of residence life and campus safety or the dean of students.
2. An investigation which yields sufficient evidence to bring charges against a student will result in notification of the accused.
3. The student Attorney General or Assistant Attorney General shall meet privately with the accused student to inform the student of the specific charge, the nature of the evidence, student rights, and the disciplinary hearing procedure. In the absence of these officials, the designee to the dean of students may fill this role. A student may choose to waive this meeting by signing a statement of waiver.

4. The student will be entitled to a hearing on the disciplinary charge. The student may request to have the case heard before either the dean of students or the Committee for Discipline. The dean of students may at any time refer a case to the Committee for Discipline. If the student elects to have his hearing before the dean of students, the dean of students shall either hear the case himself, refer the case to the Assistant Dean for Student Development or other University staff member(s) for the hearing, or refer the case to the Committee for Discipline.
5. For the purposes of this section, the term "University disciplinary officials" refers to the individuals before whom the hearing is held. Disciplinary hearings shall proceed in the following manner:
 - a. Hearings shall be private. The only persons permitted in the hearing room are University disciplinary officials, the accused student, the student Attorney General or the Assistant Attorney General, witnesses, and any other person(s) deemed by the University disciplinary official to have information relevant to the case. University disciplinary hearings are not criminal proceedings and are not subject to the rules or procedures of the American legal system. Accordingly, students are not permitted to bring legal counsel to a hearing.
 - b. At the commencement of the hearing, the student shall be informed once again of the charge against him.
 - c. The witnesses, if any, shall be called into the hearing and may be questioned by University disciplinary officials and by the student.
 - d. The student shall be permitted to present the testimony of witnesses and other evidence in his/her defense. Defense witnesses shall be subject to questioning by the University disciplinary officials.
 - e. At the conclusion of the presentation of testimony and other evidence, all persons except University disciplinary officials may be excused from the hearing room. The University disciplinary officials shall then deliberate and render a decision.
6. The University disciplinary officials first shall determine whether, in light of the evidence presented, the student is guilty of a violation of the Student Code of Conduct. If so, the University disciplinary officials shall impose punishment. In fashioning an appropriate punishment, the University disciplinary officials may consider all relevant factors, including, but not limited to, the nature and severity of the misconduct and the prior disciplinary history of the student.
7. The decision of the University disciplinary officials shall, when possible, be rendered within 48 hours after the commencement of deliberations. If the disciplinary hearing is conducted by the

Committee for Discipline, the Chairman shall promptly, in writing, notify the dean of students of the decision.

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

Disciplinary Appeals

1. A student found guilty of a violation of the Student Code of Conduct shall be entitled to a single appeal before either the Committee for Discipline (if the dean of students conducted the disciplinary hearing) or before the dean of students or his designee (if the Committee for Discipline conducted the disciplinary hearing).
2. The purpose of an appeal is to ensure that proper disciplinary procedures are followed in conducting disciplinary hearings or that any punishment imposed is not too severe, or both. An appeal is not for the purpose of rehearing the disciplinary hearing or second-guessing the determination of guilt made by the official(s) who conducted the original disciplinary hearing.
3. A student may file an appeal in the office of the dean of students on a form supplied by that office within 48 hours after:
 - a. He or she is notified of the punishment imposed as a result of the disciplinary hearing, or
 - b. A letter is mailed or delivered to the student advising him/her of the punishment imposed as a result of the disciplinary hearing, whichever occurs first
4. The student shall specify on the appeal form either:
 - a. The specific disciplinary procedures that were not adhered to in his or her case and the precise nature of the harm that this caused the student in defense of his or her case; or,
 - b. The specific reasons why, in his/her case, the punishment imposed was too severe, or both
5. Sanctions imposed in the original hearing shall be enforced until the appeal is heard, unless specifically delayed by the official(s) conducting the original hearing.
6. A hearing on the appeal shall be held as soon as is possible. Those in attendance shall include:
 - a. The dean of students (or his designee) and a quorum of the Committee for Discipline, if the underlying disciplinary hearing was conducted by the dean of students; or
 - b. The dean of students and the Chairman of the Committee for discipline (or his/her designee), if the underlying disciplinary hearing was conducted by the Committee for Discipline;
 - c. The student Attorney General (if requested)
 - d. The student; and

- e. Such other persons whose presence is deemed necessary or appropriate by the officials conducting the appeal hearing. A student who fails to appear at his/her appeal hearing shall be deemed to have waived his/her right to appeal.
7. At the appeal hearing, the officials conducting the hearing shall consider all matters that they deem to be relevant either to the procedures employed in connection with the underlying disciplinary hearing or to the severity of the punishment, and shall hear the argument presented by the student. The officials conducting the appeal shall not hear evidence relating to the guilt or alleged innocence of the student unless such evidence is otherwise relevant to the legitimate purposes of the appeal.
 8. Within 48 hours after the conclusion of the appeal hearing, the officials conducting the appeal shall render a decision, which may:
 - a. Uphold the underlying decision in its entirety
 - b. Reverse the underlying decision and send the case back to the officials who conducted the underlying disciplinary hearing for: (1) a new disciplinary hearing; or (2) reconsideration and reimposition of punishment
 - c. Increase or lessen the punishment.

Minimum Penalties

Automatic minimum penalties apply to the following “Code of Conduct” violations:

- Students guilty of maliciously damaging the property of the University may be suspended from the residence halls and/or fined.
- Students guilty of setting a fire in a campus building will be suspended from CSU.
- Students guilty of violating the visitation policy will receive the minimum sanctions shown below for the drug & alcohol sanctions.
- Students guilty of alcohol or drug-related offenses will receive the minimum sanctions as stated below, which automatically apply upon a finding of guilty by a CSU hearing panel or University official.
- **Confirmed consumption of alcohol is an automatic Alcohol Level II violation.**
- **Students found guilty shall be penalized by the application of one or more of the following sanctions:**

Alcohol – First Offense/Level I

- Minimum \$100.00 fine.
 - Drug and alcohol counseling with an approved counselor
 - Disciplinary probation (one full semester or four months)
- Note: Indefinite probation, insofar as alcohol is concerned, and that with the next violation, the student is susceptible to suspension from the residence halls

- For all students, this means the convicted person will not be able to represent CSU as an office holder, club member, musician, ministry participant, or in any other extracurricular activity for a period equal to two-tenths (20 percent) of the semester's scheduled events.
- For athletes, this means the convicted person will not be able to represent CSU on the field of play for a term equal to two-tenths (20 percent) of the season's schedule. This suspension will be in effect for consecutive games, meets, matches or tournaments.
- Notification of parents

Alcohol – Second Offense/Level II

- Disciplinary probation of at least one academic year
Note: Additional sanctions could include suspension from the residence halls and/or the University if the 2nd offense occurs while student is on probation for 1st offense of alcohol or drug violation.
- Minimum \$250.00 fine
- Drug and alcohol education program at student's expense.
- For all students, this means the convicted person will not be able to represent CSU as an office holder, club member, musician, ministry participant, or in any other extracurricular activity for a period equal to one-half (50 percent) of the semester's schedule of events. This suspension will be in effect for consecutive events.
- For athletes, this means the convicted person will not be allowed to represent CSU on the field of play for a term equal to one-half (50 percent) of the season's schedule. This suspension will be in effect for consecutive games, meets, matches, or tournaments.
- Notification of parents

Alcohol – Third Offense/Level III

- **Suspension from the University** (minimum of one full semester) if the third violation occurs during the remainder of enrollment at CSU
- Minimum \$500.00 fine
- Notification of parents

Drugs

CSU recognizes two categories of drug violations: Drugs 1 and Drugs 2. Drugs 1 is defined as possessing drug paraphernalia or being under the influence of, illegally possessing, selling, using, distributing or knowingly being in the presence of marijuana in amounts not exceeding 28 grams, abusing the legal use of prescription or over-the-counter drugs, and using substances as inhalants. Drugs 2 applies to persons guilty of marijuana in excess of 28 grams, cocaine, LSD, hallucinogens, illegal narcotics, illegal distribution of prescription drugs, or any other

illegal controlled substance. The following denotes **minimum** sanctions:

Drugs – First Offense

With the discovery of any illegal substance in the room, car, or on the person of the accused (including, but not limited to marijuana, cocaine, LSD, crack, or legal drugs used illegally), CSU officials will charge individuals involved with a campus violation and notify the North Charleston Police Department. If found guilty by a CSU hearing panel or official, the following sanctions will **automatically** apply. (Note: If determined to be a criminal offense, civil action may also apply and the findings therein do not preclude or determine the outcome of any campus hearing. Also, any student found guilty of a drug violation is subject to interim suspension.)

Drugs 1 – First Offense

- Minimum \$250.00 fine
- Disciplinary probation (1 calendar year)
- For all students, this means the convicted person will not be able to represent CSU as an office holder, club member, musician, ministry participant, or in any other extracurricular activity for a period of one calendar year effective immediately.
- For athletes, this means the convicted person will not be allowed to represent CSU on the field of play for one calendar year.
- Notification of parents
- **1 year probation**

Drugs 2 – First Offense

- Minimum \$500.00 fine
- Drug counseling (from an approved counselor at student's expense)
- Community service
- Notification of parents

Drugs – Second Offense

Drugs 1

- **Suspension from the University** (minimum of two full semesters)
- Minimum \$500.00 fine
- Notification of parents

Drugs 2

- **Indefinite suspension from the University or expulsion**
- Minimum \$1000.00 fine
- Notification of parents

Drugs – Third Offense

Drugs 1

- **Indefinite suspension from the University or expulsion**
- Minimum \$1000.00 fine
- Notification of parents

Visitation

First Offense

- \$100.00 fine

Second Offense

- \$200.00

Third Offense

- \$300.00 fine and Residence Hall suspension for one year.

	First Offense Minimum Alcohol 1	Second Offense Minimum Alcohol 2	Third Offense Minimum Alcohol 3
Alcohol	\$100.00 fine 1 semester probation	\$250.00 fine 1 year probation	\$500.00 fine 1 semester suspension
Drugs 1	\$250.00 fine 1 year probation	\$500.00 fine 1 year suspension	\$1000.00 fine indefinite suspension or expulsion
Drugs 2	\$500.00 fine 1 year suspension	\$1000.00 fine indefinite suspension	
Visitation	\$100.00 fine	\$200.00 fine	\$300.00 fine 1 year suspension from residence halls

Criminal Sanctions for Drug and Alcohol Offenses

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

1. The possession of less than one ounce of marijuana is punishable by 30 days in jail.
2. It is unlawful to advertise, sell, manufacture or possess drug paraphernalia. Violation of this law is subject to a \$500 fine.
3. The consumption of alcoholic beverages in public places which are not licensed for the consumption of alcohol is prohibited.
4. The consumption of alcohol from an open container at any commercial establishment between the hours of 2:00 a.m. and 7:00 a.m. Tuesday through Saturday is prohibited.
5. No person shall be intoxicated in any street, public building, place of amusement or worship, or any other public place in the city.

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

1. The purchase or possession of beer, wine or liquor by persons under 21 years of age carries a fine of up to \$200, and mandatory driver's license suspension of 90 days to six months.
2. Giving false information about your age in order to purchase alcoholic beverages or giving or purchasing alcoholic beverages to someone under 21 years of age is punishable by 30 days in jail and up to a \$200 fine, and mandatory driver's license suspension of 90 days to six months.
3. It is unlawful for anyone to have beer or wine in an open container in a moving vehicle. This offense is punishable by a fine of \$100 and/or 30 days in jail.
4. Public intoxication is punishable by a \$100 fine or 30 days imprisonment.
5. Driving under the influence of alcohol or illegal drugs can result in a two to 30 day jail term and a \$200 fine for the first offense and up to one to five years in prison for the fourth offense. In addition, driving under the influence may result in the temporary or permanent suspension of your driver's license.
6. Causing injury or death to another while driving under the influence of alcohol or illegal drugs carries a penalty of up to 25 years in prison and a fine of up to \$25,000.
7. Obtaining drugs through fraud or misrepresentation is punishable by a fine of up to \$2000 and five years in prison.
8. The distribution or possession of certain controlled substances including marijuana, cocaine, crack or heroin can be punishable by 15-40 years in prison and/or \$200,000 fine.
9. The distribution of illicit drugs or controlled substances to minors is a separate crime punishable by a fine of \$30,000 and/or a sentence of up to 20 years.
10. The distribution of illicit drugs or controlled substances within one-half mile of a school is a separate crime punishable by a jail term of up to 15 years and a fine of not less than \$10,000.

