

The Pilot

Student Handbook 2011-2012

Published by
The Student Government Association of Erskine College

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Erskine Traditions

Soiree - The first night of Freshmen Orientation at Erskine allows incoming freshmen to meet fellow classmates while dining and dancing during a theme oriented evening.

Convocation/Chapel is held each Tuesday and Thursday, bringing outstanding speakers to the Erskine campus and providing an opportunity for the entire academic community to come together. Special lecture series, such as the Staley Distinguished Christian Scholar and Younts Lecture Series annually bring renowned men and women to the campus for convocation programs. These speakers often meet following convocation for group discussions with interested students. Renowned speakers and musicians along with special worship services are part of the Chapel programs.

Signing of the Book - The Freshmen women meet in Bowie Arts Center to sign the Student Register which dates back to the time of the Due West Women's College.

Back-to-school Bash - This celebration of returning to classes in the fall is usually held the first weekend after classes begin for the Fall term.

Signing of the Cloth - All incoming freshmen at the President's Reception sign the linen tablecloth which becomes a symbol of that class and will be used at that particular class' senior dinner.

Society Rush - This is the time of the year that societies hold meetings to allow students to explore the literary societies and be initiated into them.

Fleet-o-rama - A bonfire is held on the intramural field the night before homecoming while organizations build their floats for the Homecoming Parade.

Homecoming - The entire Erskine Family gathers to reminisce about college days of old and new. The weekend features the crowning of the Homecoming Queen, a concert, and the Homecoming Parade.

Jesters, Secret Seven, and the Horsemen - These three Secret Societies are the best kept secrets at Erskine. Each society is made up of a select few and takes part in positive, school-spirited mischief. The senior members reveal themselves at graduation. Keep your eyes peeled for strangers in the night or moving shadows, for you might stumble on to them.

Spring Fling - This festival welcomes spring-time to the campus. The festivities include campus games and organizational booths. The Spring Formal and the Spring Fling concert fill the evenings with music and fun.

Candlelights - This event occurs when a young lady becomes engaged. The young ladies all gather outside Bonner Hall with anticipation as to the identity of the newly engaged. A candle is passed and the engaged takes the candle as it goes by her and blow it out to reveal herself.

Who Can Help???

Academic Assistance - Take advantage of Erskine's very available professors and go see the ones whose classes are giving you a tough time. Tutors are available between the hours of 6 and 8 pm Monday - Thursday through the Supplemental Instruction Program in Belk Hall. See Jeanne Bell, jbelle@erskine.edu, or (864) 379-6660, for more information. A librarian may also be able to help with your research projects.

Academic Affairs - (2nd Floor Belk Hall) The Academic Office maintains all academic records including information about the Winter-Term and Drop/Add. Contact Nancy McKay, mckay@erskine.edu, or (864) 379-8872, for more information.

Financial Aid - (3rd Floor, Belk Hall) For questions regarding financial aid and scholarships contact Allison Sullivan, Director of Financial Aid, sullivan@erskin.edu, or (864) 379-8832.

Tuition, Fees and Work Study Payments - (2nd Floor Belk Hall) For questions of this nature please contact the Business Office directly at (864) 379-8811.

Career Services - (2nd Floor Watkins Student Center) Dusty New, Director of Career Services, is available to help with your resume, interview skills, testing, graduation school applications and selection, and other career related decisions. Contact Dusty New at new@erskine.edu, or (864) 379-8725.

Computers - (3rd Floor Belk Hall) For computer related issues, please contact Jonathan Cann at (864) 379-8816.

Chaplain's Office / Campus Ministry - (1st Floor Watkins Student Center) For more information on the Chaplain's Office and Campus Ministry opportunities at Erskine, contact Paul Patrick at ppatrick@erskine.edu, or (864) 379-6675.

Counseling Services - (2nd Floor Watkins Student Center) For more information about Erskine's Counseling Services please contact Dr. Robyn Agnew, Vice President for Student Services at ragnew@erskine.edu, or (864) 379-8701.

Guest Rooms - (Watkins Student Center) Erskine maintains several guest rooms for out of town visitors. If you would like to reserve one of these rooms, please call Kathy Busby at (864) 379-8810.

Cable Service - Call Charter Cable at (800) 955-7766.

Security - Call Erskine College Public Safety at (864) 379-8869 or their On Duty Cell at (864) 378-1650. Due West Police at (864) 379-2150, or for emergencies dial 911.



Places and Times

Watkins Students Center: Watkins Student Center is open to all college and seminary students. The main lobby is set up with numerous chairs and couches for studying and visiting. The Student Center opens at 7:00 a.m. and closes at 12:00 midnight. The Student Center also houses the Campus Bookstore, Snappers, Guest Rooms, Campus Post Office, Conference Rooms, TV Room, Student Services, Career Services, Campus Ministry, and Student Offices.

Erskine College Bookstore: The Erskine College Bookstore is located in the left wing of Watkins Student Center. The Bookstore carries all books that are required for class use as well as school supplies, cloth goods, snacks, and Erskine merchandise. The Bookstore hours are 8:30 a.m. to 4:30 p.m. Monday through Thursday, and 8:30 a.m. to 2:30 p.m. on Friday. To place an order over the telephone, call the Bookstore during its operating hours at (864) 379-8846. Go to the Erskine College website at www.erskine.edu and click on Bookstore to view available items. The Bookstore accepts MasterCard, Visa, American Express, and Discover. The Bookstore will accept returns on books purchased at the store within one week of the first day of class. Clothing items may be returned up to two weeks from the day of purchase. You must have your receipt in order to make returns. All new books to be returned must be clean, with the shrink-wrap still on the books. During exam week at the end of each semester, Missouri Book Services sets up outside of the Bookstore to conduct a book "Buy Back".

Snappers: Located in the left wing of Watkins Student Center. Snappers consists of Java City Coffee Shop, Smoothie Bar and fast food grill. Pool tables and ping pong tables are also located in Snappers.

Guest Rooms: There are three non-smoking guest rooms located on the second floor of Watkins Student Center. Each room has two single beds with linen provided. To reserve a guest room in Watkins, please call Facilities Management at (864) 379-8810.

Campus Post Office: Located in the left wing of Watkins Student Center, beside Snappers. Every student is assigned a campus post office box. The hours for package pickup are posted on the CPO door.

Conference Rooms: Watkins Student Center houses two conference rooms that can be reserved on-line on the Campus Calendar (www.erskine.edu). The Bell Conference Room is located on the first floor and contains a small kitchenette, and the Living Hope Conference Room is located on the second floor.

TV Room: The TV Room is located on the first floor of Watkins Student Center and is available to all college and seminary students.

Student Services, Career Services: Located on the second floor of Watkins Student Center. Residence Life, Student Conduct, Health Services, Counseling, Orientation Programs, Student Organizations & Activities, and Career Counseling & Testing are handled in these offices.

Campus Ministry: The office of Campus Ministry at Erskine exists to provide a ministerial presence on campus for all Erskine students. Located on the first floor of Watkins Student Center, the campus minister offers an "open door" for one to one conversation for all Erskine students, while also offering a variety of large group and small group ministry opportunities to the campus. Campus Ministry interns operate from the same office.

Student Offices: All are located on the second floor of Watkins Student Center: Student Government Association (SGA), Student Christian Association (SCA), Erskine Entertainment Board (EEB), The Mirror, and Arrow.

Moffatt Dining Hall

Located at the west wing of Watkins Student Center is Moffatt Dining Hall which was constructed as a memorial to Dr. James S. Moffatt and his wife, Jennie Grier Moffatt. Moffatt Serving Hours:

Monday – Friday

Saturday and Sunday

Breakfast (Hot)..... 7:00am-9:00am

Breakfast..... 8:00am-9:00am

Continental Breakfast... 9:00am-10:00am

Lunch..... 12:00pm-1:00pm

Lunch..... 11:30am-1:30pm

Dinner..... 5:00pm-6:00pm

Dinner.....Mon-Thurs 5:00pm-6:30pm /Friday 5:00pm-6:00pm

Galloway Center

The Galloway Center houses Belk Arena, the main basketball arena, an auxiliary gymnasium, two racquetball courts, a rock climbing wall, the weight room and other activity areas. This building is open until midnight. Any student is welcome to use these facilities when planned activities are not in effect.

McCain Library

McCain Library is your center for information during your time at Erskine. The library provides a large collection of resources in a variety of formats (print, online, and audio/visual); services such as borrowing privileges, help with research, access to computers and the internet, and printing/copying; and a place to study quietly by yourself, work on a group project, check your email, or just relax between classes.

The Library hours are Monday-Thursday (8 a.m.-11 p.m.), Friday (8 a.m.-5 p.m.), Saturday (1 p.m.-6 p.m.) and Sunday (2:30 p.m.-11 p.m.) during the Fall and Spring semesters. Summer hours are from Monday-Friday (8 a.m-5 p.m.).

At the library, you have access to collections of:

- Books and e-books
- Journals, magazines, and newspapers (print and online)
- DVDs and CDs
- And more!

The librarians are available to help you with locating materials for your research projects and using the library's electronic databases and collections.

The library provides computers for access to the internet and email, library catalog and databases, and productivity software (such as MS Office). Printing is available. The library also provides wireless internet access for those with their own laptops.

You will need your Erskine ID to check out items from the library. Your ID number will also grant you off-campus access to most of the libraries electronic databases.

Most books may be checked out for 30 days and may be renewed. Some books are for use in the library only, including books in the reference collection and the archives. Audiovisual items (DVD, VHS, CDs, etc.) circulate for 7 days with no renewals.

An overdue fee of \$0.10 per day, per item will be assessed for overdue circulating books; \$0.50 per day, per item will be assessed for overdue audiovisual materials; and \$1.00 per day, per item will be assessed for overdue interlibrary loan items. All materials must be returned by the last day of exams in any term.

Course Reserve items (materials related to a particular course and selected by the professor for students in the class to use) circulate in one of two ways: (1) 3 hours within the library only or (2) for a 7-day period, during which time the materials may be taken out of the library. You will need your Erskine student ID to use Course Reserve items.

If the library does not own a book or journal article that you need, there are ways that the library can help you get those materials from other places. As an Erskine student you have borrowing privileges at college and university libraries across S.C. through a cooperative borrowing program called PASCAL Delivers. It includes an online requesting system and 2-3 day delivery to McCain Library. Also, you may request an item (book, copy of an article, etc.) through a service called interlibrary loan (ILL). For help with these services, ask at the library.

Photocopying and printing are available in the library. All copies/prints are \$0.05 per copy/print. McCain Library is your center for information during your time at Erskine. The library provides a large collection of resources in a variety of formats (print, online, and audio/visual); services such as borrowing privileges, help with research, access to computers and the internet, and printing/copying; and a place to study quietly by yourself, work on a group project, check your email, or just relax between classes.

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Photocopying and printing are available in the library. All copies/prints are \$0.05 per copy/print.

For more about McCain Library, access to electronic resources, or information on how to contact a librarian for help, see the library's website at <http://www.erskine.edu/library> **Younts Infirmary** Dr. Bryan Henry, along with Reba Stille, R.N., provide medical care for the college. In addition to the hours posted, Dr. Henry welcomes students to his practice behind Bonner and Kennedy in the event of an emergency. The Infirmary hours are Monday-Friday (7 a.m.-8 p.m.) and the Doctor's call is at 8 a.m. each weekday.

For more about McCain Library, access to electronic resources, or information on how to contact a librarian for help, see the library's website at <http://www.erskine.edu/library>



From the Desk of President Norman

I am excited to welcome the upperclassmen back to campus and to welcome the Class of 2015 into the Erskine community. It has been wonderful getting to know many of you over the course of the past year, and I look forward to getting to know the rest of you during the upcoming school year. Your time at Erskine will be one of the most memorable seasons of your life, and I hope you will make the most of the Christian, liberal arts environment. During your Erskine experience, not only will you become equipped for the workplace, but you will also become equipped to make important life decisions with an eye to the broader context. I believe that it is our responsibility as Christians to fill the earth and subdue it with the love and the justice of our Father. I understand that the process of human flourishing is difficult, personal, and always incomplete. The Erskine community is fertile soil in which to begin your personal transformation into the person God wants you to become. When you graduate from Erskine, not only will you have knowledge for the workplace, but you will also have integrity and wisdom for life. Welcome to the beginning of your journey.



All for Christ!

David A. Norman, Ph.D.
President

Student Services



Dr. Robyn Agnew
Vice President for
Student Services



Dr. Bryan Rush
Dean of Students



Melissa Livingston
Coordinator for
Residential Learning and
Development



Dusty New
Director of Career Services

Before students come to Erskine each fall, the Office of Student Services begins to work ensuring all of our college experiences are positive. The members of the Office of Student Services plan, pair up, and assign so things will be ready for us in the fall. The office hopes to assist all of us in becoming involved at Erskine. The staff, which includes, Robyn Agnew, Bryan Rush, Melissa Livingston, Dusty New, and Jennifer Cooley, can offer assistance with counseling, student life, career planning, residence life, student organizations, and student activities, among many other things. Student Services deals with all facets of college life. If you don't like your roommate's actions, contact your



SLA or RD, but if they can't help contact the Office of Student Services. The office also works to see that student affairs run according to the policies of the Student Government Association Constitution and By-Laws in addition to the College's Rules and Regulations.

Career Services is concerned with helping students decide what we want to do when we "grow up" and how we get there. The office hosts business, education and other representatives who come to campus to interview students and offer seminars on resumé preparation and interview skills. The Career Services offices are located on the second floor of Watkins Student Center.

In addition to these services, off campus professional counseling is available to Erskine students. For referral, please see Dr. Robyn Agnew, Vice President for Student Services. Also, alcohol and drug abuse counseling is available from an off campus counselor. Please see the Dr. Agnew for a referral.

Student Organizations

SGA - Student Government Association -- Membership includes all enrolled students of Erskine College, who are entitled to the privileges and bound by the responsibilities of the SGA Constitution. **The Student Senate**, elected by members of the student body, serves as the legislative branch of the SGA, and a Judicial Council serves as the judicial branch. Erskine College is proud of its Honor System administered through Judicial Council.

President: J.P. Duncan

Vice President: Anna Thies

Treasurer: Jourdan Page

Secretary: Rachel Ramsbottom

Parliamentarian: Tiffany Hutchinson

Class Presidents

Class of 2012: David Pendergrass

Class of 2013: Sachini Banadara

Class of 2014: Chris Caldwell

Class of 2015: TBA

SCA - The Student Christian Association opens its membership to all students, and all are encouraged to be active in its endeavors. Each year, a Christian Emphasis Week is observed on the campus with an outstanding program of speakers, music, and films. The SCA also sponsors the annual freshman soiree and the Christmas program. At various times the SCA conducts appropriate convocation services and retreats. The SCA annually presents a scholarship enabling a foreign student to attend Erskine. This scholarship honors the late Dr. Janet Alexander, for many years an honored medical missionary to Pakistan.