11. Anyone convicted of the distribution or transportation of illicit drugs or controlled substances is subject to forfeit all his or her money, equipment, or other personal property used in the distribution of the controlled substance.
12. The possession of drug paraphernalia is punishable by a fine of up to \$500.

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

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

Health Risks Associated with Drug or Alcohol Use

The use of illicit drugs and alcohol can result in severe injury and death. Consumption of alcohol can cause addiction and/or accidents as a result of impaired ability and judgement, heart and liver damage and possible death when consumed in excessive quantity or when mixed with other depressants.

The use of cocaine or crack is highly addictive. Cocaine and crack can cause heart attacks, seizures, lung damage, severe depression, paranoia and death.

Smoking marijuana causes impaired short-term memory, addiction and panicked behavior.

The use of hallucinogens such as LSD and PCP causes anxiety, panic, nausea, emotional instability, violent and unpredictable behavior and death.

Inhaling gasoline, glues, or aerosols can result in unconsciousness, suffocation, nausea and vomiting, damage to the brain and central nervous system, and sudden death. Using narcotics such as heroin, demorol or dilaudid causes addiction, lethargy, weight loss and the threat of AIDS from shared needles and death.

The abuse of stimulants like speed, uppers or nicotine can be addictive. They cause exhaustion, paranoia, depression, confusion, hallucinations and death.

Depressants such as barbiturates and tranquilizers are addictive. They can cause loss of muscular control, depressed respiration and heart rate, and can cause death when combined with alcohol.

Substance Abuse Counseling

The "Student Handbook" specifies certain automatic minimum penalties for drug and/or alcohol related offenses (see **Code of Conduct** section). Persons wishing to seek voluntary, confidential counseling and referral in regard to substance abuse problems should contact the University's counseling service at 863-8010.

Student Information

Graduation Information and Requirements

Applications for Graduation and Degree Checks

A student who intends to graduate must contact the Office of the Registrar to initiate the graduation process. The process provides for a degree check once the student has earned 61 hours and another one at 91 hours. A mandatory degree check is required at least one semester prior to the beginning of his/her last semester. Students must complete an **Application for Graduation** available in the Office of the Registrar.

Convocation

All full-time day students are required to attend convocation as a requirement for graduation. For more information, see **Convocation** in this Handbook or in the undergraduate catalog.

Bachelor Degree

A student will be eligible for graduation upon successful completion of at least 125 credit hours (some programs require more), including all liberal arts core, major and minor requirements, with a minimum of a 2.0 overall Grade Point Average (GPA), a 2.0 GPA in the major and a 2.0 in the minor. Only credit earned with grade points will be included in these calculations. Courses included in this calculation are those which are listed in the catalog as Major/Minor Studies, Major/Minor Electives, or Professional Education. Required and/or suggested courses listed as Prerequisites, Liberal Arts Core, Required Supporting Studies, and Suggested or Recommended Electives will not be calculated in the Major or Minor GPA for graduation purposes. However, in the event the Major/Minor requirements state that certain Liberal Arts Core courses are considered a part of the Major/Minor, those courses will be included in the GPA calculation. Residency requirements must also be met (see below). Some departments have a requirement that all credit earned in

one's major and/or minor must have minimum grades of "C." Refer to the appropriate section of the catalog for specific requirements.

Associate Degree

To graduate from Charleston Southern University with an associate degree, a student must satisfy the requirements of one of the associate degree programs and attain a Grade Point Average (GPA) of 2.00 in the professional courses, as well as a cumulative GPA of 2.00. Associate Degree recipients are not candidates for Graduation Honors. Residency Requirements must also be met (see below).

Residency Requirements

Baccalaureate Degree: All Baccalaureate Degree programs, including the Bachelor of Technology, require that 36 of the last 46 credit hours must be earned at Charleston Southern University to satisfy residency. All students must take at least 12 credit hours of upper level (300-400) courses in the major, or 15 upper level credit hours in the cognate for the Bachelor of Technology Degree program.

At least six credit hours of upper level courses are required in the minor (when a minor is required), and 18 additional credit hours in major, minor, liberal arts core or electives at Charleston Southern University.*

* Approved courses taken at local consortium institutions may also be included. Residency requirements are waived for an approved minor taken at Coastal Carolina University as part of a special Criminal Justice program. Contact the Criminal Justice chairperson for program details.

Associate Degrees: At least 20 credit hours must be taken at Charleston Southern University to satisfy residency. These 20 credit hours must be in the areas of "Major Studies" and "Major Electives" for A.S. degrees. In addition, at least 15 of the last 20 credit hours must be taken at Charleston Southern University. Only courses in which credit has been earned while attending Charleston Southern University may be counted toward satisfying residency requirements. Approved courses taken at local consortium institutions will also be included.

GRADES

Grading System Computed in Grade Point Average (GPA)

A	Excellent	YES
B	Good	YES
C	Fair	YES
D	Poor, Passing	YES
F	Failure	YES
FA	Failure for Absence	YES
FD	Failure due to	

	Academic Dishonesty	YES
I	Incomplete	YES
NR	Grade Not Reported	NO
P	Pass	NO
WP	Withdrawn Passing	NO
W	Withdrawn (prior to Midterm)	NO
WF	Withdrawn Failing	YES
S	Satisfactory Progress	NO
AU	Audit	NO

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

A	=	4 points
B	=	3 points
C	=	2 points
D	=	1 point
All other grades	=	0 points

GPA is derived from credit attempted at Charleston Southern University, and approved Cross-Registration credit from local consortium institutions only. GPA is calculated by dividing the total number of quality points by the total number of applicable credit hours.

Incomplete Grade

A grade of "I" is assigned when, for a reason approved by the professor of the course, a student has been unable to complete the course by the time it concludes. Responsibility for resolving the "incomplete" rests with the student. The grade must be removed before midterm the following semester. If not, the "incomplete" automatically becomes an "F" at midterm of the following major semester.

Grade Changes/Appeals

Based on individual student circumstances, a professor may change a grade within the six months period following the end of the course. Between six months and one year, both the professor and the department head must approve the grade change. After one year, the Provost must also approve the grade change. A grade change after one year must be due to clerical error. If a student wishes to appeal a course/ final grade, please refer to the section "Appealing a Final Course Grade" in this handbook.

Repeating a Course

Students may repeat any course taken at Charleston Southern University in which they have earned a previous grade. However, the University limits the number of times students may attempt a credit-earning course to three, and the number of times students may attempt a remedial, noncredit course to two. All attempts (or repeats) count, including those with grades of “W,” “WP,” “WF,” and “FA.” A course may not be repeated within the same semester (i.e., taking an accelerated course within a semester). For students accepted into the Foundation Studies Program (FSP), the attempts to earn a passing grade in the remedial, noncredit 099 courses must be consecutive. (For more information, see Foundation Studies in the catalog.)

Any requests to appeal this policy are treated on a case by case basis. Such appeals must be submitted to the university registrar in writing and will be heard by the appropriate committee.

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

Satisfactory Academic Progress (SAP), Academic Probation, Suspension and Expulsion

Probation

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

Hours Attempted	Cumulative GPA
1-30	1.40
31-60	1.60
61-90	1.80
91 or more	2.00

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

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

Once a student has been placed on probation 1 or 2, the **probation cannot be removed by taking classes at another institution.**

However, students serving probation may request permission to earn credit (hours only) at approved out-of-town institutions when our Fall and Spring semesters are not in session, and the student's permanent address is outside the greater Charleston area. Local resident students must attend CSU unless permission is given to earn credit at a local consortium institution due to special circumstances. Appropriate forms are available in the Office of the Registrar.

Suspension

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

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

Expulsion

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

Class Cancellation

A class may be cancelled if its enrollment is ruled insufficient by the Provost.

Withdrawal From a Course

Once registered, a student is removed from a class role with no grade recorded, if the class is dropped before the last date to drop/add a class for that term. After the last date to add a class, grades are recorded even if one withdraws.

A student **may not** change status of a course to "AUDIT" after the last date to drop/add a class. A student who drops all courses during a major semester must complete the procedure for withdrawal from the University.

A student must report to the Dean of Students Office to officially withdraw from the University. See the Academic Calendar for deadline dates in the front of the catalog.

Withdrawal From the University

In addition to any other final grades, students will be assessed appropriate tuition and fees for any course that a withdrawal grade (W, WP, WF), or a “failure for absences” (FA) grade is assigned.

A Withdrawal Form may be obtained from the Dean of Students Office. Any student who wishes to withdraw from Charleston Southern University may obtain an honorable discharge by fulfilling the following requirements:

1. Notify the Office of the Dean of Students and obtain a Withdrawal Form. If a student is a minor, the student’s notice of withdrawal should be accompanied by a written request/notice from the parent or guardian.
2. Settlement of all financial obligations to the University
3. Return the student identification card to the Office of the Dean of Students and the return of any library books or other CSU property or equipment.
4. Submit a completed Withdrawal Form to the Office of the Registrar.
5. If applicable, return wireless equipment to the Administrative Services Office.

Appealing a Final Course Grade

- A. The first level of appeal for a student who is dissatisfied with a grade received is to the professor assigning the grade. In a direct, personal interview, the student should explain the basis of dissatisfaction, and the professor should explain the basis for the grade. The student must request this interview within 10 days of the postmark on the final grade report from the registrar. The request must be made in writing to the professor. Once the faculty member has received the request, an interview must be scheduled within normal working hours (8 a.m. – 5 p.m.), Monday through Friday within 10 days of the student’s request (see item “D” below concerning requests that do not fall within a major term). Failure by the faculty member to schedule the interview within the established time will be considered a violation of the University policy. Failure of the student to appear at the scheduled interview ends the appeals procedure. If the student has not been contacted by the professor within 30 days of mailing the appeal, the student should file the appeal directly with the department chairperson.
- B. The student who, after such an interview, is still dissatisfied, should submit a written statement to the chair of the department within 10 days of the interview. This should contain the reasons for dissatisfaction and the specific changes the student regards as fair and desirable. The burden of proof lies with the student in such a case to show that an error of malfeasance has occurred. Within 10 days of receiving the written appeal, the department

chair will notify in writing both the professor and the student of the chair's decision. When, in the opinion of the department chair, the student fails to show reasonable cause for further investigation, the chair may deny the appeal without taking further action.

- C. When, in the opinion of the department chair, a student's appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the chair shall appoint within 10 days, a committee of three faculty members whom the chair considers most nearly competent in the subject matter. This committee will meet and issue a decision in writing to the department chair, professor, and student within 10 days of the request.
Both the professor and student should be asked to bind themselves in advance to accept the committee's decision. Neither may be required, however, to bind themselves.
- D. If the student files the initial request at a time other than during a major term and if the professor or department chair are not available during that time, all of the foregoing time requirements begin to run with the first day of class in the next major term.
- E. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Faculty Appeals Committee. The student should be advised by the department chair that the Faculty Appeals Committee will not alter a grade under these circumstances, but if the student can show compelling evidence that the procedures outlined above have been violated, the Committee may recommend that a reexamination or other appropriate assignment be given to the student, that the appropriate academic dean investigate the entire matter, or other appropriate action be taken.
- F. All results from these proceedings of the Faculty Appeals Committee should be reported to the appropriate academic dean and provost as information.

Guidelines for the Research Paper

The "research paper" is defined as any piece of writing that uses material borrowed from outside sources. This includes material that is quoted, paraphrased, or summarized. The student must give credit for all borrowed material using the style of documentation determined by the professor of the course for which the paper is intended. The following requirements are shared by all styles of documentation:

1. The student must clearly indicate within the text which material is borrowed.
2. Such citations must relate clearly to an item listed in a bibliography at the end of the paper.
3. All quoted material must be put within quotation marks. Papers having serious problems with documentation will be considered plagiarized.