President: John Hornby

Vice President: Jessica Swanner

Treasurer: Raleigh Davenport

Secretary: Heather Emch

Erskine Entertainment Board (EEB) - The purpose of the Entertainment Board is to provide Erskine Students with a varied program of entertainment such as dances, concerts, and other performances. It is composed of students elected from each class. The **EEB** encourages the participation of all students and seeks suggestions, advice and help from all in order to function in its fullest capacity. EEB Chair – Taylor Wolfe

Judicial Council -The Judicial Council has original jurisdiction in all cases involving violations of SGA regulations. It is composed of elected EC students, tries those accused of violations and prescribes sanctions according to the guidelines set forth in **The Pilot**. Judicial Chair – Emily Robinson

The Intersociety Council - Intersociety Council serves all eight Erskine Literary Societies. The purpose of IC is to be a liaison between societies and the SGA and Student Services. The IC also governs the societies by ensuring that EC rules and regulations pertaining to campus organizations are upheld. Chair – Anna Thies

The Arrow - Erskine's yearbook, captures many different aspects of the Erskine Community through sections such as academics, organizations, sports, people, and student life. In previous years, **The Arrow** has won numerous awards at the state level. All students are encouraged to participate in the publication of **The Arrow** in the areas of copy writing, designing layouts, developing, and photography. Editor – Laura Caskey

The Mirror - Erskine's student newspaper reflects the voice of Erskine students. **The Mirror** publishes editions of news, sports, features, and editorials concerning the college. Its staff presents opportunities for students in the areas of photography, developing, reporting, and designing layout. In recent years, **The Mirror** has also won several state awards. Editor – Schadell Brooks

Student Life Council comprised of all SLAs, RDs, Deans, SGA President and Vice President, Judicial Vice Chair, Chaplain and Student Activities Director, meets every other week to work toward the betterment of campus life.

Onward and Upward is Erskine's outdoor recreation organization. This group sponsors such activities as rock climbing, hiking and camping.

Alpha Chi is a national honor society established for the promotion and recognition of scholarship and of those elements of character which make scholarship effective for good among the students in the academic divisions of colleges and universities in the United States of America and other countries.

Alpha Psi Omega is an honorary fraternity. Membership in the Rho Psi Chapter at Erskine is based upon accumulation of points by acting in productions or by working backstage in the field of dramatics. Admission standards are set by the national organization.

American Chemical Society membership is open to majors in chemistry, pre-medicine, and science who are recommended by American Chemical Society members. A student affiliate branch of the American Chemical Society was established at Erskine in 1969.

Association of Multicultural Students purpose is to promote cultural diversity on the Erskine campus and to honor all cultures created by God. Activities sponsored by AMS are the Hispanic Heritage Month fiesta, a Candlelight Honoring Black History Month, and a Culinary Tour of Asia and the Pacific Islands. All students are welcomed to join AMS.

Beta Beta Beta, the National Biological Honor Society, offers outdoor activities, service projects, and associate membership to any student, regardless of major, who has an interest in the life sciences. Students excelling in biological or biochemical sciences can attain full membership, as well as the opportunity to conduct and present laboratory or field research projects at regional meetings.

Campus Safety Team members meet regularly to discuss safety concerns on the Erskine campus. Members also assist in providing security for all on-campus concerts and major events.

Cheerleaders, Erskine's official cheerleading squad, holds tryouts in each fall. The Cheerleaders cheer at basketball ball games and other campus events.

Council for Exceptional Children, sponsored by the education department, is a service organization dedicated to improving and researching special education techniques and methods.

Denominational Groups, sponsored by various denominations represented on the Erskine campus, include the Associate Reformed Presbyterian Student Union and Baptist Campus Ministries. Other denominational groups, such as Canterbury and Lutheran Campus Ministries, form as interest dictates.

Epsilon Sigma Tau, standing for "Erskine Student Teachers," is a chapter of the Student National Educational Association. Membership is open to all classes, and meetings are held monthly.

Erskine Chamber Singers, Choraleers, and Sinfonia perform concerts, recitals, and musicals under the auspices of the Erskine Music Department. The Choraleers make an annual tour, visiting Europe in 2003, and they won third place in the National Collegiate Choral Competition in 1992. Sinfonia, a wind ensemble, performs at commencement and sports events and often accompanies choral groups. Musicians specializing in jazz may participate in "Pizzazz," a smaller group within Sinfonia.

Erskine Equestrian Club, was formed in 1990. The club's purpose is to train, practice for and compete in intercollegiate horse shows as well as to learn horse care and improve riding skills. A physical activities course in equestrian skills is also available.

Erskine Players consists of students with an interest in dramatics. Membership is open to all students who are interested in any phase of the theatre. Under capable direction, this group has produced such outstanding plays as “As You Like It,” “A Doll’s House,” “She Stoops To Conquer,” “The Man Who Came to Dinner,” and “An American Clock.”

Erskine Students for Life was chartered in 2000. This group seeks to uphold the sanctity of human life through education and practical assistance to crisis pregnancy centers.

Fellowship of Christian Athletes is open to players, coaches, trainers, and anyone interested in sports in order to promote Christ on the campus and in the community. Club members enjoy fellowship with one another and being involved in community service projects.

Fleet Fanatics, one of Erskine’s newest student organizations, established in 2008. The purpose of the Fleet Fanatics is to inspire, support and motivate all athletes. The Fleet Fanatics plan on increasing awareness of and attendance at all sporting events. As result, improve the spirit of Erskine College.

Gospel Choir exists to spread the message of Jesus Christ through music. The choir’s purpose is to lead their audience in sincere praise and worship, and to bring a message of faith, hope, and encouragement. The choir holds its annual concert each May.

Habitat for Humanity established an Erskine College Chapter in 1988 through cooperation with the Anderson County, S.C., Habitat. The group provides volunteers and raises funds to help this international non-profit Christian housing ministry to assist people in improving their housing conditions and owning their own homes.

Krazy Math Enthusiasts is open to all students interested in mathematics, providing fellowship and exploration of mathematical fields.

Kappa Mu Epsilon is a national mathematics honor society. The South Carolina Delta chapter, installed at Erskine in 1991, recognizes outstanding students who are members of the Krazy Math Enthusiasts. To qualify for membership, a student must complete at least three semesters of college courses, rank in the top 35 percent of his or her class, complete at least three college courses in mathematics including at least one semester of calculus, and attain an average of B or better in all mathematics courses. Transfer students must, in addition to the above, complete at least one semester and at least one mathematics course with a B or better at Erskine.

Literary Societies are social and service organizations for Erskine students. The *Euphemian*, *Philomathean*, and *Chi Lambda Sigma* Societies are for men and the *Athenian*, *Euphemian*, *Philomelean* and *Chi Lambda Sigma* Societies are for women. The Intersociety Council governs all literary societies.

Omicron Delta Kappa is an outstanding national leadership honor society. It organized a circle at Erskine College in 1964. Men and women of the junior and senior classes who excel in scholarship, leadership, and service are selected for membership. The society also consists of faculty, administration and alumni who have exhibited exceptional leadership and service abilities.

Phi Alpha Theta is an international honor society in history. To qualify for membership, students must rank in the top one-third of their class, have a 3.1 grade-point ratio in history courses, and have completed at least 12 hours in history. Phi Alpha Theta honors meritorious scholarly works by its members with a number of prizes and awards. Members are also given the opportunity to present papers at regional meetings. The Psi Xi Chapter of Phi Alpha Theta was installed in 1978.

Servant Ministries was established to encourage and oversee the involvement of the Erskine student body in Widows’ Watchmen Ministry.

SIFE (Students in Free Enterprise) provides teaching and assistance to the local and global community to promote their understanding of market economics as well as trying to increase their success skills, entrepreneurial spirit, financial literacy and ethics.

Society of Physics Students is open to students interested in physics, and is a chapter of the National Society for Physics Students. Sigma Pi Sigma membership is a special recognition given to outstanding physics students who are members of the Society of Physics Students. Erskine's chapter of this national physics honor society was established in 1990. It works within that society to advance scholarship in the field of physics.

Society of Visual Arts (SOVA) is open to all students and serves to provide an avenue for artistic development and discovery, and to promote the visual arts on the Erskine College campus. SOVA seeks to provide on-campus and off-campus events that will encourage students to appreciate and get involved in the process of creating.

Sigma Tau Delta is a national honor society in English recognizing excellence in scholarship and creative writing and outstanding achievements of local chapters with prizes and awards presented at its annual national convention. To qualify for membership, a student must be an English major or minor, rank in the top 35 percent of his or her class, have a minimum 3.0 GPR in English courses, and have completed at least six hours of English courses above the freshman level. The Xi Phi Chapter was installed at Erskine College in 1987.

South Carolina Student Legislature exists to promote student input into public policy-making in South Carolina and to educate students about the functions of democratic government.

Theta Alpha Kappa is a national honor society recognizing success in the field of religious studies

Young Conservatives is a Christian organization dedicated to fostering the breadth of conservative values in our school, community, state, and country.

From the Desk of the Student Government Association President J.P. Duncan

Hey everyone!

Welcome to the 2011-2012 school year. I hope that you all had a great summer. For many of you, I know that it went by too quickly, for others the school year could not get here quickly enough. Nevertheless, I am glad that you all made it to Erskine. For the freshman, you are beginning a new chapter in your lives and I hope that you enjoy Erskine. We are a close knit family here. I encourage you to become active on campus and meet everyone that you can.

Whether you do that by joining clubs or organizations, going to sporting events, attending formals, or studying with others; meeting people is the best way to enjoy your time at Erskine. Remember that you are only here for four years, so enjoy every minute of it. Upperclassmen, welcome back! It is good to see you again and I am glad that you have found your way back to Due West. I know that we will have a great year through the good times and the tough times.

I would like for everyone to know that SGA is here to serve you. If you have a suggestion, complaint, or opinion that you feel will help out our student body please tell a representative of SGA. We will do our best to represent you and all of the matters we can to the faculty and administration. Also please use the Pilot. It has been written and revised to assist you.

Finally, I ask you all to work hard and be well prepared for your projects, tests, and athletic events. Whether we are making A's in classrooms or getting W's on the playing field, I want Erskine to continue to rise to the top in all categories. I pray that you all have a fun and successful year. May God watch over and guide us all.

God Bless,

John Paul Duncan
SGA President
2011-2012



Constitution of the Student Government Association of Erskine College

PREAMBLE

We, the students of Erskine College, realizing the necessary and beneficial nature of orderly student government, in the desire to establish firmly and promote the principles of self-government, do ordain and establish this Constitution of the Student Government Association (SGA) of Erskine College .

ARTICLE I - Name

The name of the Organization shall be called the Student Government Association of Erskine College.

ARTICLE II - Purpose

The purposes of the SGA shall be to expand and promote interest in student activities and student government; to provide the means for a clear expression of student opinion and its presentation to the faculty and the administration; to foster, in every manner possible, activities which shall build strong moral character and sound citizenship among the students of Erskine College; and to function in accord with the established purposes of Erskine College.

ARTICLE III - Membership

Membership of the SGA shall consist of all students enrolled at Erskine College.

ARTICLE IV - Officers

SECTION A. The officers of the SGA and their duties shall be:

1. President - To preside in convocation; to call and preside over meetings of Student Senate; to act in an official capacity as representative of the SGA; to announce all SGA meetings one week in advance, disclosing the nature of the business (exception: emergencies); to enforce the provisions of the SGA Constitution; to change election dates in cases of emergencies; to supervise specified events; to edit the student handbook; to be responsible for clarification and changing of the Constitution when necessary; to prepare with the Secretaries a report of the year's work for the SGA files; to appoint with the approval of Student Senate, all necessary committees of the Senate and act as an ex-officio member of these committees. The President of SGA shall not serve as a member of the College Committee on Discipline and Appeals (CDA).
2. Vice President - To assume the duties of the President in the event of the President's absence or incapacity; to work with the SGA President in coordinating activities on campus; to cooperate with and assist the President in the performance of the President's duties; to chair the Election Committee.
3. Secretary - To keep the minutes for all SGA meetings and all meetings of Student Senate, as well as to attend to all correspondence of the SGA.
4. Treasurer - To attend and keep accurate records of all financial affairs of the SGA account and manage spending to meet the organizations annual budget. The treasurer will serve as chairperson of the Finance Committee. The Treasurer must have served at least 1 year on the Student Finance Committee (does not have to be consecutive) or if popularly elected must complete a 6-hour training course under the outgoing SGA Treasurer and the Director of Campus Life.
5. Parliamentarian - to see that all SGA meetings and meetings of Student Senate are conducted according to Robert's Rules of Order

SECTION B. Method of Election:

1. Nominations for the President shall be held on the first Tuesday in March during convocation. One week after nominations, these nominated candidates only shall give their campaign speeches, which shall be followed by an election by secret ballot. At the convocation following the election of the President, nominations shall be made for the offices of Vice President, Corresponding Secretary, Recording Secretary, Treasurer; Chairperson, Vice Chairperson and Treasurer of the Entertainment Board; Chairperson and Vice-Chairperson of the Judicial Board. At the next convocation, these nominated candidates only shall make campaign speeches.

2. a. Membership of the Elections Committee shall consist of the Senior and Sophomore representatives to Judicial Council, the Vice President and Secretary of the SCA and the President and Vice President of SGA.

b. The duties and powers of the Elections Committee shall be:

1. To review, with the power to conduct, all student body elections.
2. To check qualifications and eligibility under the point system of candidates of SGA officers and of candidates in other student body elections.
3. To authorize one observer for each candidate for a student body office to witness the tallying of the vote.
4. To make decisions concerning election procedures, special elections, and eligibility of candidates.
5. To give adequate notification of all student body elections at least a week in advance and to prepare ballots for student body elections.
6. To declare the candidate with a fifty percent plus one majority the winner.
7. To rule on eligibility of candidates appealing the restrictions of the point system.
8. To declare the results of an election null and void and to authorize a new election approving only the results of the new election.

3. Any organization funded by the student activities fund shall have its head elected by the student body, except where specified otherwise in the constitution. Candidates for the offices shall be named by the previous year's officers of the respective organizations: The Arrow, The Mirror, The Review, and the cheerleaders shall be elected from within the specific organization. These individuals shall be subject to approval of the Student Senate by a two-thirds majority vote, which shall be responsible for insuring that these individuals meet all qualifications for the position.

4. a. SGA officers shall be elected according to their qualifications of character, leadership, and scholarship. To be eligible to be an officer in the SGA, a student must have at least a 2.0 g.p.a. overall and for the semester preceding his or her term in office. In addition, the officer must maintain a 2.0 g.p.a. during his or her term in office. Both the President and Vice Presidential candidates must be a rising junior or senior.

2. No student may hold a position on more than one of the following organizations simultaneously:

A. Judicial Council/Student Senate

B. Judicial Council/Student Life Council

4. All SGA officers shall be nominated from the student body at-large by popular vote. Election by secret ballot shall follow (one more than one half of all votes cast). Only candidates nominated in convocation shall be on the ballot for SGA offices. The Elections Committee, as prescribed above,

shall conduct all elections of SGA funded organizations. On the night of the election, they shall meet to tabulate and declare the results of the election. The ballots shall be held for two (2) weeks after the date of the election. At the end of two weeks, the ballots shall be burned. Anyone wishing to contest the results of any election may do so for a period of two weeks (14 days) following the election committee's declaration of results. If a person wishes to contest the result of an election, that person must present to the Elections Committee a written protest including the reasons for contesting. After two weeks (14 days), election results shall not be open to challenge. The installation ceremony shall be held one week after all elections are completed. Duly elected officers shall serve one year.

SECTION C.

SGA officials (this includes the SGA officers, members of the Student Senate, the SCA officers, the Chairperson and Vice Chairperson of Judicial Council, members of the Judicial Council, and the Chairperson and Vice Chairperson of the Entertainment Board) shall be removed from office upon conviction of a violation of the Honor Code or failure to maintain a 2.0 g.p.a. during his or her term in office. SGA officials, as specified above, may be removed from office for any of the following: (1) incompetence, (2) failure to perform duty, and/or (3) conduct or action which Student Senate may deem unworthy of an official of the SGA. The process of removal of a SGA official shall be as follows:

1. Notification of the charges against the official shall be brought to the attention of the Faculty advisor of the Student Senate.
2. The Faculty advisor shall then call an emergency meeting of the Student Senate to announce the charges and form an Investigative Committee. Five (5) members of the Senate shall be chosen by the Faculty Advisor, and shall gather the facts related to the case. The Investigative Committee has the power to call witnesses in closed-door hearings, and the identity of the witness will be kept secret. The Faculty Advisor shall be the chair of this Investigative committee and can call a special session at any time. The final report will be due 48 hours after the first emergency meeting of the Student Senate.
3. After hearing all the facts, the Investigative Committee will write a report to the Senate listing all the facts in the case, with the Faculty Advisor reporting it to the Senate. After the report by the Investigative Committee is made, Senate shall then move into a special session of the Committee of the Whole to discuss and debate the charges and facts. No minutes will be taken, and a regular quorum of the Senate shall constitute a quorum of the Committee of the Whole. After adequate discussion, the Committee of the Whole will then move back into regular Senate. The final vote of removal will take place only in regular Senate and will be by two-thirds of the total membership of Student Senate. The vote shall be by secret ballot. The decision of the Student Senate may be appealed to the College President if the officer is removed.

SECTION D.

Method of Filling Vacancies

In case of removal of the President of the SGA, President of the SCA, Chairperson of Judicial Council, or Chairperson of the Entertainment Board, the respective Vice President or Vice Chairperson shall succeed him or her in office. In all other cases, the President of SGA (or acting President if the President is removed) shall then hold nomination procedures no later than one week after removal of the officer. Elections for the vacant office shall be held at the first convenient date that is approved by the Elections Committee.

ARTICLE V - Student Senate

SECTION A. The purpose of the Student Senate shall be to further Student Government for the betterment of the Student Government Association and the College and to deal with problems which concern the entire student body.

SECTION B. Membership

1. Membership of Student Senate shall consist of the President of SGA, who shall serve as speaker; the Vice President of SGA; the Secretary of SGA; the Parliamentarian of SGA; the Treasurer of SGA; the presidents of each class; 2 representatives elected at-large from each class; 2 from all other residence halls; and 1 representative elected at-large from all day students. A total of 30 senators shall constitute the Student Senate. In the event a vacancy occurs in Senate, the President and Vice President shall appoint a representative after the nominee is approved by Student Senate.

2. Boarding students shall be allowed to vote only for those candidates from their class and residence hall. Commuters shall be allowed to vote only for those candidates from their class and from the day students. Upperclassmen representatives shall be elected within the first two weeks of the academic year, and freshman representatives shall be elected within the first three weeks of the academic year. Elections for Student Senate shall fall under the jurisdiction of the Elections Committee and shall be subject to SGA regulations concerning election.

SECTION C. The powers and duties of the Student Senate shall be:

1. To represent the student body in a legislative capacity and to make necessary rules and regulations governing the student body as are not in conflict with law and college policy.
2. To study student problems and the problems of the college community and to make recommendations as it sees fit to the proper authorities.
3. To grant and remove charters for all student-activity funded organizations, to adopt organizational standards, and to insure their compliance with these standards.
4. To consider, upon being petitioned, policies, activities, and changes recommended by the faculty and students.
5. To have on file the revised constitution of each organization in addition to the name of each organization's elected advisor that is funded by the Student Activities Fund.
6. To establish such committees or agencies as may be necessary or advisable for proper functioning of the Student Government Association, and to establish rules and regulations of said committees or agencies.
7. To remove, by a two-third vote of the total membership, any SGA official.

SECTION D. The Student Senate shall meet once a week at a time and place designated by the President. (Regular meetings may be canceled by the President if it appears that there is not sufficient business for a meeting.) Two-thirds of the Student Senate members shall constitute a quorum. The first meeting will be no later than the fourth week of the fall semester. No member shall take more than two unexcused absences during any one semester, in which case (he, she) shall be dropped from the roll. Excused absences must be approved by the President and recorded by the Recording Secretary.

ARTICLE VI - Judicial Council

SECTION A. The purpose of the Judicial Council shall be to add a student judiciary system for the betterment of the SGA and the College. Judicial Council shall give those students accused of violations of the Code of Conduct or the Honor Code the right to have their case adjudicated by a panel of elected Erskine Students.

SECTION B.

Membership

1. The Judicial Council shall consist of thirteen members with four representatives (two males and two females) from the Sophomore class, four representatives (two males and two females) from the

Junior class, four representatives (two males and two females) from the Senior class, and a chairperson. The Vice Chair shall act as a representative of his class.

2. The nominating committee, which consists of the senior members of the Judicial Council and the retiring President and Vice President of the SGA, shall nominate six candidates from each of the rising Sophomore, Junior, and Senior classes with special preference given to those members who are presently on Judicial Council. The retiring Judicial Chair shall serve as the non-voting chair of the nominating committee. These nominations shall be approved by the Student Senate. Nominations may be made from the floor during Convocation in which the above nominations are announced.

- a. Elections shall be held the third week of April.
- b. Members shall be elected by a plurality of the student body voting.
- c. Vacancies shall be filled from the class in which vacancies occur.
- d. No student who has been convicted of an Honor Code violation shall be considered eligible for election to Judicial Council.
- e. New members shall assume their positions after the entire new council is elected.
- f. Each member shall have only two excused absences per semester due to illness or incapacity.

3. a. During the January term, Judicial Council shall function as usual. In the event a quorum is not present, the Judicial Council Chairperson and SGA President shall appoint additional members from the student body at-large with special preference given to those students nominated during the last election. Positions vacated during the January term must be filled by members of the same class in which the vacancy occurred, this will serve to establish a quorum until the regular members return.

b. During the Summer session, the Summer Advisory Council shall serve as the judicial body on campus. This advisory council shall consist of four members being the Deans of Students and two appointed student representative`s.

SECTION C.

Officers

1. a. The duties and powers of the Chairperson of Judicial Council shall be to call and preside over all meetings of the Judicial Council. In the event of illness or incapacity, the Chairperson may delegate these duties to the Vice Chairperson. The Chairperson shall not have a vote in the Judicial Council. Should the Council, when hearing a case, acknowledge that it is unable to reach a verdict, the Chairperson may declare a mistrial or dismiss the case. The Chairperson shall reschedule all mistrials for trial at a later date.

b. Duties of the Vice Chairperson of the Judicial Council shall be to call and preside at meetings of the Judicial Council when authorized by the Chairperson, to review with the Chairperson charges and/or evidence presented by the accuser to determine if there is sufficient evidence to warrant a preliminary hearing by Judicial Council, and to be an ex-officio member of Student Senate.

c. Duties of the Secretary of the Judicial Council shall be to keep accurate records of all proceedings of the Judicial Council. Records shall include the name of the presiding officer and the name of each member present. In the event of a hearing, the name of the accused student, the charge against the accused student, the decision of the Council and the vote supporting the decision or action of the Chairperson shall be recorded. A public record shall be on file in the Office of Student Services for reference and a copy of these records shall be submitted to the College Committee on Discipline and Appeals on a regular basis. These records shall not include names. The Secretary shall notify all members of meetings authorized by the Chairperson. The Secretary shall maintain a record of the attendance of all members notifying members when they have missed two meetings in either of the semesters. The secretary is elected by members of the Judicial Council



2. The Chairperson must be of rising Junior or Senior class status and must have served at least one year on Judicial Council.

SECTION D. The duties and powers of the Judicial Council shall be:

1. To adjudicate cases pertaining to alleged violations of the Code of Conduct and to prescribe appropriate sanctions
2. To adjudicate cases pertaining to alleged violations of the Honor Code and to prescribe appropriate sanctions
3. To elect an advisor each year in the spring.

ARTICLE VII - Student Life Council

SECTION A. The primary object of the Student Life Council is to enhance the quality of life in our residence halls and to foster the total educational development - intellectual, spiritual, social, cultural, and personal - of Erskine students.

SECTION B. Membership of the Student Life Council shall be composed of Student Life Assistants (SLAs), the Resident Directors, the Vice Chair of Judicial Council, the Vice President for Student Services, the Dean of Students, the Director of Campus Life, and the College Chaplain. The President and Vice President of the SGA shall be ex-officio members of the Student Life Council. The number of SLAs may vary from year to year depending upon the needs of residence hall life as determined by the Dean of Students.

SECTION C. SLAs shall be selected on the basis of written applications and personal interviews with a screening committee, which shall include the Vice President for Student Services, who shall serve as Chair, the Dean of Students, the Director of Campus Life, the Chaplain, the President and Vice President of SGA, Resident Hall Directors, and four additional students appointed by the President of SGA. The women's residence hall directors shall have one vote among them and the men's residence hall directors shall have one vote among them. In taking applications for SLA positions, a deadline shall be set for the reception of application from rising juniors and seniors. These students shall then go through the screening process and if, after this time, there are still vacancies in SLA positions, students of rising sophomore class status may apply.

SECTION D. The qualifications of those on Student Life Council shall be:

1. Sophomore class status or higher in fall 2010.
2. Minimum cumulative GPA of 2.50 at the time of application and maintained during his/her term of service as a SLA.
3. Maintain full-time student status (9 credit hours).
4. Commitment to the mission and goals of Erskine College, the Office of Student Services, and the Student Life Council.

SECTION E. The powers and duties of the SLAs shall be:

1. To be directly responsible to the Vice President for Student Services, the Dean of Students, and Resident Directors as a part of the Dean's staff.
2. To maintain a liaison relationship with SGA through the President and Vice President of SGA.
3. To regularly report both maintenance and janitorial needs of the hall.
4. To regularly report damages done by students on the hall, including identification of the persons responsible for the damages.

5. To identify the needs/problems of individuals or groups on the halls. Note: The Student Life Assistant is not expected to counsel in such situations, but to be the means of communication through which the Dean of Students is made aware of the needs/problems.
6. To document incidents pertaining to potential violations of the Code of Conduct in the residence halls.
7. To orient new students (freshmen and transfers).
8. To participate in training sessions for SLA 's, as planned and directed by the Office of Student Services.
9. To participate in regular staff meeting sessions of the entire Student Life Council.
10. To fulfill regularly scheduled week and weekend responsibilities.

SECTION F. Compensation shall be in the amount of \$1500 per year. For summer school, compensation shall be \$250. Priority shall be given to single room requests from Student Life Assistants. A plaque shall be place on the door to identify the room of Student Life Assistants.

ARTICLE VIII - Entertainment Board

SECTION A. The purpose of the Entertainment Board shall be to provide entertainment, both participatory and spectatory, for the Erskine student body.

SECTION B. The membership of the Entertainment Board shall consist of a student body elected Chairperson, Vice Chairperson, and Treasurer, along with five (5) individuals from each class.

SECTION C. The Entertainment Board shall function according to its own constitution.

SECTION D. The officers and their duties shall be defined by the constitution of the Erskine Entertainment Board.

ARTICLE IX - Classes

SECTION A. Memberships shall consist of all persons enrolled as students in each particular class. An individual's class status shall be determined by the number of four-month college semesters completed.

SECTION B. The officers and their duties shall be

1. a. President- To preside at class meetings; to call class meetings whenever necessary; and to represent the class to the administration, to Student Senate, and on other official occasions.
 - b. Vice President-To perform the duties of the President in his absence; to assume the office of President in the event of its vacancy; and to perform such duties as the President may assign.
 - c. Secretary/Treasurer-To keep an accurate account of all class meetings and finances; to oversee fund-raising drives, and to conduct class correspondence.
2. Election for class officers shall fall under the jurisdiction of the Elections Committee and shall be subject to all SGA regulations concerning elections. Each returning class shall have these elections in the spring and the freshman class shall elect officers soon after they arrive on campus in the fall.

ARTICLE X - SGA Committees

SECTION A. There shall be a finance committee responsible for allocations from the Student Activities Fund. The finance committee shall consist of a representative from each SGA funded

organization and group. The treasurer of the SGA shall serve as chairperson of the finance committee.

Guidelines for the Student Finance Committee

The Erskine College Student Finance Committee, in accordance with the constitution of the Student Government Association, deems the following necessary before it will consider granting monetary aid or student activity funds.

1. The student finance committee. The SGA Treasurer shall serve as the chair of this committee. The committee shall consist of the following members: SGA President, SCA President, EEB Chair, OAU President, Editor of the Arrow, and Editor of the Mirror. Treasurers from previously stated organizations may be appointed by the President, Chair, or Editor of their respective organization in order to represent the organization on the Student Finance Committee, with the exception of the SGA Treasurer; both may attend and participate in Student Finance Committee Meetings, however, in voting it is one vote per organization with the President/Chair/Editors voice taking precedence over the Treasurer. One SGA senator will be appointed by the SGA President in order to serve as the secretary at Student Finance Committee meetings and will be responsible for the distribution of minutes and correspondence. This senator is also eligible to run for the office of SGA Treasurer in subsequent years (See Article IV, Section A, 5.)

2. Budget Committee. By the end of Spring semester, the following organization representatives shall meet in order to determine the allocation of funds for the following academic year: newly elected President/Chair/Editor and Treasurers from SGA, SCA, EEB, OAU, the Arrow and the Mirror, as well as the Director of Campus Life. (May not be discussed).