Academic Integrity Policy

(Effective June 1, 2003)

A Community of Honor

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

Academic Dishonesty

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

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

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

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

Procedure

- A. It is the responsibility of an instructor to certify that academic assignments are independently mastered sufficiently to merit course credit. The responsibility of the student is to independently master academic assignments, refrain from acts of academic dishonesty, and refuse to aid or tolerate the academic dishonesty of others.
- B. If an instructor determines that the student is guilty of academic dishonesty, the instructor must discuss the matter with the student. In the event the instructor cannot reach the student in a timely manner, such as when the student has gone home at the end of a semester, the instructor may assign a grade of “I” (Incomplete) until the student can be contacted and the matter of academic

dishonesty discussed. The instructor then completes the “Academic Violation Form,” which should include evidence and other necessary documentation. The instructor will determine the appropriate remedy: either a grade of zero on the assignment in question or a grade of “F” in the course. The student will designate whether he/she accepts the remedy for the violation of the dishonesty policy or wishes to appeal the instructor’s decision. If a student elects to appeal, the “appeal due date” line must be completed on the Academic Violation Form. (See the Appeals section below for more information regarding the appeals process)

- C. Upon completion, the instructor forwards the Academic Violation Form to the Registrar’s Office for placement in the student’s permanent record. The Registrar will forward copies of the Academic Violation Form to the student, the faculty member, department chair, academic dean, dean of students, provost, and president. Not appealing when the form is first completed or by the appeal due date will be taken as an admission of guilt, except under compelling circumstances to be determined at the sole discretion of the provost.
- D. If upon receipt of the Academic Violation Form the Registrar determines that the student is guilty of a second offense, then a grade of FD (Failure Due to Academic Dishonesty) will be assigned by the Registrar for the course regardless of the remedy specified on the Academic Violation Form. Assigning the FD is to be done by the Registrar when the second Academic Violation Form is placed in the student’s record, and the Registrar will notify all parties in writing. The student is then permanently barred from membership in any honorary society and is permanently ineligible for any CSU honor list. The student may petition the Academic Integrity Appeals Committee to have the dishonesty notation (D) removed from the transcript after one year if no additional dishonesty offenses occur and the student satisfactorily completes the Academic Integrity Program as approved by the Faculty Senate. The grade of F remains on the transcript. Upon receipt by the Registrar of a third offense, the Registrar will assign the grade of FD and then notify all parties. After all appeals are exhausted, if the third offense still stands, then the student will be permanently expelled from the University. The notice of expulsion will be forwarded to the student, department chair, appropriate academic dean, dean of students, provost, and president. A copy of the final report with the three offenses will become a part of the student’s permanent record. The university reserves the right to expel the student after a first or second offense, depending on the circumstances and at the sole discretion of the provost.
- * Please consult the CSU Student Handbook, available online at www.csuniv.edu, for other disciplinary sanctions applicable to academic dishonesty.

Appeals

- A. The student who wishes to appeal an academic violation charge should submit his/her appeal in writing to the chair of the appropriate department by the appeal due date indicated on the Academic Violation Form, which is normally within 10 regularly scheduled class days after the completion date of the Academic Violation Form. This statement should contain the reasons for which the student is appealing the instructor's decision. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within 10 regularly scheduled class days of receiving the written appeal, the department chair will notify in writing both the instructor and the student of the chair's decision. If the department chair is also the instructor who files the Academic Violation Form, then the student must appeal to the appropriate academic dean.
- B. When, in the opinion of the department chair, the student fails to show reasonable cause for further investigation, the chair may deny the appeal without taking further action. When, in the opinion of the department chair, a student's appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the chair will meet with the faculty member and with the student and render a decision within 10 regularly scheduled class days of the receipt of the appeal. If the decision favors granting the student's appeal, the department chair may request that the Registrar remove the Academic Violation Form from the student's record. The chair will notify both the student and the instructor of this action.
- C. If the student files the initial appeal or elects to appeal the chair's decision during Maymester, Summer I, Summer II or during final exam week of the Fall or Spring semesters and if the instructor or department chair is not available during that time, all of the foregoing time requirements begin to run with the first day of class in the next major term. In extreme or unusual circumstances regarding the timeliness of the appeals process, the provost will make the final determination.
- D. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Academic Integrity Appeals Committee in writing within 10 regularly scheduled class days of receiving the response from the department chair. Upon receipt of the appeal, the Academic Integrity Appeals Committee will review the matter and issue a decision within fifteen (15) regularly scheduled class days. The Academic Integrity Appeals Committee has the authority to deny the appeal, reduce the penalties in the event of extenuating circumstances, or direct the registrar to remove the record of the Academic Violation Form from the student's permanent record. The results of the Academic Integrity Appeals Committee are

final.

- E. All results from the proceedings of the Academic Dishonesty Appeals Committee should be reported to the appropriate academic dean, dean of students, provost, and president as information.
- F. The Academic Integrity Appeals Committee will be composed of five members: three faculty and two students. Faculty members must be full-time faculty and are elected by the general faculty: one from the College of Humanities, one from the College of Sciences and one from the Professional Schools. Faculty members are elected for three-year terms. Service dates are staggered, so only one position is up for election each year. The two student members are appointed by the Student Government Association officers for one-year terms. If a member of the Academic Integrity Appeals Committee is unavailable, is involved in the matter being appealed, or feels that he/she must excuse himself/herself, then that member will be replaced. If the member being replaced is a faculty member, then the provost will select the replacement. Similarly, if the member being replaced is a student, then the Student Government Association officers will select the replacement. The Academic Integrity Appeals Committee is distinct from the Faculty Appeals Committee that hears appeals of final grades as defined in policy R-45 of the CSU Policy and Procedure Manual.

Note: During the appeals process, the student may continue to attend the class in which the violation occurred.

ATHLETICS

Entering the Fall of 2003, the athletic department at Charleston Southern University has captured 24 Big South Conference championships in its history. 17 of those in the past 14 years. The men's tennis team has won six conference titles, while the men's basketball team and women's golf team have won four. The basketball program won championships in 1986, 1995 and 1997, while the men's tennis team won championships in 1996, 1998, 1999, 2000, 2001 and 2002. The women's golf team won titles in 1997, 1999, 2000 and 2001.

The volleyball ball program won titles in 1986, 1988, 1989. Men's cross country won a conference title in 1984, while the softball team won in 1988. CSU's baseball team won in 1996 and the men's soccer team won the Big South crown in 1997. Charleston Southern's Men's golf team has won titles in 2001 and 2003.

Ten different teams have represented the school in NCAA competition over the past years. The baseball team, which won the 1996 Big South Conference Tournament became the first program in the history of the school to advance to national championship play when it participated in the NCAA Tournament. The men's basketball team formed in the spring of 1997, participating in the NCAA Tournament, and the men's soccer reached the NCAA Tournament in the fall of 1997. The men's tennis team has made NCAA appearance in 1999,

2000, 2001 and 2002, while the men's and women's golf teams made their first-ever NCAA appearance in 2001. The men's golf team repeated their appearance in the NCAA East Regional in the spring of 2003.

Three years ago, the tennis team became the first program in the history of the school to make a repeat appearance in championship play. In 2001, the women's golf team became the first women's athletic team in school history to advance in NCAA championship.

CSU's has a long and storied history in men's track and field, having produced a silver medalist in the 1992 Olympic games. The women's track and field program recently qualified their first athlete ever for the NCAA Championships.

CSU's football program continues to make strides, posting a school record of five victories in both the 2000 and 2001 seasons. The 2002 football season marked the inaugural season for football in the Big South Conference.

BLACKBOARD

CSU now provides access to Blackboard. Students can log in to their Blackboard account by using the following user name: first initial + full last name + student ID #, password: social security number. The password can be changed once you have successfully logged in. If you are having trouble accessing your Blackboard account, please contact Administrative Services at 7019 or 8093. Professors who augment their instruction with Blackboard will provide students with an overview of how to use Blackboard. A student manual can be found in each of the computer labs.

BOOKSTORE

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

BULLETIN BOARDS

Students are responsible for reading all notices on the bulletin boards located throughout the campus. Announcements and other pertinent information are listed on these boards. All signs, banners, flyers, or posters must be approved by the student activities office

before posting. Posters, flyers, advertisements, etc. are not to be posted on windows, glass areas or walls in any building on campus.

CAMPUS MINISTRIES

The mission of the campus ministries department is to provide the University community opportunities for worship, discipleship, evangelism and service. Students, faculty and staff are encouraged to be involved in religious activities both on and off campus according to their religious preference. The Campus Ministries Office is located in the Brewer Center. For more information about Campus Ministries activities, call 863-7218 or check out our web site on the CSU homepage.

HALFTIME is the weekly campuswide ministry designed to minister to all students. Join students from all denominations through dynamic worship and a relevant message. It is an exciting hour featuring student-led praise and worship followed by Bible teaching that is real and relevant to where you are as a student. Halftime is also a great opportunity to meet new friends and build better relationships with old ones. Halftime meets each Wednesday night at 9 p.m. in the cafeteria.

The student-led **HalfTime Praise Band** is made up of students from all denominations who desire to lead students into an exciting, energetic time of praise and worship as it ought to be. The HalfTime Praise Band serves each week during HalfTime, as well as for Campus Worship and other opportunities. The HalfTime Praise Band meets weekly for prayer and to practice as well as serving at HalfTime.

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

RESIDENCE HALL BIBLE STUDIES provide students weekly opportunities for fellowship and discipleship. These student-led Bible studies come in a variety of “shapes and sizes.” Groups meet weekly at various times and locations to best meet the varied schedules, needs and levels of spiritual maturity of students. There is a group that best suits your particular needs.

FRESHMEN MINISTRY is designed to meet the unique needs of freshmen by providing opportunities to build relationships through fellowship, Bible studies and special activities throughout the year.

COMMUTER MINISTRY is designed to meet the unique needs of commuters through midday fellowship opportunities. Local churches provide lunch and refreshments followed by a brief devotion at various times throughout the semester.

ADOPT-A-STUDENT MINISTRY is a program of the local churches in coordination with campus ministries designed to provide fellowship to students attending college away from home. Local

churches “adopt” students and seek to minister through a variety of ways such as providing meals with the “family,” watching movies and washing clothes.

AFRICAN-AMERICAN STUDENT FELLOWSHIP is a new ministry designed to meet the unique needs of African-American students in the life of the University. This ministry also assists “in fulfilling the mission of the church by leading students and others in the academic community to faith in Jesus Christ as Savior and Lord, to guide them in Christian growth and church membership.” (Baptist Student Ministry Guidebook)

ONE ACCORD GOSPEL CHOIR is a ministry committed to praise and worship, evangelism and discipleship through music and Bible studies. The One Accord Gospel Choir also provides students opportunities to minister in churches throughout the region. The One Accord Gospel Choir Scholarship is awarded to students meeting certain requirements including spiritual maturity, Christian conduct, minimum grade point average, and auditions. For more information please call Campus Ministries at 863-7218.

FRIENDSHIP INTERNATIONAL HOUSE is a new ministry designed to meet the unique needs of international students during the Christmas holidays. FIH also provides special activities and times of fellowship throughout the year.

CSU EMPHASIS DAY is an event designed to increase awareness and recognition among South Carolina Baptist churches and congregations of CSU and what God is doing in the lives of students, faculty and staff. Students, faculty and staff minister through preaching, teaching, music, drama and other ministries.

CAMPUS OUTREACH is a nondenominational student ministry which offers Bible study groups, fellowship and other ministry opportunities.

W.O.R.D. TEAMS, Weekend of Renewal and Discipleship, is open to all students interested in sharing their faith through teaching and discipleship. This group rotates throughout the semester so that every student is not away every weekend. It meets each week and ministers to youth at various churches throughout the semester for the purpose of discipleship and ministry and is open to those students with a commitment to discipleship and youth ministry outreach in regional churches.

WOMEN ON MISSION is a fellowship designed uniquely for women with studies focused on missions, prayer and evangelism.

FELLOWSHIP OF CHRISTIAN ATHLETES exists “to present to coaches and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the Church.” (FCA Playbook) FCA meets Tuesdays at 9 p.m. in the Brewer Center.

SERVANTS, INC. consists of Christian Leadership Award recipients and Church-Related Vocational Scholars who are involved in ongoing community and local church ministries on a monthly basis.

S.P.O.T.S MISSION TRIP (“Special Projects Other Than Summer”) is open to all denominations. The Spring Break Mission Trip provides opportunities for Christian students to be challenged to carry out the Great Commission. Many students return with renewed commitment to serving and sharing Christ at home.

VESPERS, the most critical of campus ministries, exists to provide prayer and encouragement for faculty, staff, and students of the CSU community and beyond. The Hamrick Prayer Room, located at the entrance to Lightsey Chapel, is open 24 hours a day for prayer and meditation. H.O.P.E. (Helping Others Through Prayer and Encouragement) cards are available for prayer requests and other concerns. Contact Campus Ministries at 863-7218 or visit our web site at www.charlestonsouthern.edu for more information. **H.O.P.E. cards** can be picked up from various locations around campus or in the Convocation Bulletin. These cards remain strictly confidential and can be returned through campus mail or personally to the Campus Ministries Office or turned in at Convocation.

The **DRAMA/INTERPRETIVE MOVEMENT TEAM** is open to all students interested in learning and sharing their faith through drama and interpretive movement. This group practices each week and performs at various times throughout the semester for a variety of worship, outreach and ministry opportunities.

The **SIGN LANGUAGE TEAM** is open to all students interested in learning and sharing their faith through sign language. This group practices each week and performs at various times throughout the semester for a variety of worship, outreach and ministry opportunities.

CAMPUS SAFETY

Charleston Southern University provides 24-hour security patrols on campus. Coverage utilizes a combination of trained professional University and contracted security officers, and is augmented with specially trained student security and escorts. Although the University makes every reasonable effort to provide a safe and secure environment, it is up to each individual to exercise due care at all times to protect his/her personal safety. For on-campus emergencies, 20# may be called (pay telephones, call #81). A crime-stopper’s program has also been implemented to give students the opportunity to share information regarding campus crime without being identified. The crime-stopper’s phone number is 863-7175.

CAMPUS SAFETY PRECAUTIONS

I. Residents should keep their rooms (suites and outside doors) and

- vehicles locked at all times.
2. Retain possession of your keys. Do not loan them out.
 3. Report lost or stolen items immediately to the campus security office. Fill out a theft report regardless of the amount or value of the items lost.
 4. Record the serial number of any item of value.
 5. Mark any item with an identification mark and keep a record of it.
 6. Cooperate with the residence hall staff, campus security and police.
 7. It is advisable that you purchase insurance for your possessions; the University is not liable for lost or stolen items.
 8. Textbooks are items of value; students should mark their books.

CAREER PLANNING AND PLACEMENT

Career Services, located on the first floor of the Strom Thurmond Center, offers services to all students. SIGI, a computer program located in the center, guides students through career planning decisions and matches students' abilities to specific careers. Other services include career counseling and testing such as the Myers-Briggs test. On-campus interviews and interviewing skills, job listings, job referral and resume consultations are also available. Call career services at 863-8019 to make an appointment or just stop by.

CLUBS AND ORGANIZATIONS

Student Activities sponsors more than 30 academic, honor, and service clubs and organizations on campus. A listing of clubs and organizations is available in the student activities office.

Club and Organization Policies

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

- A. All CSU student activities conducted on campus by a student organization functioning at CSU must be approved by the following; Director of Student Activities, Director of Residence Life, Dean of Students and Events Coordinator. An event form must be picked up in Student Activities and taken to each area for approval before the event can be publicized.
- B. **Student organizations conducting organizational functions off campus must abide by all regulations governing on-campus behavior. Student organizations are expected to uphold the same standards of Christian behavior off the CSU campus as are required on campus.**
- C. Only approved student organizations may hold functions on campus. All approved student activities and social events must be scheduled and registered two weeks in advance in the student

activities office. All fund-raising projects and service projects must be recorded on the proper form and turned in to the student activities office. Activities must be approved before plans are made for food, location, etc. **A fund-raising or service project may not begin until approved by the director of student activities.**

- D. Any changes must be reported immediately to the director of student activities.
- E. Every activity or event must have an approved chaperon present for the entire length of the event including cleanup.
- F. 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 office of the dean of students and receive from that office written authorization to proceed, at least two business days in advance of the gathering.
- G. **An organization may not plan functions for the same night as a school sponsored or student activities sponsored event. It is the club's responsibility to check the student activities calendar.**
- H. All clubs are required to complete at least 2 on-campus service projects and 2 off-campus service projects per semester. Failure to do this may result in suspension of Panhellenic benefits and use of CSU facilities. In order to receive credit, a "community authorization letter" must be signed at the completion of the project by the project director.
- I. Any announcement for the Convocation Bulletin must be typed and turned into the student activities office by noon each Monday.
- J. Organizations are reminded that all persons invited to speak on campus must be cleared by the office of the dean of students.
- K. Infractions of the student activities policies will be referred to the director of student activities.

Contracts

- A. Any contract for bands, performers or speakers secured by an organization **MUST** be co-signed by the director of student activities. This is for the club's protection as well as for the protection of the individual signing for the organization. No student may contract on behalf of the University.
- B. This regulation must be strictly adhered to, and any violations will result in immediate disciplinary action.

Responsibilities of Club Officers

- A. The student activities office holds the officers of organizations responsible for the planning, scheduling and overall conduct of the activities of their organizations.

- B. All officers must be familiar with the policies and regulations of the University. The president has primary responsibility in seeing that all of the club activities are in accord with University regulations.
- C. The president is expected to report to the director of student activities any breach of regulations by the organization or individuals.
- D. Presidents or their designees are required to attend all Panhellenic meetings.

Initiations

The following should be reported to the director of student activities with a copy sent to the dean of students:

- 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

Pledge Activities

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

Hazing

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

16-3-540). Hazing is not limited to, but may include the following:

- 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 Senate action of varying lengths of probation or loss of charter and use of CSU facilities.

Penalties

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

Probation is a penalty given to any club that does not adhere to stated University policies.

1. The procedure for probation or removal of charter shall be as follows:
 - a. Recommendation for action by the director of student activities or the assistant dean for campus life.
 - b. Investigation and recommendation by the Senate student organization committee.
 - c. A $\frac{3}{4}$ vote of Senate will be required to impose the penalty.
 - d. An organization may first appeal to the student life committee. If the organization is not satisfied with the action taken, then the final appeal will be to the dean of students.
2. Probation could result in any or all of the following:
 - a. The club will not be allowed to have any fellowship functions during the probation time.
 - b. The club will not be allowed to have any type of activity such as fund-raising projects, etc.
 - c. The club will not be allowed to participate in any school activities during the probation time.
 - d. Removal of Charter – Removal of charter may be applied to any club that does not adhere to conditions of its probation.

This is the most severe penalty an organization can receive. It means that the organization may not function on the CSU campus for at least five years.

3. The procedure for removal of charter shall be as follows:
 - a. Recommendation for action by the dean of students
 - b. Investigation and recommendation by the Senate student organization committee
 - c. A $\frac{3}{4}$ vote of Senate will be required to impose the penalty
 - d. An organization's first appeal shall be to the student life committee. This appeal must be filed within one week after the rendered decision. A final appeal may be made to the dean of students.

Organization Reports

- A. **Listing of officers, members, advisor.**

All student organizations are required to keep on file in the student activities office a current listing of all officers, members and the name of the faculty/staff advisor. Any changes in the listing should be reported immediately in writing to the student activities office.
- B. **Financial Reports**

Each student organization shall follow the guidelines set forth by the Student Government Association for the audit system. If an organization fails to turn in its records at the proper time for audit, a withdrawal of the club's charter could result. The SGA will audit the books once a year and with notification of at least 10 days prior to the audit.
- C. **Annual Reports**

Each student organization is required to file with the director of student activities an annual report reflecting any projects, activities, or programs the organization conducted during the year. These reports must be turned in to the student activities office at the last scheduled Panhellenic meeting each year. Failure to submit this report will make the organization ineligible for a student life award and may result in a withdrawal of the club's charter.

Policies

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

Chartering Procedure

Section I: Any group wishing to organize on the Charleston Southern University campus must request and receive permission from the director of student activities. The following information must be received by the dean of students and the director of student activities before permission is granted.

1. Purpose
2. Proposed program of activities
3. List of at least 15 interested students (this number may be altered at the discretion of the director of student activities)
4. Name and address of proposed faculty/staff advisor
5. One copy of the proposed constitution
6. If the organization is an academic club, a letter of recommendation from the department head in which department the organization is located

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

Section 2: After permission has been granted, in compliance with the above section, the director of student activities will submit the information to the Senate. The president of the organization may be called to appear before the Senate. The Senate will then review the material for approval.

Section 3: The Senate will act on the petition after reviewing the material. A vote of 2/3 of the members voting will be necessary for approval. After Senate approval, there shall be a probationary period of at least one year before the organization shall demonstrate its value by worthwhile group enterprise. The probationary period of any organization shall begin the date of the Senate approval. The probationary period may be waived or shortened with the consent of the president of the SGA, the director of student activities and the dean of students, upon recommendation from the senate.

Section 4: At the end of the probationary period, the organization shall then apply within a reasonable period of time for official recognition and the granting of a charter by the Senate. This application must be submitted, in writing, to the director of student activities, who will in turn present it to the Senate. This application must include the following information:

1. Purpose
2. Proposed activities
3. Accomplishments during the probationary period
4. List of members
5. Names and addresses of current officers
6. Name and address of faculty/staff advisor
7. Two copies of the current constitution
8. Statement of the organization's financial condition

9. If the organization is an academic club, a letter of recommendation from the department head in which department the organization is located

Section 5: If the application is approved by the Senate and the director of student activities, it will be forwarded to the dean of students for approval. The Senate, the director of student activities and the dean of students must all approve the application before official recognition and charter can be granted.

Section 6: The presidents of all officially recognized organizations will meet with the Senate as often as seems necessary. The activities, projects and welfare of the organizations will be reviewed, if necessary.

Section 7: Each organization will be expected to have a minimum of one faculty or staff member to serve as advisor.

Section 8: Each organization must file a copy of the club's constitution in the student activities office.

Section 9: Any changes in the organization's constitution must be submitted to the director of student activities who will submit it to Senate for approval.

Section 10: No social fraternities or sororities will be allowed on the CSU campus. National Greek letter social fraternities or sororities are not allowed among the students of the institution either on or off the campus. Organizations which are affiliated with national, regional, or statewide organizations will, for the purpose of these policies, be considered as "social" or other than social in nature according to their parent organization's listing in the latest edition of the Encyclopedia of Associations. Any organization which is affiliated with a national, regional, or statewide organization will be required to state clearly in their campus constitution that their main mission is service, honorary, religious, or academic in nature. All service fraternities and sororities will be required to comply with all requirements and criteria for CSU service organizations.

COMMUTERS

All full-time students are entitled to all student activities privileges (see student activities section for more information).

Information on upcoming events and activities is available by calling the student activities office at 863-8031. Commuter students may eat in the dining hall on an individual basis. Breakfast-\$3.00; Lunch-\$4.25; Dinner-\$5.50; Premium buffets vary in cost. All prices are subject to change. A commuter meal plan is available in the dining hall. Contact the food services office at 863-8012 for more information.

COMPUTER LABS

There are several computer labs available for student use on campus. These labs are provided to aid students with coursework, conduct research, and to communicate with others. They are to be used in a considerate and responsible manner. **NO FOOD OR DRINKS ALLOWED.** Please keep paper waste to a minimum. For

operation hours, please contact the Lab Manager at 7035.

Ashby Hall Chemistry Lab:	20 stations
Ashby Hall Lab Room 206:	28 stations
Norris Hall Lab Room 203:	28 stations
Norris Hall Lab Room 210:	24 stations
DPW Nursing Lab Room 129:	24 stations reserved for nursing students

Nursing Clinical Lab	five stations reserved for nursing students.
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Bibliographic Instruction/Library Tech.

(BILT) Center-Library 2 nd floor	24 stations
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Available when library classes, workshops, and training sessions are not being held. Hours of operation are posted on the doors, or call the library at 7951.

CONTAGIOUS DISEASE POLICY

Students enrolled at Charleston Southern University who suffer from contagious diseases may be excluded from the campus when their conditions constitute a direct threat to the safety of themselves or to others and the danger cannot be eliminated or satisfactorily reduced by reasonable accommodation.