3. The Student Activities Fund shall be allocated in the following manner:

5% to Discretionary Fund of the Campus Life Director expressly for the purpose of enhancing student life on Erskine's campus.

No less than 5% to a Miscellaneous Fund to be distributed monthly by the Student Finance Committee (See Article 5 for details).

The remainder shall supplement the budgets of SGA, SCA, EEB, the Arrow, the Mirror, and OAU.

These budgets will be determined in the late Spring by the incoming Treasurers of their respective organizations under the guidance of the outgoing SGA Treasurer and the Director of Campus Life.

4. The Student Finance Committee shall meet no less than one time per month. The meeting schedule should be set and publicized by October 1st, for the entire year and include a budget meeting in late Spring.

5. Any Erskine College chartered organization not presently receiving student activity funds, who wishes to receive funding for an activity/event that has been approved with Student Services must submit a Funding Assistance Application, budget for the event/activity, and current bank statement to the Student Finance Committee on the evening of the monthly meeting. A representative from the requesting organization must be present at the SFC meeting during open discussion concerning their request. Any money granted to these organizations will be allocated from the miscellaneous budget. Contracts: In order to avoid liability problems, student organizations will not enter into any contract with an outside party without first consulting with the Director of Campus Life. All contracts over \$250 must first be approved by one of the student deans or the Director of Campus Life. Student organizations are required to inform their advisor of all contractual agreements.

6. The SFC will use the following guidelines in considering the granting of funds:

a. The organization must be recognized by the Office of Student Services as an official organization affiliated with this institution; b. That the organization have an existing bank account in the name of that organization; c. That the event/activity be open to the entire student body; d. That the By-laws of the SGA as well as campus regulations be followed; That the activity will not be limited to members of the organization requesting funds; f. That the activity supports the mission statement of the institution.

7. If the above guidelines are met, the SFC will consider granting funds to the requesting organization. The organization will be notified, in writing, of the status of their request within 48 hours of the adjournment of the SFC meeting. If funds are granted, the organization has 30 days to present receipts from the activity they sponsored. Any money not accounted for by receipt must be turned back over to the SFC. Noncompliance will result in the inability to apply for funds for the remainder of that academic year.

8. The SFC will decide if the guidelines are being met. All decisions of the SFC are final. No appeals may be made. The SFC reserves the right to hold unannounced audits for those organizations receiving funds. The SFC Chair will be responsible for any audit called by the SFC.

9. It is the duty of the SGA Treasurer, as Chair of the Student Finance Committee, to manage spending according to the set budgets of organizations, to encourage the spending of current Student Activity Funds on current students. Any money remaining in the SAF account at the end of the academic year will carry over to the following year for redistribution.

10. All moneys allocated to any Erskine College student organization must be spent on current Erskine College students. These funds cannot be given to any group or organization not affiliated with Erskine College.

SECTION B. Such other committees, standing or special, shall be appointed by the SGA President and the Association shall from time to time deem necessary to carry on the work of the organization. The President shall be ex-officio member of all committees.

ARTICLE XI - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the SGA in all situations which they are applicable and to the degree which they are consistent with this constitution and all special rules the SGA may adopt.

ARTICLE XII - Amendments

SECTION A.

All amendments shall be introduced in Student Senate, where two thirds of the members present must vote in favor of the amendment if it is to pass.

SECTION B.

All amendments shall be approved by the Academic Dean who, within conjunction of the Office of Student Services, must approve the proposed amendment.

SECTION C.

All amendments shall be presented to the student body for ratification. One third of the student body will constitute a quorum. A two-thirds majority of the quorum must vote in favor of the amendment for it to pass.

BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

The members of the Erskine College Student Government Association have traditionally conducted themselves as students worthy of respect. Members of the SGA have supported the laws of the nation, state, county and town of Due West. The SGA appreciates the position and beliefs of the Associate Reformed Presbyterian Church and Erskine College.

Erskine College encourages its students to develop a moral code based upon his or her convictions and experiences. Therefore, Erskine College does not support the imposition of a wide range of specific rules regulating all phases of personal conduct.

The SGA promotes the principles of self-government. Student rights and responsibilities are safeguarded and promoted in a Constitution and By-Laws formulated and adopted by the students. Fairness is insured through a Judicial Council and system of appeals. Progress through orderly change is encouraged by the Student Senate. The SGA welcomes and encourages the wholehearted participation of the Erskine community.

I. BILL OF RIGHTS

- A.** Each student has a right to learn and to expect an environment conducive to learning.
- B.** If accused of a violation of SGA regulations, all students have the right to a fair and impartial trial by their peers and the presumption of innocence until proven guilty.
- C.** All students have the right to appeal any decision of Judicial Council to the College Committee on Discipline and Appeals. The Presidential Appeals Committee will, upon request, hear an appeal.
- D.** All students have the right to appeal other decisions which affect their well-being, academic standing or status in the College. The Presidential Appeals Committee will, upon request, hear an appeal.
- E.** All students have the right of freedom from unwarranted and unreasonable searches. Any searches must be done by members of the Student Life Council after showing just cause and being approved by the President of SGA, the Vice-President of SGA, or the Chairperson of the Judicial Council.
- F.** All students have the right to make amendments to or change the SGA constitution if the students deem it necessary. A student may make amendments to or change the constitution if and only if the following steps are carried out. First, a student must propose the amendment or change to the Student Senate in written form. Upon hearing the proposal Student Senate must approve the said proposal in order to continue the process. After Student Senate has approved the proposal, it then goes to the Academic Dean who within conjunction of the Office of Student Services must approve the proposal. When the above steps are accomplished, it then must be put to a vote before the student body.

II. BILL OF STUDENT RESPONSIBILITIES

A. Citizenship

All students enrolled at Erskine College are members of the Student Government Association. Students are expected to have a clear understanding of the principles and spirit of the Constitution and By-Laws, and they are expected to uphold these postulates.

B. Responsibility of Students

Every student registered at Erskine College is a member of the SGA and is, therefore, under the rules governing students and must abide by these said rules.

C. Notice System

Students may be issued notices for failure to uphold their student responsibilities. In many cases notices are only issued after a warning has been given and disregarded. Violation of this is considered to be disrespect. Notices carry over from the fall to the spring semester.

Any student who feels that he or she has been given excessive or unfair notices may appeal to Judicial Council.

D. Climbing the Towers

Climbing the Towers is strictly prohibited, and the following action will be taken against any persons attempting to climb them.

1. 1st Offense: The case will be sent directly to CDA with the recommendation of a minimum of \$250 fine per person, plus restitution for any damages incurred.
2. 2nd Offense: The case will be sent to CDA with recommendation of suspension.

E. Residence hall Regulations

1. Property-Students are liable and held financially responsible for any damage to the walls, furniture, or any part of their room. Also, all students in a residence hall are responsible for damages to common areas used by all students. This includes such areas as the halls, lobby, etc.
2. Noise-Students are to be considerate of their neighbors and refrain from making excessive noise or creating disturbances at all times. Violation of this is considered to be disrespect.
3. Study Hours- Whereas the atmosphere in all residential facilities should be conducive to the educational process at all times, students present in the residence hall are to be especially mindful of atmosphere during study hours each week night from 7-9 P.M. Violation of this is considered to be disrespect.
4. Pets-Because of the health hazards and other problems, pets are not allowed in the residence hall except with the written permission of the Dean of Students. Violation of this is considered to be disrespect, and carries a \$25 fine.
5. Residence hall Meetings-Attendance may be required at residence hall meetings. Failure to attend a mandatory residence hall meeting results in one (1) notice.
6. Alcohol Policy - Whereas Erskine College and the SGA recognize the wide range of social conduct acceptable in society today, the Student Government Association has adopted the following alcohol policy, which is also the alcohol policy of the Erskine College Board of Trustees

The possession or consumption of any alcoholic beverage by any Erskine student or guest of any Erskine student anywhere on the Erskine campus is a violation of College and SGA regulations. The possession or consumption of any alcoholic beverage at a function that is sponsored by any College organization, whether the function is on or off campus, is a violation of College and SGA regulations. The purchase of alcoholic beverages by any College organization with College funds will also constitute a violation of College and SGA regulations.

These regulations also include all residence hall rooms. A residence hall resident is responsible for any violation of the alcohol regulations, including underage possession or consumption that occurs in his or her room while he or she is present.

Public displays of any alcoholic beverage, drunkenness, alcohol-related misconduct, or alcohol-related paraphernalia in any area of campus is a violation of college regulations.

The violation of any regulation of the above alcohol policy will result in an automatic five (5) notices received. The case will then be referred to the Judicial Council.

Offenses for any type of alcohol violation will be cumulative for one academic year.

7. No smoking is allowed in any building on the Erskine College campus, including, but not limited to, residence halls. This rule forbids smoking in residence hall hallways and personal rooms as well. Students are expected to only smoke outside and away from main entrance and exit doors. Violation of this rule is considered to be disrespect and will result in one to three notices.

8. Visitation in Residence Halls

a. Men and women are permitted to visit each other in residence halls subject to the following regulations.

b. Visitation may occur 12:00 p.m. to 12:00 a.m. Sunday through Thursday, 12:00 p.m. to 1:00 a.m. on Friday and Saturday. If the visitation policy is violated the offenders will appear before the Judicial Council for a fair trial. The resident directors, Student Deans and Academic Dean will be consulted as to changes in the times of visitation, with final approval resting on the Academic Dean.

c. The name of the SLA on duty will be posted in each residence hall.

d. The SLA must be in the residence hall from 9pm-12am Sunday through Thursday and from 9pm-1am Friday and Saturday.

e. The SLA is responsible for enforcement of SGA and College regulations.

f. The SLA is to check sign-in sheets at the close of visitation to see that all guests have left the residence hall.

g. Each student is responsible for the conduct of their guest or guests.

h. The SLA may require a guest to leave at any time. Violation of this automatically refers the student(s) to Judicial Council.

i. A student must sign in all his or her guests in the residence hall. The student that signs the guest in will sign the guest out. The guest must be accompanied by a resident of that residence hall at all times.

j. Problems concerning visitation should be taken to the SLA.

k. Students are permitted to assist members of the opposite sex in moving belongings in or out of residence halls during non-visitation hours provided a resident director is contacted for permission. Students should announce that a member of the opposite sex is on the hall. All persons of the opposite sex must enter and exit the residence halls through the front door only. If a member of the opposite sex is helping the resident to move belongings, they may enter and exit through the other doors at the discretion of the RD. During fire drills, the front door policy is not in effect.

9. Violation of Visitation Privileges

a. Except during visiting hours, students are not permitted in residence halls housing members of the opposite sex. Students of the opposite sex are permitted to visit rooms (during visitation hours) if the student whose room they are visiting signs them into the residence hall.

b. Violations for failure to sign in/out:

1. First offense-The SLA should give (3) notices as a warning.
2. Second offense-(3) notices. This will refer the student to Judicial where (5) work hours are suggested in addition to previous work commitments.
3. Third offense-student referred to Judicial with (10) work hours suggested and loss of visitation privileges for a period of time. This loss of visitation would mean the student cannot have visitors and cannot visit other residence halls during this probationary period.
4. Fourth offense- suggested recommendation for suspension for an indefinite period of time.
5. The SLA will give notices to the students for this offense based on a sign in-out violation since they have no way of knowing whether the student has been reported for this violation on a previous occasion. The Judicial Council will know whether the student has been reported for a previous offense.

c. Violation for breaking visitation hours:

1. First offense- suggested (5) work hours in addition to previous work commitments.
2. Second offense- suggested (12) work hours in addition to previous work commitments and loss of visitation privileges for a period of time. This loss of visitation would mean the student cannot have visitors and cannot visit other residence halls during this probationary period.
3. Third offense- suggested recommendation for suspension for an indefinite period of time.
4. The SLA will give notices to the students for this offense based on a visitation violation since they have no way of knowing whether the student has been reported for this violation on a previous occasion. The Judicial Council will know whether the student has been reported for a previous offense.

d. Offenses for any type of visitation violation will be cumulative for one academic year.

10. Residence hall Solicitation

- a. Door-to-door solicitation in the residence halls is prohibited for off-campus organizations. All salesmen must go through the Office of Student Services to have credentials checked out before they can sell on campus.
- b. The Office of Student Services will check with the Better Business Bureau to confirm that the company represented is legitimate. After the company has been cleared by the Office of Student Services, salesmen may meet with interested students in a public area on campus designated by the Deans of Students.
- c. Erskine students are permitted to sell products in the residence halls if the product is desired by resident students. Erskine student salesmen must check in with the Office of Student Services.

11. Gun Control

- a. Erskine College forbids the use and possession of firearms in the residence halls and any other buildings on campus, except Public Safety. This list includes, but is not limited to: rifles, pistols, BB guns, shotguns, pellet guns, grenades, and fireworks.
- b. If a student is caught with a firearm in the residence hall, he will be brought before Judicial Council and may be subject to suspension.
- c. Students carrying guns across campus must conform to state law.

12. Fire or Fire Drill

a. Regulations

1. No student shall activate the fire alarm system as a prank, turn in a false alarm, or discharge a fire extinguisher without due cause (\$50 fine). Any student found guilty of such offense by Judicial Council will be given 25 work hours for the first offense in addition to any other actions of Judicial Council. Each violation thereafter will be referred to the College Committee on Discipline and Appeals.
2. There will be one announced mandatory fire drill each semester. All students are required to be present and participate. Any guests present during these fire drills must participate also.
3. There will be one unannounced fire drill each semester. All students and guests present in the residence hall at that time will be required to participate.
4. All students and guests present in the residence hall at any time a fire alarm is sounded must vacate the building according to fire drill procedures.
5. Violators of the above regulation will be subject to disciplinary actions before Judicial Council.

b. Procedure

1. In the event of a fire alarm, students are asked to observe the following procedures:

- Keep quiet except to awaken others.
- Put on shoes and coat and carry a towel.
- Close all windows and raise the shades.
- Turn on the lights if fire occurs in the evening.
- Close the doors to your room as you leave.

2. Use the nearest exit or assigned exit.

3. Students having an assigned destination outside the residence hall are to remain there until released by a SLA or RD.

4. In the event of a fire or an emergency during the day or night

- In event of a fire, pull the closest fire alarm
- Call 911 (9911 on campus system) to alert the appropriate authorities
- Call the Vice President for Student Services or the Dean of Students:

Robyn Agnew: (864) 378-8069

Bryan Rush: (864) 556-5955

- Call the Resident Director of your residence hall or the residence hall with the present fire

- c. SLAs will serve as fire captains.

- d. The students are not to open the doors to fire exits except during a fire or fire drill. Any student caught opening these doors at an inappropriate time will be subject to disciplinary action by Judicial Council.