After consultation with public health experts and officials, the dean of students will determine the ability of the institution to accommodate contagious students, and the vice president for business affairs will determine the ability of the institution to accommodate contagious employees. Their determinations will be based on the consideration of four factors:

1. The nature of the risk (how the disease is transmitted)
2. The duration of the risk (how long the carrier is infectious)
3. The severity of the risk (the potential harm to third parties)
4. The probabilities the disease will be transmitted and will cause varying degrees of harm

CONVOCATION

All full-time day students (with 10 day credit hours or more) are required to fulfill the convocation attendance requirement (this includes students who have recently converted to full-time day status after having attended Charleston Southern University as part-time or evening students).

All students must earn an average of three Convocation Enrichment Units (nonacademic credit), to a maximum total of 24, for every semester that they are enrolled as a full-time student in order to be eligible to graduate from Charleston Southern University (for these purposes, a day student is any student who is not taking at least 50 percent of his or her courses through the Evening College). These units are independent of the 125 academic credits needed for graduation.

A student may satisfy this requirement by one or a combination of the following options:

1. Attend regularly scheduled Convocations on Wednesdays at 11a.m. (one unit per program) during the fall and spring semesters.
2. Satisfactorily complete up to three of the approved academic courses listed below (three units per course). A student may earn three academic credit hours as well as three Convocation units for each of these

courses:

Religion 417 – History of Religion in America

Religion 423 – Christian Ethics

Religion 329 – World Religions

Sociology / Religion 324 – Sociology of Religion

Psychology/ Religion 340 – Psychology of Religious Experience

Religion 323 – Philosophy of Religion

These courses are not offered every semester. Check schedule offerings for details. This graduation requirement is not waived for any reason. Questions about Convocation attendance may be directed to the student activities office. **H.O.P.E.** (Helping Others Through Prayer and Encouragement) cards are currently provided on the convocation bulletin as well as various other locations around campus. These cards remain strictly confidential and can be returned through campus mail, given personally to the Campus Ministries Office or turned in at the conclusion of Convocation. Convocation attendance is recorded via hand-held scanners. **I.D. cards are required in order to receive attendance credit.**

CONVOCATION BULLETIN

A Convocation Bulletin is distributed at each Convocation. It contains information regarding campus activities and information relevant to students. The deadline for placing an announcement in the bulletin is noon Monday, before each Convocation. Announcements should be submitted in writing to the student activities office.

COUNSELING SERVICES

Counseling services are available to all full- and part-time CSU students free of charge. To request individual counseling, call 863-8010 and leave your first name and a phone number. Someone will call back within 24 hours. Information is kept confidential according to American Counseling Association standards. The counseling program also sponsors workshops and seminars on wellness, coping strategies, and interpersonal skills.

DINING SERVICES

Dining hall meals are automatically included for CSU student residents. Several meal plan options are available. For information on these plans, please visit dining services. **Remember to take your I.D. card with you.** Presentation of this card is necessary because it

serves two purposes: 1) it provides statistical information necessary for dining services to determine future contract rates 2) it prevents unauthorized use of your meal plan if your I.D. card is lost or stolen. For that reason, I.D. cards are not transferable nor to be used by anyone except the owner. Full-time resident students with valid I.D. cards are checked through the dining line. Anyone not on a meal plan must pay before entering the dining hall.

Students requiring special diets should submit a written request to the director of disabilities and special needs 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 the dining hall, or an exception to the meal requirement will be granted. In case of illness, permission for a sick tray, 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. Please do not abuse your "unlimited seconds" privilege by taking food from the dining hall. Please bus your own tray to the dish return area. This not only helps the dining staff, but it is also a courtesy to your fellow students. Please do not borrow china, glasses, or silverware. Though you may take these with the intention of returning them, quite often these items never make it back to the cafeteria. Replacing them results in additional cost to you.

Special services offered by dining services include birthday cake for your roommate, ice cream social for your hall, picnic for your dorm, banquets, and receptions. All of these, and more, are available through our catering department. Call the dining services office for details at 863-8012.

Commuter Meal Deal

Commuter meal plans are available for commuting students and may be purchased by the month or semester. Stop by or call the dining services office for a brochure explaining the different plans.

Declining Balance

Every student will have the opportunity to place money in a declining balance account. Money deposited into your declining balance account may be used in The Edwards Express in the Brewer Center for Pizza Hut, Grill Works. When used, the amount spent is deducted from the declining balance. An initial minimum deposit of \$25 is required to open a declining balance account with subsequent deposits being in increments of \$5.

Meal Equivalency

Students with a "21 meal plan" can substitute their dinner meal in the dining hall for a meal in the Edwards Express. There will be at least two meal options to choose from, and this meal exchange is available Mon.-Fri. from 4:30 p.m. – 8 p.m. Students with a "14 meal plan," may eat in the Edwards Express using their declining balance money, or paying cash.

Dining Hall

Monday – Friday:

Edwards Express

Monday – Friday:

Breakfast 7 a.m. – 9:40 a.m. 8 a.m. – 11 p.m.
Lunch 10:50 a.m. – 1:30 p.m. Saturday: Closed
Dinner 4:30 p.m. – 7:15 p.m. Sunday 6 – 9 p.m.
Friday Dinner 4:30 p.m. – 6:30 p.m.
Saturday – Sunday:
Breakfast 8 a.m. – 9:30 a.m.
Continental Breakfast
Lunch 11 a.m. – 1:30 p.m.
Dinner 4:30 p.m. – 6:30 p.m.

There are two meal plans available for resident students. The meal plans provide 14 or 21 meals per week. Additional information about the meal plans may be picked up in the dining hall. Sign up sheets for the meal plans are available at the cashier's window in the Business Office and from The Food Service Department.

DISABILITY SERVICES

Students with disabilities or special needs are encouraged to contact the Office of Disability Services at 863-7212. The office is located in Russell West (first floor), and information is also available on the CSU web site under Student Success Center.

DISCRIMINATORY HARASSMENT

CSU is committed to providing an environment in which all persons are safe from harassment based on race, color, religion, or national origin. Harassment can include physical conduct or verbal innuendo which creates a hostile or offensive environment. Such harassment is contrary to the Christian standards of conduct expected of all members of the University community and is grounds for disciplinary action. It may also be illegal.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to expulsion. Those who have a complaint regarding harassment should contact the director of residence life and campus safety at 863-7102.

E-MAIL

There are several free e-mail providers that you may choose to use. Contact Administrative Services at 7019 for more information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION

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

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The appropriate University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the

University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend a record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (3) The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting school officials in performing legitimate tasks including assignments while working under a Federal Work Study (FWS) program agreement. A school official has a legitimate interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the University may disclose records without consent to officials of another school in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Charleston Southern University to comply with the requirements of FERPA.

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

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY
ACT NOTICE OF DESIGNATION OF DIRECTORY
INFORMATION**

The University has designated certain information contained in the

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

- name, address, telephone listing
- e-mail 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 I.D. number, race/ethnicity or gender. Directory information may be disclosed by the University for any purpose considered legitimate without student consent. Students have the right, however, to refuse the disclosure of any or all of the information designated as directory information. Students refusing to have any or all of the designated directory information disclosed without consent must submit written notification to the office of the registrar. To properly 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.

FINANCIAL INFORMATION

Payment of Accounts

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

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

Billing

Students will be billed according to their tuition classification. Tuition classification will be determined by the student's official registration form (including all official drop/adds) processed through the

registrar's office by the last due date for adding a class).

Bills for each semester will be mailed after the last date to add. The bill will reflect total charges and financial aid for the semester based on registration.

Refunds

The CSU catalog specifies which charges, fees and deposits are refundable and procedures necessary to obtain refunds. A student who has a credit on his/her account may apply for a refund, and a check will be issued within 15 working days of the request.

Check Cashing

The business office will cash student checks in the amount of \$25 or less if the student has a valid CSU I.D. card. There is a charge of \$0.15 for this service. No two-party checks will be cashed. A \$25 fee will be charged for any returned checks. The University reserves the right to refuse checks from any party who cashes or remits to the University for any reason an insufficient fund check.

Financial Aid

All students must apply for financial aid each year. Applications will be mailed to students' home addresses in December. Early application is important so that you may receive the best possible financial aid package.

Verification of satisfactory academic progress, required by federal law for students continuing to receive financial aid, will determine financial aid eligibility. Specific requirements are listed in the University Catalog.

HALL MEETINGS

- Each semester is started by a large assembly of all students hosted by Dean of Students and Director of Residence Life. Mandatory for all residence students.
- Frequency of additional hall meetings will be based on class standing, i.e., Freshman, Sophomore, etc.
 - * Freshman – First Monday of every month.
 - * Sophomore – Attend 2 a semester – The large gathering & the last one each semester.
 - * Juniors & Seniors – Only attend the first large meeting.

HEALTH INSURANCE

Charleston Southern University requires health insurance only for athletes and international students. However, **the University strongly recommends that all other students obtain at least major medical insurance and advises that the institution will bear no financial responsibility for medical treatment(s) required while at the University.** If an insurance plan is desired while attending the University, the executive assistant for the vice president of business affairs may be contacted at 843-863-8004. We have several people in the area who can assist students in purchasing health

insurance policies.

International students will automatically be billed semiannually by the business office for the required health insurance purchased by the University on their behalf. This insurance has been carefully selected to compare to coverage normally available to U.S. citizens through their parent's or employer's group plan. It provides coverage for illness, office visits, and accidents. Additionally, it provides repatriation or medical evaluation to the home country if necessary. **Refusal of this insurance by international students will result in denial of admission to the University or continuation if already admitted.** Questions on insurance may be addressed in the business office at 843-863-8004. All other international matters may be directed to the Dean of Students Office, 863-8009.

Health insurance is also required for all students admitted to the nursing program (those actually taking nursing courses and not pre-nursing). If you do not have insurance coverage, call 843-863-8004 for more information.

HEALTH SERVICES/IMMUNIZATIONS

All full-time housing and security officials receive Emergency First Responder training.

Trident Medical Center is located across the street from campus for emergencies.

University policy requires students to provide proof of the following immunizations for their protection prior to admittance to the Charleston Southern University: Tetanus, DPT, Polio, Measles, Mumps, Rubella, Tuberculin, and Hepatitis B. The Meningitis Vaccine is recommended. If it is learned a student is residing at CSU without having been properly immunized, suspension from the residence halls and/or blocking of that student's registration for subsequent semesters may result. Proof of immunization should be submitted to the residence life office. Questions regarding immunization may be directed to the residence life office at 843-863-7104.

HIPAA (Health Insurance Portability and Accountability Act)

On 14 April 2003 the HIPAA final regulations went into effect and Charleston Southern University had developed an internal process for complying with the security of Protected Health Information for all our students. This information will be kept confidential and only divulged in the event you become ill or injured or a threat to yourself or someone else while you are attending Charleston Southern University. To obtain these forms, please contact the Residence Life office and they will supply you with one. You are not required to execute the form but if you do not, we are only permitted by law to seek medical assistance for you in the event of an emergency. If you have any questions

concerning this, please contact Elaine Myslik at (843) 863-8004 or via email emyslik@csuniv.edu.

HIV/AIDS

The University AIDS Response Team consists of the dean of students, the athletic department trainer, a faculty member, and in the event that an employee is infected, the vice president for business affairs.

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

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

IDENTIFICATION CARDS

New students are issued Charleston Southern University identification cards upon arrival. These cards must be validated by the business office each session and are necessary for admission to all official school functions, for cashing checks, for meals, for checking books out of the library, for using University equipment, for buying books from the bookstore, for voting in campus elections and for purchasing tickets for student activities events.

This card is property of CSU and is valid while the holder is enrolled at the University. Each student is required to have his/her ID with him/her at all times and show it to a University official when requested. When a resident student withdraws, this card must be returned to the residence life and campus safety office. Commuting students withdrawing from the University must return their cards to the business office.

Identification cards are not transferable. Any misuse of the ID card by its holder, or attempted use by another person, will result in the cancellation of the privileges provided and will result in disciplinary action for the holder as well as the other person. Report loss or theft of

this card to the campus safety office, Russell West. **A \$10 fee will be charged to replace a lost card. There will be no cost to replace a card upon change in status.**

INSTITUTIONAL DECISION MAKING/STUDENTS' ROLE AND PARTICIPATION IN

CSU students participate in institutional decision making through the CSU Student Government Association. The SGA Senate works closely with the University administration to address student concerns and issues. Senate may submit bills and proposals to the University's senior officers through the dean of students. The SGA president meets with the University's full Board of Trustees at their regular meetings. The president also serves on the University's Strategic Planning Committee and appoints a student representative to the Personnel and Welfare Committee.

SGA meetings are open to any CSU student, and any student may request the floor in order to speak. The SGA sponsors open forums each fall and spring at which students may direct questions and comments to key University administrators.

INTRAMURALS

Charleston Southern University has an extensive intramural program of both team and individually oriented activities. Participation, fun and fellowship are stressed over winning. Call 863-7888 for details.

LIBRARY

The services provided by the library and the general regulations for borrowing materials, using Internet stations, viewing AV materials, accessing electronic databases from off campus, etc. may be found on the library's web page www.csuniv.edu/library/index.html and on printed handouts available in the library. A validated student ID card enables a CSU student to check out books from the library, and from the libraries at The Citadel, College of Charleston, Medical University, and Trident Technical College. In addition, CSU is part of a statewide library borrowing agreement with the public and private colleges and universities in South Carolina. Students wishing to check out books from academic libraries outside the Charleston area may request a borrower card at our library's Circulation Desk.

Library Hours

Fall and Spring Semesters

Monday – Thursday:	8 a.m. – midnight
Wednesday*	*see note below for times
Friday:	8 a.m. – 5 p.m.
Saturday:	9 a.m. – 5 p.m.
Sunday:	3 p.m. – midnight

Maymester and Summer Sessions

Monday – Thursday:	8 a.m. – 10 p.m.
Friday:	8 a.m. – 5 p.m.

Saturday: 9 a.m. – 5 p.m.
Sunday: 4 p.m. – 9 p.m.

*The library closes for Convocation from 11 a.m. until noon each Wednesday that Convocation is held during the fall and spring semesters. The library is also closed between semesters and for holidays. Changes in library hours for holidays or other reasons are published in the Convocation Bulletin and the student newspaper and are posted on the library's web page and front library doors.

NONDISCRIMINATION STATEMENT

In compliance with applicable state and federal laws, Charleston Southern University does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service, or veteran status in its education policies, programs, or activities or in admissions. Inquiries or complaints should be directed to the director of affirmative action at 863-7910.

PARK/POOL COMPLEX

The University park and pool complex is available for the use of any CSU student. Students are required to show a current ID. Each student is allowed one guest, and guest must have a picture ID. The facilities are maintained by the residence life office. For information, hours of operation and usage policies call 863-7104. For special event reservation information contact the campus events coordinator at 863-7980. Pool hours vary depending upon the season and who may be on campus. Check with the residence life office for current hours.

RECREATIONAL SERVICES

Charleston Southern University is dedicated to providing for physical wellness as well as academic excellence. For exercise/fitness there is the Brewer Wellness Center, which houses a full service Health Club with treadmills, stair-steppers, ergonomic-cycles, elliptical cross-trainers, a full circuit strength system, and free-weights. The Brewer Center is also home to the Intramural Activities Gymnasium, which supports various programs; aerobics, intramural sports, and recreational use for the students, faculty and staff.

Brewer Center Eligibility – All **students, faculty and staff** of Charleston Southern University are eligible to use the Brewer Center with a **Charleston Southern University issued identification card**. *All students/Faculty & Staff are allowed one guest. (GUEST MUST HAVE A PICTURE ID & MUST BE SIGNED IN BY THE BREWER CENTER STAFF).*

Intramural Sports/Activities – All students/faculty & staff of Charleston Southern University with a current Charleston Southern University ID card can participate in Intramural Sports/Activities. Sign-ups for intramural sports or activities are done at the front desk of the Brewer Center. Calendars for the dates and times of all Intramural

Sports/Activities may be picked up either at the Brewer Center or in the student activities office.

Any questions/comments about Recreational Services related issues, please call 863-7888.

RESIDENCE LIFE

The residence life office is located on the first floor, short wing of Russell West. It is open from 8 a.m. until 5 p.m., Monday through Friday. The telephone numbers are 843- 863-7104 or 843- 863-7103. The dean of students, considering all appropriate prevailing circumstances, will review and make a determination of the continued eligibility for campus housing of students who cease to remain full time status during a major semester. Any questions regarding residence halls may be directed to the residence life office.

Air-Conditioning/Heating

Every residence hall room is equipped with an air-conditioning/heater unit. Turning the thermostat control clockwise will provide a cooler room temperature; turning it counterclockwise will provide a warmer room temperature. Adjusting the thermostat to the midsetting (vertical) will set the room temperature at approximately 75 degrees.

Banking Services

Banking services are available to students through a variety of banking institutions in the immediate area. Located directly across the street from the campus is a First Citizens Bank with an ATM and a Bank of America ATM. A South Carolina Federal Credit Union ATM is located in CSU's Strom Thurmond Center. South Carolina Federal Credit Union offers the following for students:

- No minimum balance
- Dividends earned on a balance of \$150 or more
- No monthly maintenance fee
- No annual fee for VISA Classic or Classic Master Card
- Monthly statements

Bicycles

Below is the policy for the use of bicycles, skateboards, roller blades, or similar conveyances on CSU property. Failure to comply could impede the safety of self and/or others and therefore result in disciplinary action:

1. Any student who chooses to operate these conveyances does so at his/her own risk.
2. Although not mandatory, the use of protective gear such as helmets, knee and elbow pads, and wrist guards is highly encouraged to avoid bodily injury.
3. The use of these conveyances is strictly prohibited inside all buildings on CSU property. This includes Littlejohn Parlor, the lobby of the Strom Thurmond Center, lobbies of classroom buildings, and the breezeway connecting Russell East and West.

4. Parking of bicycles is limited to bicycle racks located near the buildings or inside individual dorm rooms. Bicycles found parked in public access buildings will be removed. It is permissible to park bicycles under the stairs in the Quads. Bicycles parked in such a way that they may endanger pedestrians will be removed.
5. Operators must yield the right-of-way to pedestrians.
6. Operation on the roads should be limited to essential travel, such as crossing or short-term travel from one destination to another. Recreational skateboarding or roller-blading is not permitted on the roads.

Blinds

Blinds are provided for all residence hall rooms. If you desire to place anything on the windows to help reduce sun glare, it must not be permanent and must be inside the blinds.

Cable

All residence hall rooms have cable television access free of charge. Students are responsible for their own cable connection from the wall to their television.

Cars/Parking

Resident students are allowed to bring cars on campus. The University guarantees one parking space per resident student. Student parking decals are available in the residence life office for a minimal fee. Each car must have a decal, which is valid for one calendar year commencing in August. Students must abide by all rules and regulations concerning vehicles on campus and pay attention to where they are allowed to park. Failure to follow prescribed parking may result in the vehicle being towed, wheel locked, ticketed, or the loss of on-campus driving privileges.

Change Machine

A dollar bill changer is located next to the vending machines in Littlejohn Parlor. See the business office for refunds. All vending machines accept dollar bills for products. Occasionally, machines break down. Vendors normally make repairs within 48 hours of reporting. You are encouraged to call residence life to report any malfunctions (7104).

Change of Address

Any change of permanent address and/or telephone number should be reported immediately to the residence life office and registrar's office, located on the second floor of the Strom Thurmond Center.

Campus Closures

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

Check In/Check Out

Each student must officially check in and out with the appropriate

housing official at the beginning and end of each semester. Moving into a residence hall without going through the proper procedure will result in a \$50 fine. Improper check out will result in a \$100 fine payable before the student may return to the residence halls.

These fines apply to early or late check ins/check outs without prior approval.

Church Services

All students are encouraged to attend the church of their choice. There are many churches of all denominations within a few minutes driving time. Many have special programs for college students. Representatives from area churches will be on campus during the first week of school to meet students and make arrangements for those who need transportation. If you have any questions about transportation to church, you may contact the campus ministries office at 863-7218.

The University also provides a Sunday church service on campus periodically throughout the year. Halftime, a Wednesday night program sponsored by the Baptist Collegiate Ministries, is available each week at 9 p.m. In addition, the campus ministry program sponsors several bible study groups.

Conservation of Energy and Resources

Saving energy and resources keeps down the cost of living. Please help by turning off appliances, lights, and water when not in use.

Consolidation Policy

The residence life office reserves the right to assign a roommate or consolidate residents when either the need arises or the resident is left by default in a private room and wishes not to pay the private room fee. When room changes leave an individual in a single room, the person may pay extra for a private room after approval from the residence life office, find another roommate, or sign a Roommate Acceptance Form, meaning that the student is willing to accept a roommate assigned by the residence life office. Thus, the only way to ensure having a private room is to pay the private room fee pending space is available.

Cooking

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

Copiers

Copiers for student use are located on the first floor of the L. Mendel Rivers Library. Copies are 10 cents each.

Crisis Intervention

In order to maintain the integrity of the residence halls, students are expected to conduct themselves in a considerate manner with regard to the rights, obligations and safety needs of others. Accordingly, students are obliged to live in a cooperative manner with their roommate and other resident community members. Trained and caring staff members provide assistance to the students experiencing temporary emotional crisis or psychological need. Long-term assistance cannot be expected

in the residence hall setting and must be obtained through local, private sources or community agencies. Students requiring long-term assistance may be evaluated as to their suitability for continued residence status. In order to provide students with timely and quality assistance, residence hall staff are required to follow standardized procedures whenever a student alludes to or engages in self-destructive or disruptive behavior. This behavior includes but is not limited to remarks about suicide, threats of suicide, suicidal gestures or attempts, etc. All potential suicide situations will be reported by hall staff so that arrangements for psychiatric consultation can be made. Similar behavior which disrupts the residence hall community may result in disciplinary action. Should a student refuse to consult with the counseling center staff once an appointment has been deemed necessary, the residence life office may deny the student's continuance either as residence or University enrollee.

Custodial Staff

The custodial staff who work in the residence halls are contracted through the University's physical plant department. If you have any comments or suggestions regarding custodial staff, please contact the physical plant at 7575 or call the residence life office at either 7104 or 7103.

Curtains

Blinds are provided in every residence hall room. If students wish to hang curtains, they must receive approval from the residence life office. The student is responsible for purchasing and installing the curtain rod. Curtains must be made of fire-retardant material. Compression rods are the only type of rods allowed. Rods that must be nailed or screwed to the wall are not permitted and will likely result in a damage charge to the student.

Damage Policy

Students are responsible for the condition of their rooms and the public areas of the residence halls. If damage occurs for which no one assumes responsibility, charges will be divided among residents of the room or suite. Damage to the hall will be charged to everyone on the hall. Charges for damage to public areas of a residence hall will be divided among residents of the entire hall. Damage as a result of a guest's behavior will be charged to the host. Anyone witnessing damage should report it to the nearest RA, RD, RLC, campus safety officer, or call the residence life office at 7104 or 7103.

***No food shall be placed down 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 drains.**

Dart Boards

Dartboard sets are not allowed in the residence halls. Violations will result in the confiscation of the board and darts, and a \$25 dollar fine

per person will be assessed.

Dress Code

In keeping with the ideals of Charleston Southern University, each student is expected to dress neatly and appropriately at all times. Clothing displaying alcohol graphics, descriptions, or logos inconsistent with CSU's Christian mission is also not permissible. Because cleaning crews and maintenance individuals are frequently in the halls, each student must be appropriately dressed when using the hallways, stairwells, or when room doors are left open.

Earthquake Procedures

Major earthquakes are an infrequent hazard in this area; however, there are certain precautions that should be taken in the event of a major earthquake. The most important thing to remember is if a student is inside, he/she should stay inside; if the student is outside, he/she should stay outside. If indoors, take cover under a heavy desk, table, in a supported doorway, or alongside an inside wall. Stay away from glass. Don't use candles, matches, or other flame during or after the tremor because of possible gas leaks. If outdoors, move away from buildings and any utility wires. The greatest danger from falling debris is just outside doorways and close to outer walls. Once in the open, stay there until the shaking stops. If in a moving car, stop as quickly as safety permits and stay in the vehicle.