H. Regulations Concerning Campus Events

1. Students are expected to follow all SGA regulations at campus events.
2. No one who has alcoholic beverages shall be permitted to remain at the campus event.
3. Each student who invites an off-campus guest shall be responsible for the conduct of such guests, during the campus event and while on campus.

i. By-Laws

The By-Laws of the Student Government Association of Erskine College shall be amended by a majority vote of Senate.

Excerpt from The Erskine College Board of Trustees By-Laws:

ARTICLE VII -Student Organizations

While having the right of self-government, the Student Government Association has the responsibility to act in concert with the President, Faculties, and Board. The Student Government Association shall, with the prior consent of the President, publish annually a student handbook which will contain both College and Student Government Association regulations and policies affecting students.

From the Desk of the Student Christian Association President John Hornby

Dear Students,

I would like to challenge each and every one of you to seek to help the SCA fulfill its purposes because each one of you is a member of the SCA. The SCA has a few purposes: to proclaim the Lordship of Jesus Christ, to support and encourage the Christian Ministries at Erskine, and to support Campus Bible Studies. Each of these purposes can be fulfilled in simple ways; the first: read God's Word, make Christ the center of your life and tell people about Him. The second: be active in the ministries, encourage the leaders of those ministries, ask the leaders how you can serve them. The third: start a Bible study or an accountability group with your friends, talk to people about the Bible.



I'm excited to see God work on Erskine's campus this year, and I'm excited to have the possibility to serve alongside each one of you. I ask in my prayers that God would grant you a peace that comes from knowing Jesus Christ and His work on the cross.

Sincerely,

John Hornby
SCA President

SCA Constitution

Article I - Mission and Objectives

Section A. The Student Christian Association (SCA) exists to strengthen campus ministry at Erskine College by uniting ministry efforts of various ministry organizations and the chaplain in order to encourage the spiritual growth of all students.

Section B. All members of the Erskine student body are members of SCA.

Section C. SCA fulfills its mission through the following objectives:

1. SCA seeks to faithfully proclaim the Lordship of Jesus Christ.
2. SCA seeks to unite the efforts of various Christian ministries, individuals, and the Chaplain in order to promote Christian unity so that together we may meet the spiritual needs of the campus.
 - a. SCA unifies and strengthens all Christian organizations by providing accountability and communication.
 - b. SCA also ministers to specific campus needs as they arise.
3. SCA seeks to serve others by promoting active community service.
4. SCA works with the Chaplain's Office to support campus-wide Bible studies.

Article II – Advisors

Section A. The Chaplain shall serve as a spiritual advisor to the cabinet.

Section B. SCA shall have one administrative/faculty advisor.

1. In the spring of each year, the newly elected cabinet shall select one administrative/faculty advisor.
2. The administrative/faculty advisor is to provide accountability for the organization by being aware of its activities and exhorting the organization to stay in line with its constitution and stated purposes.

Article III – Officers

Section A. The four officers of this organization shall be: President, Vice-President, Secretary, and Treasurer.

Section B. Qualifications of officers shall be:

1. To maintain an overall 2.0 GPR
2. To have served on the SCA cabinet for one full year.

Section C. Duties of the officers shall be:

1. The President shall:

- a. Call and preside over all meetings of the Cabinet and the Association.
- b. Attend annual budget committee meetings.
- c. Attend annual meetings of the Alumni Board and the Board of Counselors as requested and to give reports of the SCA at these meetings.

2. The Vice-President shall:

- a. Perform the duties of the President in the event of the President's absence or incapacity.
- b. Attend annual meetings of the Alumni Board and the Board of Counselors as requested and to give reports of the SCA at these meetings.
- c. Serve as Parliamentarian at all meetings of the SCA.
- d. Serve on the elections committee of SGA.

3. The Secretary shall:

- a. Attend to all the necessary minutes and correspondence of the Association and Cabinet.
- b. Record all meetings of the Cabinet.



- c. File all correspondence received by the Association.
- d. Serve on the elections committee of the SGA.

4. The Treasurer shall:

- a. Keep a record of the finances of the Association and handle the expenditures in accordance with the budget of the Association.
- b. Submit accounts of the Association to be audited at any time prior to the completion to the term of office.
- c. Provide the successor with an amount of the finances of the Association balanced to the date that accounts are formally turned over to the successor.
- d. Make regular budget reports to the Cabinet.
- e. Attend the annual budget committee meeting.

Article IV – Cabinet Members

Section A. Cabinet members are to consist of the presidents/heads of every Christian ministry organization, as listed in our by-laws, and 3 elected representatives from every class.

Section B. SCA will be involved in and support the ministry opportunities presented by the organization representatives and the class representatives that make up the Cabinet.

Section C. Cabinet members have the following responsibilities:

1. Cabinet members are to listen to and pray for fellow members who are either presidents/heads of a Christian ministry on campus or class representatives. There is to be accountability, encouragement and support in Cabinet meetings.
2. Cabinet members have the responsibility of presenting the spiritual and physical needs of their respective ministry or class to the Cabinet. The Cabinet shall pray for and support these needs to the extent it is able.
3. Cabinet members are to initiate/assist in the planning and completion of activities sponsored by the SCA. Activities are to be done in accordance with the purposes of SCA.
4. The entire Cabinet, in conjunction with ODK, is to plan and complete the annual auction. The auction is to occur during convocation, and proceeds shall benefit the Janet Alexander Scholarship, a scholarship that assists international students. A minimum of five hundred dollars shall be awarded for the scholarship. Candidates must submit an application to be considered for the scholarship.
5. Cabinet members are to organize the annual Soiree for freshmen, which is to occur during Freshman Orientation.
6. Cabinet members are to consider and discuss any petitions, requests, or concerns brought before the SCA Cabinet.

Article V – Elections and Appointments

Section A. Officer Elections.

1. Elections of these officers shall coincide with the SGA elections.
2. The term of office shall be for one year, and an appointed member of the SCA Cabinet shall fill any vacancy occurring between elections.
3. To be elected a candidate must receive a majority of the votes cast.
4. Installation of the SCA officers and elected members shall be in April of each year.

Section B. Cabinet Members Representing Organizations.

1. Each chartered Christian organization listed in the SCA by-laws shall have one representative on the SCA Cabinet.
 - a. The president of the organization shall be the SCA representative.
 - b. In the event that the president of the organization is unable to serve on SCA, he or she may appoint another officer from within the organization to serve on SCA.
2. The term of these cabinet members shall be the same as the term of their positions as officers within their respective organization.

Section C. Cabinet Members Representing Classes.

1. The student body shall elect three representatives from each class in the spring following SCA officer elections.
2. Those interested in running for an elected member position must have a 2.0 GPR.
3. The student body at large shall vote on these representatives.
4. The election of freshmen representatives will be held in the fall.
5. The term of each representative shall be for one year.
6. In the event of a vacancy, the vacant position shall be filled by appointment by the SCA officers.

Article VI – Meetings

Section A. All meetings of the SCA Cabinet and the Association at large shall be conducted according to parliamentary procedure as defined in the latest edition of *Robert's Rules of Order*.

Section B. The SCA Cabinet will meet once a week and as called by the President.

Section C. The SCA Officers will meet once a week and as called by the President.

Section D. Attendance.

1. Each elected member and officer shall have no more than four unexcused absences per year. An excess of absences will be cause for replacement.

2. The Secretary will notify each member after two unexcused absences.

Section E. All students are encouraged to come share their concerns and opinions and to listen to the meetings, as the meetings of the SCA cabinet are open meetings.

Article VII – Organization Membership Qualifications

Section A. Any Christian organization may have a representative on the SCA Cabinet if the organization meets the following qualifications:

1. The organization must be a chartered organization of Erskine College.
2. The organization must signify its Christian commitment in its own mission statement.

Section B. All students involved in ministry are encouraged to attend SCA meetings and should receive support. It is recommended that smaller, non-chartered Christian organizations send a representative and receive support, though the representative would not be a voting member of the Cabinet.

Section C. In order to have a voting representative on the SCA Cabinet, a Christian organization must go through the following process:

1. The applying organization must present its intentions in writing to the SCA President.
2. The Constitutional Committee must meet to consider the request.
3. Upon approval, the Cabinet will vote on the request.
4. If approved, the applying organization's representative will join the SCA Cabinet in the first meeting of the following semester.
5. SCA advisors should be consulted throughout this process.

Section D. If an organization no longer wishes to be represented on the SCA Cabinet, it must go through the process discussed in Section C.

Article VIII - Amendments

Section A. Constitution Committee.

1. A constitution committee shall meet at any time during the year.
2. This committee shall consist of the former president, the newly-elected president (who shall head the committee), and three cabinet representatives elected as follows:
 - a. One representative from the former Cabinet, elected by the former Cabinet.
 - b. Two representatives from the newly elected Cabinet, elected by the new Cabinet.
3. In the event the President succeeds himself, a fifth constitution committee member will be elected from the former Cabinet by the former Cabinet.
4. This committee is to be the only body capable of both reviewing and revising the constitution, and will do so as it deems necessary.
5. If revisions are to be made, the newly revised constitution will be approved by the new Cabinet before being presented to the student body at large for approval.
6. Constitution amendments will pass with a simple majority of the votes cast by the student body.

Section B. Any student is allowed to bring amendment proposals before the Cabinet at any given time during the academic year.

1. These proposals are to be considered by the Constitution Committee as outlined in Section A.

Section C. The Cabinet shall be amend the by-laws as it deems necessary. Any amendment to the by-laws must pass with a unanimous vote of the Cabinet.

SCA BY-LAWS

Article I – Organizations Represented on SCA

Section A. The following organizations have met the qualifications of Article VII of the SCA Constitution and shall each have one representative on the SCA Cabinet:

1. Fellowship of Christian Athletes
2. Baptist Collegiate Ministries
3. Onward and Upward
4. Habitat for Humanity
5. Students for Life
6. Gospel Choir
7. Student Life Council

Erskine College Honor Code

We, the members of this academic community, Erskine College, stand for the search for truth, the fair and respectful treatment of others, and the recognition of honest originality in academic pursuits.

Since its founding in 1839, Erskine has upheld the code of honor within its motto, *Scientia cum moribus conjuncta*, as the moral cornerstone of the Erskine education, shaping individual character for service to God and others.

By entering the Erskine academic community, a new student or faculty member joins this long tradition, accepts and embraces the College's mission, its educational processes, and the policies which undergird them. Every individual has the responsibility to maintain the highest standards of personal honor and integrity in academic relationships, understanding that maintaining these standards will benefit the individual as well as the community. The Erskine community flourishes only when every member—students, faculty, staff, administration, and alumni—upholds the precepts embodied in this code, as adopted by the faculty and Student Government Association of Erskine College.

I. Dishonorable Conduct Undermining the Academic Community

- A. Lying--knowingly and willingly giving false information, written or oral
- B. Cheating—subverting the scholarly rules and expectations set by the professor
- C. Stealing--taking something that belongs to someone else
- D. Plagiarism--taking someone else's work and presenting it as one's own

II. Principles Supporting the Academic Community

- A. The academic community recognizes that the professor establishes the scholarly rules for the class, while recognizing that the details of rules may vary from course to course and discipline to discipline.
- B. The academic community recognizes that collaboration occurs in and out of class, but accepts that the professor has the right to establish limits to collaboration.
- C. The academic community acknowledges the use of computers and other technology for scholarly work and believes that the rules governing honorable conduct extend to, and should prevail in, the digital world.
- D. The academic community affirms that ignorance of the rules of academia is no excuse.

III. Responsibilities of the Students

- A. Students are responsible for their own behavior in light of standards set by their professors and to seek clarification when unsure of faculty expectations related to academic integrity.
- B. Students report suspected violations to the appropriate faculty members or to the academic dean.
- C. Students handle all suspected violations with confidentiality.
- D. Reporting students have the right to remain anonymous.

IV. Responsibilities of the Faculty

- A. Faculty members clearly communicate standards for behavior in regard to the Honor Code, including expectations related to computers and hand-held devices.
- B. Faculty members convey limits to collaboration.
- C. Faculty members report all violations of the Honor Code to the academic dean.
- D. Faculty members handle all cases with confidentiality.

V. Violations and Procedures for Handling Them

- A. Violations are lying, cheating, stealing, and plagiarizing.
- B. Reports to the academic dean should be made as soon as possible after a violation occurs.
- C. The faculty member may attempt to deal with the matter if the student accepts responsibility or may refer the case to the academic dean. The academic dean can make a decision in the case or refer it to the Judicial Council.
- D. When Judicial Council handles a case, it follows the procedures stated in the *Pilot*.
- E. Procedures for handling violations allow for the possibility of sanctions which range from failing grades to suspension or expulsion.
- F. Procedures for handling violations include the possibility of appeal. If the case is handled by the faculty member, academic dean, or the Judicial Council, appeal is made to the College Committee on Discipline and Appeals. If the case is handled by the College Committee on Discipline and Appeals, appeal is made to the Presidential Appeals Committee.
- G. Students are presumed not to have violated the honor code until they admit responsibility or are found to be responsible.
- H. The determination of responsibility shall be made on the basis of whether it is more likely than not that the accused student violated the Honor Code.
- I. All formal and informal hearings should be conducted with the utmost confidentiality.

VI. Revising the Honor Code

The academic dean or the dean of students may become aware of concerns about the Honor Code from the faculty or the student body. Either administrator may request that an Honor Code Review Committee be appointed. This Committee should consist of three faculty members selected by the chair of the faculty and three students selected by the Student Government Association president. The Committee will appoint a chair from its membership. All revisions must be approved by the faculty and by the Student Government Association.

December 2009



Erskine College
Student Code of Conduct

ARTICLE I: DEFINITIONS

1. The term College means Erskine College.
2. The term “student” includes all persons taking courses at the College. Persons who withdraw after allegedly violating the Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students”. This definition is intended to include persons not enrolled for a particular term but who were considered “students” when the conduct at issue occurred and could otherwise return. Such persons would be responsible for complying with the Code of Conduct even between periods of their actual enrollment. Similarly, the Code of Conduct applies to students who have been accepted for admission but who are on campus prior to the beginning of their first semester.
3. The term “faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by the College.
6. The term “organization” means any number of persons who have complied with the formal requirements for College recognition.
7. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
8. The term “Conduct Board” means any person or persons authorized by the College to determine whether a student has violated the Code of Conduct and to recommend sanctions that may be imposed when a rules violation has been committed.
9. The term “Student Conduct Administrator” means a College official authorized on a case-by-case basis by the College to impose sanctions upon any student(s) found to have violated the Code of Conduct.
10. The term “Appellate Board” means any person or persons authorized by the College to consider an appeal from a Conduct Board’s determination as to whether a student has violated the Code of Conduct or from the sanctions imposed by the Student Conduct Administrator.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The Dean of Students is the person designated by the College to be responsible for the administration of the Code of Conduct.
14. The term “policy” means the written regulations of the College as found in, but not limited to, The *Pilot*, the College web page and computer use policy, and the College Catalogs.
15. The term “Complainant” means any person who submits a charge alleging that a student violated this Code of Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Code of Conduct as are provided to the Complainant, even if another member of the College community submitted the charge itself.
16. The term “Accused Student” means any student accused of violating this Code of Conduct.