Emergencies

Campus Safety is on call 24 hours a day and may be reached by either dialing 20# from any on-campus extension or dialing *81 from any campus pay phone. From off campus, call 553-5896. Give your exact location and the nature of the emergency.

Emergency Phones

On-campus emergency phones are located in the following areas:

- Art Lab
- Physics Lab
- Outside Gym
- Wingo Hall Parking Lot
- Outside Hunter Reception Center
- Outside Russell West (Soccer Field side)
- Outside Equipment Room Quad 3
- Back side of Library Parking Lot

Escort Policy

Student security escorts are available for any location on campus. If a student requires an escort, he/she should dial 20# from any campus extension and give his/her location and destination. Students are encouraged to use this service and not walk alone after dark. Escorts are uniformed officers who are easily visible.

Fire Prevention/Safety

Every residence hall room is equipped with a smoke detector.

Procedures for fire alarms/drills are listed on the back of each door. Students are expected to be familiar with and follow these procedures in case an alarm should sound. The following regulations are in accordance with recommendations from the State Fire Marshall:

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

Firearms and Explosives

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

First Aid

The first aid room is located on first floor Russell West in the campus safety office. It is open from 8 a.m. until 5 p.m. Monday through Friday. The director of residence life and campus safety, residence life coordinators, and Campus Safety officers are Certified First Responders, trained in basic first aid and CPR. First aid assistance may be obtained anytime by dialing 20# on campus phones or *81 from campus pay phones. In addition, Trident Regional Medical Center, with emergency room facilities, is located immediately across the street from the University. **Please notify your RA/RD whenever you seek medical treatment.**

Freshman Residence Halls

Russell East and Women's South 3rd floor have been designated as Freshman Women's Residence Halls. Russell West and Quad 1, 2nd floor have been designated as Freshman Male Residence Halls.

Furniture – Moving Of

University-owned furniture may not be moved without prior written permission from the Director of Residence Life and Campus Safety. This includes room, lobby, and lounge furniture. Students moving furniture without permission will be subject to a \$100 fine.

Guests

Guests must be of the same gender as the occupant. A "Guest Registration Card" from the residence life office must be completed at least 24 hours prior to the guest's arrival on campus. Overnight guests may spend a weekend night (Friday and Saturday) provided satisfactory sleeping arrangements have been worked out with your

roommate, suitemates, or hallmates. No guests are allowed during exam week. Guests will not be allowed to stay in any room unless one of the occupants of that room is present. **No babysitting is allowed in Residence Halls.**

Hanging Pictures and Posters

Pictures and posters which do not contain advertisement for alcoholic beverages and are not pornographic in nature or offensive to others, may be hung on the walls of residence hall rooms. However, due to hall construction, nails are not permitted. The resident assistant can provide guidance on the most effective means of hanging pictures and posters.

Hurricanes

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

Insects

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

- Keep snacks in tightly covered containers
- Do not leave food in the hall kitchen
- Do not allow damp or dirty clothes to accumulate
- Do not allow trash to remain in rooms longer than one week

Insurance, Personal Property

The University is not responsible for items stolen, lost or damaged from students' residence hall rooms or their vehicles. Students are encouraged to examine their parent's and/or guardian's homeowner's policy to ensure their property is covered. An engraver is available in the campus safety office to help identify your valuables.

Internet Access

CSU provides, at no charge, Internet service. Students are urged to discontinue contracts with personal dial-up Internet service providers, such as AOL and MSN. These services will be inoperable on campus because all dial-up phone numbers are blocked. To access Internet service at any location on campus including residence hall rooms, computer labs, and the library the student must sign an "Electronic Code of Conduct." This form may be mailed to the college before the semester starts; or the student can complete the form in the Administrative Services Office on the second floor of the Strom Thurmond Center.

Internet access for resident students of the residence hall rooms is provided through a wireless connection. In order to use this service, all desktop computers must have a Universal Serial Bus (USB) connection, and all laptop computers must have an open PCMCIA/ PC card slot. You may contact Administrative Services for information regarding USB installation, if required. The cost will depend on the type of service needed. There will be no cost to the students for the Internet service in the residence halls. However, the student will need to sign out a piece of equipment. If the equipment is lost, stolen, or

damaged in any way the student will be charged for the replacement cost of that hardware. Once the wireless card is issued to the student the equipment will be installed on the student's computer at no charge by a technician from the administrative services office. For further information please contact the administrative services office at 863-7762.

There are several Internet stations located around campus for student use. These stations are always available for use. Stations are available in the following locations:

Quad II Study Lounge:	two Internet and MS work stations w/no printer
Student Success Center:	two Internet stations
Littlejohn Parlor:	two Internet and MS work stations w/no printer
Career Planning:	three Internet stations
Student Activities/ Brewer Center:	four Internet Stations
The Learning/Tutorial Center:	six Internet stations with printers
Library:	16 Internet stations
Norris Hall 203:	25 Internet stations w/ printer

Keys

Each resident will be issued a key when checking into his/her room. Keys should not be loaned to anyone else. There will be a \$75 charge for lost keys.

Laundry Rooms

Each residence hall is equipped with coin/card-operated laundry facilities. Problems with machines should be reported to the residence life office at either 7104 or 7103. Students should contact their RAs for the location of the laundry facilities on their hall. Students should remain with their laundry in the laundry room. Should money get lost in the laundry machines, it may be reported to the business office to obtain a refund. The student may purchase a card for machines or use cash.

Long Distance/Telephone Service

Modular phone jacks are provided in each room. Phones are not provided; however, local service is free. For long distance calling, you may apply for a BTI calling card from the CSU business office. You may also use other long distance carriers such as AT&T, Southern Bell, etc. by accessing the proper code. Contact the CSU telephone and long distance service at 863-8051 for further assistance. Accepting collect calls on any campus phone is strictly prohibited. Any student found guilty of accepting collect calls will be subject to disciplinary penalties. Students receiving harassing or obscene phone calls should call the campus safety office at 7103 or 20# to report such

calls. Appropriate action will be taken.

Lost and Found

Lost and Found is located in the residence life and campus safety offices on the first floor of Russell West and can be reached by phone at 7103.

Lounges

There are lounges located in Russell East and West, Women's North and South, and Quad 2. Anyone visiting a lounge must show a picture ID to the desk attendant, and the visitor's name will be logged in. Lounges are open daily for coed visitation from 6 p.m. until midnight. Students are responsible for ensuring that their guests comply with University policy and will be held accountable for the behavior of their guests. Public display of affection and lying on the furniture are not allowed. Sitting on the backs and arms of chairs and sofas and on the tops of tables is prohibited. Profanity and rough or loud play will not be tolerated. Anyone who violates the residence hall lounge policy will be subject to sanctions determined by House Council.

Mail

An on-campus post office is located on the first floor of the Strom Thurmond Center. All resident students are required to have a campus post office box. There is no charge for mail sent to any campus address. Most services of a regular post office are available on campus at current US postal prices. A \$20 charge will be incurred for lost keys.

Your mailing address is:

John Doe
Charleston Southern University
CSU Box ____
PO Box 118087
Charleston, SC 29423-8087

Married Student Housing

Married student apartments are limited and are available on a first-come basis, first served basis. One of the tenants must maintain full time status during the fall and spring semesters for the contract period. Married students with a child will only be granted housing privileges until the child reaches nine months of age.

Maymester Housing

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

- 1) they are required by their respective athletic team to be here to participate in practice and/or competition;
- 2) they are registered for a Maymester class.

Items You May Want To Have Available

- Flashlight
- Twin size sheets and bedspread
- Pillow
- Towels and washcloths

- Bath mat
- Alarm clock
- Fire resistant curtains and rod
- Drying rack for clothes
- Broom/dust pan
- Wastebasket
- Iron and portable ironing board
- Stereo, VCR and/or TV
- Personal computer with modem
- Airtight containers for snacks
- Low amp. microwave
- Refrigerator (no larger than 3.5 cubic feet)
- First Aid Kit
- Sewing Kit
- Surge Protected Power Strips only – No extension cords

Items Not Permissible in CSU's Residence Halls

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

Nonvisitation Policy

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

Pets

Pets, with the exception of fish, are not allowed in the residence halls. This includes birds, cats, dogs, hamsters, reptiles, etc.

Pregnancy

Due to health and safety concerns, students who are pregnant are permitted to live in campus housing only through the end of the second trimester. This does not apply to residents of married student housing. Exceptions to the housing refund policy will be dealt with on an individual basis.

Private Rooms

If space is available, students not on disciplinary probation may apply for private rooms on a first-come basis. First priority will be given to students with documented medical conditions. The private room fee is \$500.00 per semester and must be paid in full to the business office cashier prior to room registration. The receipt must be given to the

student's residence life coordinator during the room registration period each semester. The residence life department reserves the right not to guarantee the availability of private rooms.

Programs

Throughout fall and spring semesters, the residence life staff provides students with educational and recreational opportunities in the form of residence hall programs and intramural activities. Program suggestions should be submitted to resident assistants, resident directors or to the residence life office.

Quiet Hours

Reasonable quiet should be maintained at all times in the residence halls and public lounges. "Reasonable quiet" means that "noise" in one's room or area should be maintained at a level which cannot be heard by persons in another room or area.

Refrigerators

Students may bring their own refrigerator.

Residence Hall Security Policy

Visitors are not allowed in the residential areas between the hours of 3 a.m. and 9 a.m. During this time only resident students are authorized to enter and leave their respective halls. Women's residence halls are secured from 10:30 p.m. to 7 a.m. At no time should any male be inside the glass doors at either end of the hall. Visitors should be received only in the public lounges.

Residence Life Coordinators (RLCs)

RLCs are full-time CSU staff members who supervise the student resident directors and student resident assistants in the performance of their duties and are responsible for all aspects of the residence life system. The RLCs act on behalf of the director of residence life and campus safety in his absence and are the primary facilitators of all residence hall programs. The RLCs are present to assist students with any problems that may arise in the residence halls.

Resident Directors (RDs)

Each residence hall is staffed with a student resident director. The RD is responsible for day-to-day supervision of all hall activities, emergency maintenance problems, RA supervision, and general supply needs. RDs report to the residence life coordinator assigned to their halls. The RDs are available to assist students with problems that may arise in the residence halls.

Resident Assistants (RAs)

On every floor of every residence hall there is at least one RA. An RA is a student member of the staff of the Residence Life department. The RAs are selected on the basis of their ability and desire to develop the counseling, advising, and leadership skills necessary to create an effective learning environment. RAs are responsible for assisting students in making a smooth adjustment to campus life, enforcing rules and policies, providing answers to questions, issuing supplies, handling student problems, facilitating residence hall programs, and many other duties which may arise in the residence halls.

Roofs/Ledges

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

Room Assignments

All residence halls are single gender. New students will receive housing applications in late April each year. Room assignments will be made beginning in May and on an ongoing basis thereafter. Every effort is made to match roommates based on the information provided on the roommate questionnaire and individual discussions with CSU's enrollment counselors. At the end of the first two weeks there is an open room switch should problems arise. By this time most people have made some new friends, or problems between roommates have been worked out. Permission to change rooms must be approved by your residence life coordinator or Director of residence life and campus safety prior to the move.

Room Changes

After the first two weeks of the fall semester and after preregistration for spring semester, students are given the opportunity to change rooms and/or roommates at a time designated by the residence life office. Students may NOT move into any room other than the one assigned to him/her without approval of the RLC or Director of Residence Life and Campus Safety. Violation of this policy could result in a fine and/or immediate withdrawal from campus housing. The University reserves the right to move a student to another room upon proper notification.

Room Design

Residence hall rooms are arranged in spacious suites. Each room is joined by a bathroom and has cable TV/Internet access, a private telephone line with voice mail and heating and air-conditioning. Each room has a tiled floor, a window and two closets. The room is furnished with beds, chairs, desks, a dresser, a modular phone jack, cable/internet connections and venetian blinds. The windows are 65.5 inches long and 49.5 inches wide. Dimensions of the room are 11'5" to 15'5" by 18'7" to 22'.

Room Inspection

- Frequency based upon class standing-i.e., Freshman, Sophomore etc.
 - *Freshman-remains unchanged – twice a month.
 - *Sophomore-Minimum once a month – poor performance=twice a month
 - *Juniors-Once a month- poor performance may require additional inspections.
 - *Seniors-Once a semester- poor performance will require additional inspections.
- Occupant with highest class standing- determines level of inspection.
- Penalties:
 - *1st = warning and re-inspection with 24 hrs.
 - *2nd = \$50.00 fine & more frequent room inspections.