ARTICLE II: STUDENT CODE AUTHORITY

1. The Student Government Association shall determine the composition of the Judicial Council. The Vice President and Dean of the College shall determine the composition of the College Committee on Discipline and Appeals and the President shall determine the Presidential Appeals Committee.
2. The College cabinet shall approve policies for the administration of the student conduct system and procedural rules for the conduct of student conduct hearings that are not inconsistent with provisions of the Code of Conduct.
3. Decisions made by a Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the Code of Conduct

The Code of Conduct shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students shall decide whether the Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions:

1. Acts of dishonesty, including but not limited to the following:
 - a. Furnishing false information to any College official, faculty member, or office.
 - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
2. Disruption or obstruction of College activities or of authorized non-College activities when the conduct occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the college community or other personal or public property, on or off campus.
5. Hazing, defined as any organization (including athletic teams), residence hall, residence hall floor, or individual to engage in hazing activity of any kind. Hazing is defined as any activity that adversely affects a student's physical, mental, or emotional well-being. The willingness of an individual to participate in a hazing activity in no way reduces the responsibility of those initiating the activity. Listed are examples of hazing that are prohibited. This list is only illustrative and not exhaustive:
 - a. Physical abuse.
 - b. Forced alcohol or other substance consumption.
 - c. Activities deemed socially humiliating or viewed as offensive by members of the Erskine community, such as indecent dress, language, or behavior.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises. No student is authorized to enter any closed campus facility without the approval of the appropriate authority. Climbing on the interior and exterior of buildings is prohibited. Climbing on fire escapes (when no fire is present), rooftops, exterior of building and attics is prohibited.
8. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
9. Violation of any federal, state or local law.
10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Alcohol-Related Misconduct
 - a. Possession and/or consumption of any alcoholic beverages by any Erskine student or guest of any Erskine student anywhere on the Erskine campus or at any function sponsored by any College student organization.
 - b. Providing or facilitating the use, possession or distribution of alcoholic beverages, including allowing others to possess, consume, or use alcohol in one's residence hall.
 - c. Public display of disruptive or disorderly conduct caused by the influence of alcohol in any area of campus is a violation of the Code of Conduct.
 - d. Presence in a room on the Erskine College campus where an alcohol violation is being committed is considered a violation of the alcohol policy.
 - e. Possession of empty alcoholic containers and paraphernalia, including wine bottles, beer cans/bottles, liquor bottles of any size, shot glasses, beer bongs and funnels.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, fireworks, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Failure to abide by residence hall policies.
 - a. Noise-Students are to be considerate of their neighbors and refrain from making excessive noise or creating disturbances at all times.



b. Whereas the atmosphere in all residential facilities should be conducive to the educational process at all times, students present in the residence hall are to be especially mindful of this atmosphere during study hours each week night from 7-9 P.M.

c. Pets-Because of the health hazards and other problems, pets are not allowed in the residence hall except with the written permission of the Dean of Students. Violation of this policy carries a \$25 fine.

d. Residence Hall Meetings-Attendance may be required at residence hall meetings.

e. Candles and Other Incendiaries-

- Candles and Incense (open flame devices): The College prohibits open flames of any kind in the residence hall rooms (specifically candles, incense and oil lamps).
- Fireworks: The College strictly forbids the possession or use of fireworks, or any other incendiary agent in or near the residence halls.
- Halogen Lamps: The College strictly prohibits halogen lamps in the residence halls as they create serious fire hazards. The halogen bulb becomes extremely hot and can ignite fabric up to five feet away.
- Holiday Decorations: The College strictly prohibits live Christmas trees as they dry out and can catch fire easily. When using artificial trees, residents should not allow lighting wires to make contact with any metallic part of the tree. Holiday Lights should not be strung through suspended ceiling tiles or near fire suppression sprinkler heads, and should not come into contact with any wrapping paper, metallic foil, etc. Decorative lights must be turned off and unplugged when no one is in the room.

f. Smoking-No smoking is allowed in any building on the Erskine College campus, including, but not limited to, residence halls. This rule forbids smoking in residence hall hallways and personal rooms as well. Students are permitted to smoke only outside and away from main entrance and exit doors.

g. Visitation-Except during visiting hours, students are not permitted in residence halls housing members of the opposite sex. Students of the opposite sex are permitted to visit rooms (during visitation hours) if the student whose room they are visiting signs them into the residence hall. Visitation may occur 12:00 p.m. to 12:00 a.m. Sunday through Thursday, 12:00 p.m. to 1:00 a.m. on Friday and Saturday. Students are permitted to assist members of the opposite sex in moving belongings in or out of residence halls during non-visitation hours provided a resident director is contacted for permission. Students should announce that a member of the opposite sex is on the hall. All persons of the opposite sex must enter and exit the residence halls through the front door only. If a member of the opposite sex is helping the resident to move belongings, they may enter and exit through the other doors at the discretion of the RD. During fire drills, the front door policy is not in effect. Each student is responsible for the conduct of their guest or guests. The RD or SLA may require a guest to leave at any time.

h. Sports in the Hallway- Because of the increased likelihood that damage will occur to the common area of the building and to students' personal belongings, students are not allowed to play any type of sports within a residence hall (including lobbies, hallways, and rooms). This includes, but is not limited to, the following:

- Football, baseball (including wiffle ball), soccer, or any other ball sport
- Frisbee
- Riding a bicycle, skateboard, or scooter
- Using rollerblades or skates
- Wrestling or play fighting
- Running recklessly

i. Trash- Students shall not leave trash or discarded personal belongings in common spaces (lobbies, stairwells, bathrooms, hallways)

14. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

15. Failure to abide by fire safety policies.

a. Misusing, damaging or tampering with fire safety equipment.

b. Setting or causing to be set any unauthorized fire on or in College property.

c. Possessing or using fireworks, explosives or other incendiary devices on College property without authorization.

d. Making or causing to be made a false fire alarm.

e. Intentionally or recklessly obstructing a fire exit in any College building.

f. Failure to exit a College building when the fire alarm sounds.

g. Failure to maintain an organization's facilities and/or surrounding property creating a potential danger to the health or safety of the occupants or other individuals.



16. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the College community.

17. Theft or other abuse of computer facilities and resources, including but not limited to:

a. Intentional violation of federal and state copyright laws and license agreements is prohibited. The user is responsible for any and all copyright infringements or other illegal acts performed through the use of College computers or network access. (U.S. copyright law is governed by the Copyright Act of 1976, U.S. Code, Title 17.)

b. Browsing, exploring, or making other unauthorized attempts to view data, files, or directories belonging to the College or to other users is forbidden. It is also unacceptable behavior to corrupt files, introduce deviant software such as worms or viruses, or interfere with someone else's legitimate computer use. Possession of software designed to gain unauthorized access will be deemed to constitute an attempt at breaking College computer security.

c. Commercial solicitation, selling, or advertising for purposes not related to College sponsored organizations or activity is not allowed via electronic mail or College-provided Internet access.

d. Each electronic mail account is to be used only by the individual to whom it was assigned.

e. Electronic mail cannot contain obscene or threatening language. Receipt of electronic mail from any source which violates this regulation should be reported to Chief of Campus Police and/or the Director of Information Technology.

f. Use of the Internet or the campus network to access pornographic or obscene material is forbidden.

g. Hardware/software repairs, reconfigurations, modifications, etc., to College-owned computers and peripheral equipment are to be conducted by Information Technology or McCain Library staff members only.

h. Users should help keep down the cost of providing computer resources. Supplies such as toner for laser printers are provided for the College-owned equipment. Printing should be limited to essential work.

18. Abuse of the Student Conduct System, including but not limited to:

a. Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.

b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board or College official.

c. Disruption or interference with the orderly conduct of a Student Conduct proceeding.

d. Institution of a student conduct code proceeding in bad faith.

e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.

f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.

g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.

h. Failure to comply with the sanction(s) imposed under the Code of Conduct.

i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

C. Violation of Law and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of Dean of Students. Determinations made or sanctions imposed under this Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Code of Conduct, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.



ARTICLE IV: STUDENT CONDUCT PROCESS

A. Process

1. Any member of the College community may file charges against a student for violations of the Code of Conduct. A charge shall be prepared in writing and directed to the Dean of Students. Any charge should be submitted as soon as possible after the event takes place, preferably within twenty-four (24) hours.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.
4. Student Conduct Board Hearings shall be conducted by a Conduct Board according to the following guidelines:
 - a. Student Conduct Board Hearings normally shall be conducted in private.
 - b. The Complainant and the Accused Student shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
 - c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
 - d. The Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the College and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
 - f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
 - h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
 - i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Code of Conduct.
 - j. After a decision has been made, the Student Conduct Board will be made aware of any prior violations of the Code of Conduct and suggested sanctions from the Student Conduct Administrator.
 - k. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Code of Conduct proceedings.
5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College.
6. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the



hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. Warning—A notice in writing to the student that the student is violating or has violated regulations.
 - b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges—Denial of specified privileges for a designated period of time.
 - d. Fines—Established and published fines may be imposed.
 - e. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions—Community/College service assignments, essays, or other related discretionary assignments.
 - g. Suspension—Separation of the student from Erskine for a definite period of time, after which the student is eligible to return. The student will be withdrawn from all classes and a suspension notation will be made on the student's academic record. Conditions for readmission will be specified. The academic record notation can be removed at the discretion of the Vice President for Student Services if all conditions are met.
 - h. Expulsion—Permanent separation of the student from Erskine College. A permanent expulsion notation will be made on the student's academic record.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in article IV.
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.

C. Interim Suspension

In certain circumstances, the Vice President for Student Services or the Dean of Students may impose a College or residence hall suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Services or the Dean of Students may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

D. Appeals

Cases Originating from Judicial Council or the Dean of Students

The student or organization may appeal the decision from a Conduct Board hearing. Appeal information will be included with the written decision issued to a student. Appeal forms are available in the Office of Student Services. All appeals must be in writing and submitted to the Office of Student Services within three (3) College business days of receipt of the decision. The purpose of appeal procedures is to provide the student with the opportunity to bring forward questions regarding

substantive or procedural errors that occurred during the process. The appeal process is not intended to grant a new hearing at a higher level. Dissatisfaction with a decision is not grounds for an appeal.

All levels of appeal described in these procedures involve written appeals only. Students neither meet with nor make oral presentations to the appellant officer. There may be times, however, when the appellant body requests a meeting in order to gather further information relative to the matters associated with the appeal.

Appeals must be based on substantive or procedural errors that are allegedly or believed to be prejudicial and were committed during the process or if new evidence not presented at the hearing is discovered. These errors should be addressed in the written appeal and are described as follows:

1. Procedural errors - when the published procedures of the judicial process were not followed and the error(s) egregiously violated the student's rights.
2. Substantive errors - when the evidence presented at the hearing was not sufficient to justify the decision reached or if the sanction(s) imposed is (are) unreasonably harsh based upon the circumstances of the case and the prior record of the student.
3. New evidence - when information, existing at the time of the hearing, was not available or known to exist at the time of the hearing.

When an appeal is received in the Office of Student Services, it will be forwarded to the Chair of the College Discipline and Appeals Committee (CDA) for review. In addition to the written appeal, the Dean of Students or the Judicial Council Chair will provide all documents and evidence presented at the hearing or pertinent to the case.

The Chair of the CDA shall determine the method of reviewing these materials and the body will make one of the following determinations:

1. Find no error and uphold the original decision.
2. Find that errors did occur and reverse the decision.
3. Uphold the original finding, but modify the sanction(s).
4. Find that errors did occur and send the case back to the Office of Student Services for a new hearing.

The Chair of the CDA will notify the student, in writing, of the committee's decision. The case materials, including a copy of the decision, will be returned to the Office of Student Services. The decision of the CDA is considered final and, if applicable, all imposed sanctions take effect.

Further Review for Cases Resulting in Suspension or Expulsion

Students may apply for further review by the President of the College only if one of the following sanction(s) was issued by the original hearing body AND upheld by the College Discipline and Appeals Committee (CDA):

1. Suspension from the College
2. Expulsion from the College

If these conditions exist, the student may submit a written request for further review and submit it to the Office of the President within three (3) business days of receiving the decision of the CDA.

Any request for Presidential review must be based on procedural or substantive error(s) made by either the original hearing body or the CDA and must involve the sanctions listed above. A review by the President is not considered a matter of right, but is within the sound discretion of the President. If the application for review is granted, the case will be sent to the Presidential Appeals Committee (PAC) to make a recommendation. Following review of the committee's recommendation, the President will issue a decision. This is the final appellate proceeding and, if applicable, all imposed sanctions take effect after the President issues a decision.

Cases Originating from the College Discipline and Appeals Committee

If a case originates from the College Discipline and Appeals Committee the appeal will be heard by the Presidential Appeals Committee. The grounds for appeal, the appeals process, and the possible determinations remain the same. The decision of the PAC is considered final and all imposed sanctions will take effect.



ARTICLE V: INTERPRETATION AND REVISION

- A. Any question of interpretation or application of the Conduct Code shall be referred to the Dean of Students or his designee for final determination.
- B. The Conduct Code shall be reviewed every year under the direction of the Dean of Students.

In addition to SGA regulations, the SGA also recognizes the following College regulations which are adopted for College rules, problems and complaints will be brought to the Dean of Students, who will determine sanctions, or refer the case to the appropriate judicial body.

In keeping with its purpose, Erskine College expects its students to act responsibly in all matters pertaining to the College. A responsible person embraces that which is affirming and rejects that which is destructive. A responsible person does not engage in behavior which is destructive to self or others. Erskine College wants its students to understand the need to make responsible choices and to recognize that responsibility extends from self, to family, to community, to God. Therefore, the College must reserve the right to request at any time the withdrawal of a student who cannot make the required grade, whose financial accounts have not been satisfactorily arranged, whose conduct is detrimental to his/ her health or whose conduct is not satisfactory to its officials. Disciplinary measures up to and including suspension may be taken by the appropriate College committee because of unsatisfactory conduct in the absence of any specific charge. If a student observes a rule violation by a fellow student, that student is under a duty to report that violation to the appropriate authority.

Academic Regulations

Academic regulations are set by the faculty of the College and the Vice President and Dean of the College. They may be found in the current *Catalog* in the sections entitled "Admissions" and "Academics." A description of major requirements for each department is also found in the College *Catalog* under the section entitled "Course of Study Outlines." Students having questions about these regulations should inquire in the Office of Academic Affairs (Belk 216-19).