- Students notified one week in advance of scheduled inspections.

Room Registration

Students are required to:

1. Be sure that all accounts with the business office are clear.
2. Register for Fall/Spring semester classes and retain proof of registration via class schedule.
3. Pay \$100.00 room deposit to the business office and retain the receipt. This deposit will be applied to your Fall housing bill upon occupancy.
4. Bring both your class schedule and deposit receipt to your RLC's office when you register for housing.

CSU's residence life and campus safety office will post a schedule with date, time and location for room registration (by academic class) accordingly.

Search and Seizure

Authorized representatives of CSU shall have the right to enter any space at any time for the purpose of: inspecting for cleanliness, orderliness, maintenance of space and equipment, assessing damages, investigating possible infractions and enforcement of University rules and regulations. No one, other than authorized representatives of the University, shall enter a student's room without the resident student's permission. Individuals are responsible at all times for articles or substances present, whether brought to their room by themselves or others. Neither students, nor their personal belongings, vehicles, or residence hall rooms shall be subject to arbitrary searches. If, however, reasonable suspicion exists to believe that a search will reveal that University regulations or public laws are being violated by the presence on campus of a prohibited substance, article, or individual, a search for such substance, article, or individual may be conducted by any member of the University administration or staff, including resident assistants and security personnel. Reasonable cause 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 University campus.

Sexual Assault

Rape is a general term used to describe any sexual act against your will or without your consent. About half of all rapes and sexual assaults are committed by someone known to the victim. Many of these are termed "date rapes" (when a woman is coerced into unwanted sexual activity by her date). Just as in the case of preventing or stopping rape by a stranger, common sense and assertiveness are important. Rape is rape; and whether or not you know the rapist doesn't make it any less a rape. If someone you know makes unwanted advances, don't be afraid to resist strongly. If you say "NO", do whatever is necessary to get the point across. If you are going out on a blind date, or with someone you met casually, you might ask yourself a few questions such as: Do I

know anything about this person? Where are we going? Do I have enough money to get back home and/or to campus by myself? Will other people be around? Does anyone else know where I am going? A little advance thought may prevent you from finding yourself in a vulnerable situation later.

If you are raped or sexually assaulted while a student at CSU, you should seek medical attention (even if there are no injuries). Call campus safety if the incident occurred on campus at 20#; if off campus 911, Charleston Memorial Hospital at 577-0660 or contact (PAR) People Against Rape, the local rape crisis center (24-hour counseling and support for survivors of rape) at 722-7273. You can seek support anytime following the incident (or incidences) from the following campus resources:

Counseling Center, Russell West, 1 st floor	863-8010
Residence Life & Campus Safety, Russell West 1 st Floor	863-7103
Dean of Students, Student Center	863-8008
A trusted friend, faculty, or staff member	

A copy of CSU's campus sexual assault policy and procedures can be obtained from the dean of students office or residence life and campus safety office.

Smoking

Smoking is not permitted inside any building on campus. See the residence life office for additional information on this policy.

Storage Rooms

The University does not have space to store students' belongings. During breaks between sessions, students may be allowed to store their belongings in their assigned rooms if they are returning for the upcoming session. Signing of a release waiver is a prerequisite for this. See your RLC for specifics on this privilege. The University will not be accountable for these items.

Summer Employment

There typically are summer jobs available on campus; the pay and benefits associated with these jobs are dictated by the nature of the job. Summer job openings will be posted on campus by midterm each spring semester listing pay, benefits, and job requirements.

Telephone Services

Each residence hall room is equipped with a modular telephone jack. Students are responsible for providing their own telephone. Basic local service and voice mail is available at no charge. For long distance calling, a long distance code may be applied for in the CSU telephone office in the Strom Thurmond Center. Other long distance carriers such as AT&T, Bell South, etc. may also be used by contacting the desired carrier for their services. For further assistance, contact the CSU telephone and long distance services office at 863-8051.

Termination of Housing

If a student does not occupy his/her room by the first day of classes each semester, or does not notify the residence life office in writing of

a late check in, the residence life office reserves the right to assign another student to that room. CSU also reserves the right to deny housing in subsequent semesters to any student who, after warning, persists in behavioral patterns and attitudes which prove disruptive to other resident students. If a resident is found guilty of prohibited conduct, University officials may require the resident to relinquish the room. If a student refuses to move to a room assigned by the residence life office after receiving advance notice (written or verbal) the student may be denied housing or withdrawn from the University. If a student is asked to withdraw from campus housing no refund on the room will be made.

Tornado Procedure

In the event of a tornado, proceed to the interior hallway of the lowest floor of the residence hall. Stay away from windows, doors, and outside walls. Protect your head and do not panic.

Vacuum Cleaners

University vacuums are available to residents who have University carpeted rooms. Anyone needing a vacuum should contact his/her RA.

Vending Machines

Soda and snack vending machines are placed at convenient locations around the residence halls. Any problems with vending machines should be reported to the business office, located on the second floor of the Strom Thurmond Center. You may also call the Residence Life and Campus Safety Offices to report malfunctions. Vendors normally respond within 48 hours of reporting.

Visitation

Coed visitation areas are located in Littlejohn Parlor, the second and third floor lounges in Women's North and South, Russell East and West and in Quad 2 lounge. Coed visitation lounges are open daily from 6 p.m. until midnight.

Voice Mail

Each residence hall room is equipped with a modular telephone jack. Students are responsible for providing their own telephone. Basic local service and voice mail is available at no charge.

Windows/Doors

Nothing is to be placed on the inside or outside of the residence hall windows. If you must cover your window, please contact the Residence Life Office at 7104 or 7103 to receive permission. Nothing is to be taped or stuck to the inside or outside of the room doors. If you are found in violation of this rule, you will be charged \$60 for the repainting of the door. Windows are not to be used as an entrance or exit at any time, except on the first floor in case of a fire.

Withdrawal from Campus Housing

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

1. Make an appointment with the RLC to complete the residence hall withdrawal form. A charge will be assessed for any and all damages found in the room. The room must be emptied of all

- personal belongings prior to check out.
2. Any student failing to return the key upon checking out will be charged \$100.
 3. No refund is made if the occupant vacates before the end of the semester. A prorated refund will be made for meals not taken after official withdrawal from the residence hall. The refund will become effective the first Friday after withdrawal.

SEXUAL HARASSMENT

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

To that end, and in accordance with federal and state law the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, regardless of the sex of the other party, from sexually harassing any other member of the University community. Reports of sexual harassment will be met with appropriate disciplinary action, up to and including dismissal from the University.

Any student who is a victim of sexual harassment can request assistance from the Dean of Students. "Closed counseling support groups," of no more than 10, will be formed to assist and help harassment victims to adjust. Additionally, one-to-one sessions with a licensed counselor can be scheduled as well as referrals to professional counselors in the community.

The University has designated the following individuals as "Reporting Officials" who have the responsibility to receive complaints, initiate an investigation relating sexual harassment, and move it into the appropriate process by which resolution of the complaint will occur:

Affirmative Action Officer-7910	Dean of Student Success-8025
Dean, School of Education-7914	Dean, School of Nursing-7075
Dean, School of Business-7914	Dean of Students-8008
Assistant Dean, Student Development-8009	
Dean, College of Arts/Sciences-7169	
Director of Housing and Security-7102	

A copy of the University's policy on Sexual Harassment can be obtained from the dean of students office.

SOLICITATION

No person or organization, excluding Charleston Southern University students and/or properly chartered student organizations, shall be allowed to solicit on campus without prior approval from the director of student activities.

SPEAKERS

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

STUDENT ACTIVITIES

All students, part-time or full-time, are encouraged to participate in all campus activities offered. A listing of current activities may be obtained from the student activities office. A valid CSU ID is required to participate in any activity.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In compliance with its duties under federal law, Charleston Southern University makes an annual disclosure of campus crime statistics and graduation rates to all students and applicants for enrollment. A copy of the annual campus crime statistics may be obtained from the campus security office (863-7103). A copy of CSU graduation rates may be obtained from the office of institutional research (863-7170).

STUDENT SUCCESS CENTER

Students needing assistance with academic support, career planning, special needs accommodations, or employment should call or stop by to make an appointment for assistance. The phone number is 863-8025. The Student Success Center is located on the first floor of the Strom Thurmond Center. The Testing Center is co-located in the Student Success Center, and is open Monday-Friday from 8 a.m. until 5 p.m. The center provides proctored testing facilities for students who are unable to take tests during scheduled class time. Contact the Testing Center for additional information.

STUDENT PUBLICATIONS

Charleston Southern University publishes three student publications: the newspaper (Buc In Print), yearbook (Cutlass), and literary magazine (Sefer). The Buc In Print and Cutlass are advised by the University's director of publications in the university relations office. The Sefer is advised by a member of the English department.

TRAFFIC APPEALS

Campus security personnel are enforcing agents for the existing regulations and do not grant appeals.

All appeals are made to the house council, and their decision is final. Appeal forms are available from the director of housing and security.

TRAFFIC FINES

All fines should be paid at the cashier's window in the business office, and the receipt must be taken to the residence life and campus safety office. Fines are assessed as indicated on the violation notice. Fines unpaid after 14 days will be doubled.

Traffic violations include:

1. Current parking sticker improperly displayed or

- | | | |
|---|-----------|----------|
| not displayed | | \$20.00 |
| 2. Improper Parking in Visitor, No parking, Faculty/Staff, or more than 30 minutes in a 30-minute parking zone. | | \$20.00 |
| 3. Obstructing Traffic | | \$20.00 |
| 4. Parking in driveways, loading zones, on grass or sidewalks, or unauthorized area. | | \$20.00 |
| 5. Parking in a fire lane. | | \$40.00 |
| 6. Failure to yield to a pedestrian | NCPD Fine | |
| 7. Speeding | NCPD Fine | |
| 8. Parking in a handicap zone | | \$100.00 |
| 9. Careless or reckless driving | | \$50.00 |
| 10. Driving on the grass (plus damages) | | \$20.00 |

Some roads on campus are under jurisdiction of the North Charleston Police Department, and therefore are subject to fines for violations consistent with the city of North Charleston.

TUTORIAL SERVICES

The Learning Center assists students one-to-one with specific courses and conducts group sessions to help students better understand subject matter.

The center provides tutors who have excellent academic qualifications and are recommended by faculty. Academic support is provided at no cost and is open to both day and evening students. The center is located on the first floor of Russell West. To receive further information, call 863-7091 or visit the Learning Center web page via the CSU home page.

VOICE MAIL

Each residence hall room is equipped with a modular telephone jack. Students are responsible for providing their own telephone. Basic local service and voicemail is available at no charge.

VEHICLE REGULATIONS

University regulations require that all motor vehicles owned and/or operated by students on campus display vehicle permits obtained during the first two weeks of any given session and immediately thereafter as other vehicles are acquired. The permit period extends for 12 months beginning with the fall semester. The permit must be displayed on the rear window or bumper, driver's side.

The cost of a permit is \$10.00 annually. A temporary permit, which is valid for 14 days, may be obtained for 50 cents when a motor vehicle is brought on campus. A copy of vehicle regulations will be provided when vehicle is registered.

All resident vehicles must be the property of the student, student's spouse, or student's parents.

Physically handicapped students may obtain special parking consideration by submitting a request to the security office.

The University assumes no responsibility for the care or protection of any vehicle or its contents while on University property.

Vehicle Maintenance is not allowed on campus as anytime.
Registered drivers are responsible for any violations involving their vehicles.

WITHDRAWAL FROM THE UNIVERSITY

A student withdrawing from the University for any reason must follow the withdrawal procedure outlined in the catalog. This constitutes an official withdrawal, which is placed in the student's permanent file for future recommendations. Information regarding withdrawal procedures and withdrawal forms may be obtained from the Dean of Students Office.

WORK-STUDY EMPLOYMENT

The campus work-study office is located in the Student Success Center. The office provides placement services for students in a variety of campus employment opportunities. This office will also assist students with any questions concerning College Work-Study payroll. Call 863-8067 for further information.