Computer Use Regulations

1. Intentional violation of federal and state copyright laws and license agreements is prohibited. The user is responsible for any and all copyright infringements or other illegal acts performed through the use of College computers, copiers, or network access. (U.S. copyright law is governed by the Copyright Act of 1976, U.S. Code, Title 17.)
2. Browsing, exploring, or making other unauthorized attempts to view data, files, or directories belonging to the College or to other users is forbidden. It is also unacceptable behavior to corrupt files, introduce deviant software such as worms or viruses, or interfere with someone else's legitimate computer use. Possession of software designed to gain unauthorized access will be deemed to constitute an attempt at breaking College computer security.
3. Commercial solicitation, selling, or advertising for purposes not related to College sponsored organizations or activity is not allowed via electronic mail or College-provided Internet access.
4. Each electronic mail account is to be used only by the individual to whom it was assigned.
5. Electronic mail cannot contain obscene or threatening language. Receipt of electronic mail from any source which violates this regulation should be reported to Director of Campus Safety and/or the Director of Information Technology.
6. Use of the Internet or the campus network to access pornographic or obscene material is forbidden.
7. Hardware/software repairs, reconfigurations, modifications, etc., to College-owned computers and peripheral equipment are to be conducted by Information Technology or McCain Library staff members only.
8. Users should help keep down the cost of providing computer resources. Supplies such as toner for laser printers are provided for the College-owned equipment. Printing should be limited to essential work.

Financial Aid Regulations



Students must be enrolled full-time, 12 hours or more, to receive institutional funds, federal funds, and all state funds (Pell Grant is an exception—call Financial Aid Office if you have questions). Students may not receive financial aid funds in excess of tuition, fees, room and board, regardless of the source(s) of financial assistance. Erskine College reserves the right to withdraw any type of financial aid award from students who have reached the cost of attendance of the College. Students are responsible for the purchase of books and supplies and should allow between \$1,000 and \$1,500 a year for books and supplies, depending on major or course of study.

All students are initially awarded as boarding students unless notification has been received from the parent and/or the student that they will commute. If a student changes status from a boarding student to a commuting student, his/ her financial aid could be affected. The financial aid would be adjusted (reduced) to reflect the difference between a boarding budget and a commuting budget. If you have questions, please contact the Financial Aid Office.

When a student receives a financial aid package, one-half of it is credited on the expenses of the fall term (includes January term) and the other half on the expenses of the spring term. In order to benefit more students, federal, state and outside scholarships will be used first to meet a student's estimated need.

Erskine College reserves the right to withdraw any type of financial award from students who, at the close of any semester, have not made satisfactory academic progress, or who, for other reasons, do not meet standards of the College. All federal aid recipients are required to meet Erskine's satisfactory academic progress requirements which are listed under "Academic Probation" and "Automatic Suspension" in the *Catalog*. Federal funds will not be disbursed to a full-time student who has completed 10 or more semesters of post-secondary education. Students may receive Erskine institutional financial assistance for a total of four years or eight semesters.

All Students must certify that they have **never** been adjudicated delinquent or been convicted or pled guilty or nolo contendere to any felonies **and** have **not** been convicted or pled guilty or nolo contendere to any second or subsequent alcohol or drug related misdemeanor offenses under the laws of South Carolina or any other state or under the laws of the United States since one year prior to the first day of classes for the fall 2011 semester. If a student's status changes before the first day of classes for the fall 2011 semester, he/she understands and agrees that he/she must and will immediately report any adjudication, conviction, or plea to the College financial aid office and that he/she will lose eligibility for any 2011-2012 Federal, SC State, and Erskine College scholarships/grant/loans.

All Students must also affirm that they are not presently in default on any Federal or State student loans, nor owe any refunds to any Federal or State financial aid programs.

Library Regulations

Any overdue materials lost, stolen, or damaged are considered a financial obligation of the person to whom the materials are checked out. Theft of library property is an Honor Code offense and an inconvenience to other library users. In regard to conduct, consideration of others should be practiced at all times.

Regulations Regarding Finances

Regulations concerning finances (Charges, Fees, Payments, and Refunds) may be found in the College *Catalog* in the section entitled "Finances". Students who have any questions about these matters should inquire in the Business Office. Special attention should be called to the following:

1. Any student whose check is returned to the Business Office for insufficient funds will be charged a \$30.00 fine in addition to redeeming the check.
2. A student living in a single room will be charged an additional \$800.00 per term.
3. Courses taken during Winter Term are covered by regular tuition. Board will be refundable to such students on the basis of prevailing food costs provided a refund application is made by the due date. (See Winter Term *Catalog*)

4. Students residing in dormitories are required to take board in the dining hall. Students with special dietary needs should contact the Office of Student Services as well as Aramark Food Services. Aramark will make reasonable changes to meals to accommodate specific dietary needs as outlined by a student's health care professional.
5. Students have until the first day of class each semester to change their meal plans. Changes may be made in the Business Office located in Belk Hall.
6. The College will not be responsible for any personal property of the students, nor does it carry insurance for that purpose.

Title IX and Other Discrimination Policies

Erskine prohibits discrimination based on our Equal Employment Opportunity Policy. Pursuant to all applicable anti-discrimination laws and regulations, Erskine does not discriminate against any of the protected categories of individuals in the administration of its policies, programs, or activities. This Non-Discrimination Policy applies to admission policies, scholarships and loan programs, employment practices, athletic programs, and other school-administered programs except where required by specific religious tenets held by the institution.

This Policy does not replace Erskine's Sexual Assault Policy, the Erskine Sexual Harassment Policy, or any other policies or procedures; however, any complaint that includes an allegation of sexual assault, sexual harassment, or any form of discrimination must be received by the Non-Discrimination Coordinator and such complaint shall be handled according to the procedures contained herein.

Discrimination which is prohibited by this Policy and as used throughout these procedures includes discrimination based on:

- Title IX of the Education Act of 1972 and its implementing regulations;
- The Civil Rights Act of 1964 (updated 1991);
- Sections 501 & 505 of the Rehabilitation Act of 1973;
- The Americans with Disabilities Act (ADA) of 1990;
- Equal Pay Act of 1963;
- The Age Discrimination in Employment Act (ADEA) of 1967, and other federal, state and local laws and regulations;
- Title II of the Genetic Information Act of 2008.

Whom to Report Complaints

Complaints should be reported to the Non-Discrimination Coordinator. Contact information for this position is supplied at the end of this section.

How to File a Complaint

Any Erskine student or employee alleging discrimination which is prohibited under this Policy may file a complaint under these procedures.

Informal Resolution by the Non-Discrimination Coordinator: The complainant may seek informal resolution of his/her complaint. If the complainant initially chooses to contact an administrative officer in a direct supervisory role (such as a supervisor, coach, department chair, director, division administrator or dean), the administrator must notify the Non-Discrimination Coordinator. The administrator, with the assistance of the Non-Discrimination Coordinator, shall advise complainant of the options available under these procedures and may attempt to resolve the complaint. If the administrator, with the assistance of the Non-Discrimination Coordinator is able to resolve the complaint at this level, no further action will be taken by Erskine. The Non-Discrimination Coordinator may conduct a preliminary investigation during such informal resolution process. If no resolution is possible at this level, the Non-Discrimination Coordinator will advise the complainant of the right to file a formal complaint and how to file under these procedures. All investigations will be

conducted as fairly and expeditiously as possible. Every reasonable effort will be made to maintain the confidentiality of all persons involved.

Complaints shall be filed with the Non-Discrimination Coordinator and shall be in writing and shall provide the following information: name and address of the complainant(s); nature, date and description of alleged violation; name(s) of persons responsible for the alleged violation; requested relief for corrective action; and any background information that the complainant believes to be relevant.

Time Limit for Filing a Complaint

A complaint must be filed within sixty (60) days of the occurrence of the alleged discrimination.

Notification and Response of Respondent(s)

Upon receipt of a formal complaint, the Non-Discrimination Coordinator will give the respondent a copy of the complaint and ask the respondent to reply to the charges within ten (10) calendar days. The response should include any denial, in whole or in part, of the charges. Failure to respond may subject the respondent to disciplinary action. The respondent will be specifically warned not to retaliate against the complainant in any way. Retaliation will subject the respondent to disciplinary action.

Role of the Non-Discrimination Coordinator

The Non-Discrimination Coordinator shall conduct an investigation of the complaint, and take one of the following steps, within thirty (30) working days after its receipt unless the Non-Discrimination Coordinator determines that more time is needed: (1) dismiss the complaint on the grounds that the evidence submitted in support of the complaint and developed in the investigation does not warrant a formal hearing; (2) make a determination that discrimination prohibited under this Policy has occurred and provide remedies including appropriate disciplinary action; or (3) allow the parties to sign a written statement of agreement resolving the complaint. If the Non-Discrimination Coordinator determines that more time is needed, the complainant and the respondent shall be notified. It should be understood that without approval in writing by the Non-Discrimination Coordinator, any agreement between the parties does not preclude further action by Erskine against either party. It is the primary responsibility of the Non-Discrimination Coordinator to insure the effective installation, maintenance, processing, record keeping, and notifications required by the complaint procedures.

Appeals of the Decision of the Non-Discrimination Coordinator

Either party has ten (10) working days to appeal to the Complaint Committee a decision by the Non-Discrimination Coordinator. If either party appeals, the Non-Discrimination Coordinator will forward the file including any facts, evidence and results of the investigation to the Complaint Committee which shall convene to hear the appeal.

Complaint Committee

The Complaint Committee shall be made up of the Chair of the Faculty Grievance Committee, the Chair of the Student Judicial Council and three (3) members of the Erskine faculty and staff appointed by the President of Erskine. The Complaint Committee shall be responsible for conducting a hearing and making a determination with respect to appeals of a decision of the Non-Discrimination Coordinator.

Committee Action

When the Non-Discrimination Coordinator receives an appeal of its decision, the Non-Discrimination Coordinator shall schedule a hearing before the Complaint Committee and shall conduct a hearing on the complaint within thirty (30) calendar days, unless the Non-Discrimination Coordinator determines that more time is needed in order to further investigate the complaint or for other reasons. If the Non-Discrimination Coordinator determines that it is necessary to delay the hearing, the complainant and the respondent will be notified.

Hearings of the Complaint Committee

Hearings before the Complaint Committee will be conducted in accordance with the procedures designated in this procedure.

Decision of the Complaint Committee

After the hearing is concluded, the Complaint Committee shall convene to deliberate their findings and arrive at a majority decision as to the alleged policy violations and/or remedies, including disciplinary actions. Within five (5) days after the hearing is concluded, the Complaint Committee shall transmit a written copy of the decision to the Non-Discrimination Coordinator who will mail a copy of the decision to the complainant and respondent in the United States mail at the addresses provided by the complainant and the respondent.

Appeal of Decision of the Complaint Committee

Either the complainant or respondent may appeal the decision of the Complaint Committee, by giving written notice to the Non-Discrimination Coordinator of intent to appeal the decision within fifteen (15) days of the decision. If no such notification is received by the Non-Discrimination Coordinator within fifteen (15) calendar days, any decision for corrective actions or sanctions by the Complaint Committee shall be final.

Retaliation

No person shall be subjected to retaliation for having utilized or having assisted others in the utilization of the complaint process.

Reconciliation

Nothing in the procedure is intended to prevent the complainant and respondent from resolving the complaint by signing a written statement of agreement and submitting it for approval to the Non-Discrimination Coordinator. If the agreement is approved, it will be placed in the file maintained by the Non-Discrimination Coordinator.

Hearing Procedure

1. All parties shall be afforded reasonable opportunity for oral opening and closing arguments and for presentation of relevant witnesses and pertinent documentary evidence.
2. The Complaint Committee shall have the right to question any and all witnesses, to examine documentary evidence presented, and to summon other witnesses as the Committee deems necessary.
3. The hearing shall be mechanically recorded. Any party involved may obtain a copy of the recording from the Non-Discrimination Coordinator at the expense of the requesting party. Recordings shall be maintained by the Non-Discrimination Coordinator for a period of three (3) years from the hearing date.
4. All parties shall have the right to advice of counsel of his/her choice; however, neither party may proceed through counsel.
5. At the conclusion of the hearing, the Committee shall deliberate in closed session. Such deliberations shall not be recorded.

Presidential Appeals Committee

The Presidential Appeals Committee shall review all appeals from decisions of the Complaint Committee within thirty (30) working days from the date of the appeal. If either party has requested an interview or is requested to appear for an interview by the Presidential Appeals Committee, then both parties must be informed. The intent of the Presidential Appeals Committee's review is neither to hear new evidence nor to substitute the judgment of the Presidential Appeals Committee for that of the Complaint Committee. The intent of this review is to insure that the hearing and decisions were not arbitrary, capricious or discriminatory, did not violate the rights of the parties, and did not violate the concepts of fair play to both parties.



The Presidential Appeals Committee's review is the final institutional step in matters of discrimination complaints. Nothing precludes the student or employee from filing a complaint with any external agency that handles discrimination complaints.

Remedies/Disciplinary Action

Erskine shall determine appropriate remedies on a case-by-case basis. Such remedies may include termination of employment or expulsion from Erskine, as well as any other appropriate remedy or disciplinary action.

Location of Policy

This policy may be found on line at: www.erskine.edu/info/safety.html. This policy is also available in hardcopy at the Office of Public Safety and the Institutional Research Office on the main floor of Belk Hall.

Sexual Harassment Policy

This policy statement sets forth Erskine's sexual harassment policy and is effective immediately. The enforcement of this policy shall be the responsibility of the Non-Discrimination Coordinator.

Contact information for the Non-Discrimination Coordinator can be found at the end of this section.

This policy shall be considered a part of the Employee Resource Handbook, student regulations, and other similar guidelines that may be published from time-to-time. These guidelines shall apply to all employees and students while they are on Erskine property, attending an Erskine function, traveling in a group to or from an Erskine function or in other appropriate situations.

Erskine condemns and prohibits sexual harassment of or by any employee or student. Sexual harassment subverts the mission of Erskine. It diminishes individual dignity, impedes equal employment and educational opportunities, and compromises freedom of academic inquiry.

Sexual harassment violates Erskine's long-standing policy against discrimination on the basis of sex. It is also a violation of Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972.

Erskine is committed to ensuring and maintaining an academic and work environment free of sexual harassment. Any individual who, after appropriate investigation, is found to have engaged in sexual harassment, will be subject to disciplinary action, up to and including termination of employment or expulsion from Erskine.

A. Definition of Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other written, verbal, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in an Erskine activity;
2. Submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's employment, education, or participation in an Erskine activity; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, offensive, or hostile environment for an individual's employment, education, or participation in an Erskine activity.

For the purposes of determining whether a particular act or course of conduct constitutes sexual harassment under this policy, the alleged incident will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, can be sufficient.

B. Retaliation Prohibited

This policy seeks to encourage employees and students to report and address incidents of sexual harassment. Retaliation against any employee or student for complaining of sexual harassment or enforcing this policy violates this policy and is strictly prohibited. Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, coercion, intimidation, or harassment against an individual for exercising rights under this policy will be subject to appropriate and prompt disciplinary action.

C. Financial Liability

An employee or student who is determined to have violated this policy on sexual harassment may be held personally liable for damages and/or costs incurred by Erskine related to such conduct.

D. False Charges

This policy shall not be used to bring knowingly false or malicious charges against any employee or student. Disciplinary action may be taken against any person bringing a charge of sexual harassment in bad faith.

E. Persons Subject to Policy

Employees and students of Erskine are subject to this policy whenever they are acting as representatives of Erskine, whether on or away from the Erskine campus. Likewise, Erskine will not tolerate sexual harassment of its employees or students by persons conducting business with or visiting Erskine, even though such persons are not directly affiliated with Erskine.

F. Consensual Relationships

Amorous relationships that occur in the context of educational or employment supervision and evaluation present serious concerns about the validity of consent. The element of power implicit in amorous relationships between a teacher and student, supervisor and subordinate, or senior and junior colleagues in the same department or unit makes them susceptible to exploitation. Those who abuse their power in such a context violate their duty to the Erskine community.

Relationships between employees and students are particularly susceptible to exploitation. The respect and trust accorded an employee by a student, as well as the power exercised by an employee in giving grades (faculty employee) or recommendations for further study and future employment make voluntary consent by the student or another employee suspect.

Anyone who engages in a sexual relationship with a person over whom he/she has any power or authority within the Erskine structure must understand that the validity of consent can and may be questioned. In the event of a charge of sexual harassment, Erskine will give very critical scrutiny to any defense based upon consent when the facts establish that a power differential existed within the relationship.

Procedures for Filing Complaints



All complaints of sexual harassment should be made to the Non-Discrimination Coordinator. Such complaints shall be handled in accordance with the procedures set forth in the Policy and Procedures Relating to Title IX and other Discrimination Complaints.

The contact information for the Non-Discrimination Coordinator can be found at the end of this section.

Sexual Assault Policy

Erskine is committed to providing an environment for employees and students free of sexual assault. This policy is intended to comply with 20 USCS Section 1092(f)(8) contained in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (the "Jeanne Clery Act").

Anyone can be the victim of sexual assault. Sexual assault is a flagrant violation of the conduct expected at Erskine. When the assailant is an acquaintance, a victim often has mixed feelings concerning the incident and what to do about it. Besides feeling frightened, angry, hurt and ashamed, victims can feel betrayed and even guilty for having "facilitated" the assault. In some cases, they do not even acknowledge that they have been assaulted until long after the incident has occurred. **If an employee or student finds herself/himself in an unwanted sexual situation, on a date or anywhere else, they should be assertive and say "NO". If a person is told "NO" when making sexual advances, he/she must accept it. No means no! Sexual assault is a crime!**

Definition

Sexual assault is any actual or attempted non-consensual sexual activity, including, but not limited to, intercourse, attempted intercourse, or sexual touching by a person known or unknown to the victim. Rape is an act of sexual intercourse with a person against his/her will and consent, whether one's will is overcome by force or fear resulting from the threat of force, or by drugs administered without consent, or when a person is physically unable to communicate willingness due to unconsciousness, intoxication or otherwise. Having sexual relations with someone who is unable to give consent because they are mentally incapacitated, passed out, or otherwise unconscious is rape.

Obtaining Assistance

Victims may be unsure of how to deal with the assault and can wonder what courses of action are available and appropriate. An unfortunate result of this insecurity is that many victims elect not to tell anyone about their ordeal and decline to seek the help they need to deal with the terrible hurt they have suffered on a physical and emotional level. All employees and students should be aware of both the consequences of sexual assault and the options available to the victim. Seeking assistance in connection with a sexual assault from the hospital, the police, the institution, or anyone else does not obligate a victim to take further action.

If a sexual assault should occur, the victim should: go to a safe place; contact a friend or family member; get prompt medical attention; call the Office of Public Safety Emergency number (911), Victim Assistance Program, and the Non-Discrimination Coordinator (for employees), or the Student Dean (for students) to report the incident. (Persons currently holding these positions and their telephone numbers are listed at the end of this section). The victim should tell someone all details about the assault or write down all details as soon as possible and keep the clothes worn during the assault. If clothes are changed, the victim should place clothes in a paper bag (evidence deteriorates in plastic); not shower, bathe, or douche; not urinate, if possible; not eat, drink liquids, smoke or brush teeth if oral contact took place; and not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim's home (or dormitory room), the victim should not clean or straighten up until the police have had an opportunity to collect evidence.

When a victim tells another person that she/he has been assaulted, the person who was told should encourage the victim to seek medical attention, contact the Victim Assistance Program or the Student Dean (for students), and report the incident to the Office of Public Safety. Means for contacting these individuals is found at the end of this section. No victim should be allowed to suffer alone. If the victim does not wish to report the assault, anyone can inform the Student Dean (for students) or the Office of Public Safety. When a third party makes the complaint, it is necessary for that third party to

document the "anonymous" report to the Office of Public Safety within 24 hours. If the third party requests to remain anonymous, the Office of Public Safety will respect that request to the extent possible by excluding the third party's name from the report.

If the victim of a sexual assault feels uncomfortable in his/her living or academic situation, he/she should notify the Victim Assistance Program, Non-Discrimination Coordinator, the Student Dean (students), or the Human Resources Office (employees). Erskine College will notify the victim of options for, and available assistance in, changing academic and living/working situations. If requested by the victim, Erskine will assist in changing the victim's academic or living situations if the changes are reasonably available.

Medical Attention

A victim of any sexual assault is encouraged to seek medical assistance. This is the first step in regaining control over one's life. Even if the victim decides not to report the assault to the appropriate authorities, it is very important to seek medical attention immediately for possible internal injuries or sexually transmitted diseases. To keep all options available, the collection of medical evidence becomes critical in the event the victim chooses, even later, to prosecute. At the emergency room, the doctor may collect samples, hair, semen, and other trace evidence. The hospital may also collect the clothing worn during the assault so it may be helpful for the victim to bring a change of clothes. Normally, the hospital will communicate with a rape crisis center and their representative will come to the emergency room to assist the victim in any way possible. Going to the hospital and having evidence collected does NOT obligate the victim to complete other actions. This simply aids in keeping options open until the victim decides how to proceed. Options include choosing to pursue charges later against the perpetrator criminally through the legal system or through the Erskine's policies and procedures.

Counseling

Sexual assault is a crime committed against the victim, not by the victim. Victims should not blame themselves. Emotional trauma is severe after a sexual assault. Violation, loss of trust, and loss of control can have serious long-term impact on the victim. It is not unusual for a victim to feel guilty or distrustful or to withdraw from others, particularly in an acquaintance rape. There are, however, trained persons who can provide counseling and support during recovery. Erskine has a Victim Assistance Program through the Office of Public Safety to serve the needs of the victim. The Victim Assistance Program's contact information is listed at the end of this section. There is also counseling available through the Student Dean (for students). Contact information for the Student Dean is found at the end of this section. Assistance can also be obtained through the Sexual Trauma and Counseling Center for Greenwood and Abbeville at (864) 227-1623 (Hotline: 1-888-297-4546).

Reporting to the Police

Following an incident, victims are encouraged to make a report to a Public Safety officer or to the local police. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported, the easier it is to collect valuable evidence. Incidents may also be reported to the Student Dean (for students) and/or the Non-Discrimination Coordinator who will assist in obtaining assistance for the victim. Public Safety officers will aid the victim in completing the report. Off-campus incidents should be reported to the police in whose jurisdiction it occurred as well as to an Erskine official. Erskine is committed to making every effort to see that the victim is offered medical and psychological care as well as informed about prosecuting the suspect through the criminal court's legal system or Erskine's policies and procedures while keeping their report of sexual assault in confidence and protecting the victim's right to anonymity, to the extent feasible taking into consideration the victim's desires as to reporting.

The Office of Public Safety believes a victim deserves the right to a professional investigation. Victims are often confused and not sure if they wish to report the incident. Reporting the assault to the police and obtaining medical attention are not synonymous with criminal prosecution. The victim retains the right not to pursue criminal prosecution even if these steps are taken. Even if the victim decides not to pursue charges, reporting the assault is a step in regaining a sense of personal control. Providing information about the assault may help someone else avoid becoming a victim. The Office of Student Services (for students) and/or the Non-Discrimination Coordinator (student and employees) will aid



victims in arranging for medical care, contacting counseling and other resources that are available. A Public Safety officer will meet with the victim privately, at an appropriate place, to make a report. All members of the Office of Public Safety will treat the victim and the case with sensitivity and professionalism and will be available to answer questions and explain the processes involved. The Office of Public Safety will investigate the case which may result in an arrest and prosecution of a suspect. Finally, the victim will be kept up-to-date on progress of the investigation or prosecution as well as their rights and options.

Campus Judicial Proceedings

If a victim of sexual assault chooses to make a complaint pursuant to Erskine's policies and procedures, such complaint shall be made to the Non-Discrimination Coordinator whose contact information is provided at the end of this section. Such Complaint shall be handled in accordance with the procedures set forth in the Policy and Procedures Relating to Title IX and other Discrimination Complaints. If the victim does not wish to make a complaint pursuant to Erskine's policies and procedures, Erskine will make reasonable efforts to respect the confidentiality of the victim; however, Erskine reserves the right to take disciplinary action against the perpetrator in the interest of campus safety. If a case is being pursued by a criminal or civil court, Erskine will evaluate safety concerns for the campus and the risk of impairment of the rights of the parties to a fair trial in determining whether an on campus hearing should go forward or be delayed. Erskine reserves the right to bring, delay, resume, or reinstitute a hearing at any time before or after the verdict in the Court's legal system. At Erskine proceedings, the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of Erskine proceedings. Reports will be included anonymously in statistics required by the Jeanne Clery Act as applicable.

If criminal charges are pressed and the suspect is found guilty, Erskine reserves the right to further discipline the perpetrator in line with the severity of the offense upon completion of the criminal prosecution. Erskine also reserves the right to discipline the perpetrator even if no criminal charges are brought or if the perpetrator is found not guilty in a criminal proceeding. Possible disciplinary action may include, but is not limited to: fines, dismissal from or refusal of campus housing, or dismissal/termination from Erskine.

Reducing Risks

There are a number of proactive measures an employee or student can take to minimize the potential for becoming a victim, such as: reporting suspicious persons to the Office of Public Safety, keeping others aware of one's anticipated destinations and times of arrival and departure, not working, studying or being alone in buildings or isolated areas. Employees and/or students who "feel" uncomfortable at any place on campus should trust their feelings and contact the Office of Public Safety (911) to be accompanied to their destination. Students should be cautious dating persons they do not know well, and get information about such persons from a mutual acquaintance or try to arrange a double date or group activity. Leaving a party or other social event with someone only recently met can be dangerous. Excessive alcohol impairs judgment. Acquaintance rapes usually involve drugs or alcohol use by one or both parties. Illicit drugs or improperly used prescription drugs can interfere with clear thinking and clear communication. Sexual limitations and desires should be communicated clearly. Finally, students should walk with confidence and alertness. Assaultants are less likely to target a person who appears assertive and difficult to intimidate.

Prevention, intervention and education programs specifically addressing rape, acquaintance rape and other sexual offenses are presented during Freshman Orientation for students (Every freshman is required to attend these sessions.) and periodically through Erskine's Residence Life Program and during Faculty/Staff orientation sessions for employees. For more information on these programs, contact the Office of Student Services (for students) or Non-Discrimination Coordinator (for employees).

Sex Offender Registry and Access to Related Information

Incarceration may remove a sex offender from the streets, but it does nothing to prevent the offender from committing another crime when released. The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where



law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in the State to provide notice, as required under State law, to each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. In South Carolina, convicted sex offenders must register with the County Sheriff's Office where they reside.

In addition, all persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion in the State Offender Registry within ten days of establishing a residence within South Carolina. Any person required to register shall also be required to re-register within ten days following any change of residence.

Non-resident offenders entering the State for employment, to carry on a vocation, or as a student attending school who are required to register in their state of residence or who would be required to register under this section if a resident of South Carolina shall, within ten days of accepting employment or enrolling in school in South Carolina, be required to register and re-register pursuant to this section. For purposes of this section, "student" means a person who is enrolled on a full-time or part-time basis, in any public or private educational institution, including any secondary school, trade or professional institution, or institution of higher education.

The State Law Enforcement Division (SLED) maintains a website, <http://www.sled.state.sc.us/>, which allows a search of the Sex Offender Registry for Offenders by Name, City, County, or Zip Code. Information may also be obtained from the SC Attorney General's office and/or website.

Registry information provided under law shall be used for the purposes of the administration of criminal justice, for the screening of current or prospective employees or volunteers or otherwise for the protection of the public in general and children in particular. Use of the information for purposes not authorized by law is prohibited and a willful violation with the intent to harass or intimidate another can result in prosecution.

Contact Information:

The contact information for reporting sexual assaults can be found at the end of this section.

Workplace/Campus Threats, Violence, and Weapons

Erskine is committed to the safety and security of all persons. To ensure a safe school workplace and to reduce the risk of violence, all students and employees should review and understand the provisions of the workplace threats, violence, and weapons policies detailed below.

Erskine will not tolerate any types of threats, threatening behavior, or acts of violence committed by or against any individual on Erskine property or at any Erskine sponsored event.

No individuals shall possess on Erskine property any firearms or dangerous weapons with the exception of police officers, transfer agents licensed to carry weapons, and persons using such weapons for class instruction or activity except when authorized by the Dean or Vice President of the appropriate area. Firearms and dangerous weapons include, but are not limited to: rifles, handguns, pocket knives which are longer than six inches in total length when opened, hunting knives, swords, machetes, BB guns, shotguns, pellet guns, grenades, bow and arrows, and paint ball guns.

Violation of this policy will lead to disciplinary action up to possible expulsion or discharge and may result in arrest and prosecution for any criminal acts. Possession of any type of handgun, shotgun, or rifle on campus is a violation of Federal/State law and an individual possessing such may be charged accordingly.

Employees and students are prohibited from making threats or engaging in threatening or violent activities. This list of behaviors, while not all inclusive, provides examples of conduct that is prohibited.

- Causing injury to another person;



- Making threats of any kind;
- Aggressive, hostile, or violent behavior, such as intimidation of others, attempts to instill fear in others, or subjecting others to emotional distress;
- Intentionally damaging company property or the property of another employee, student, or member of the public;
- Possession of a weapon while on Erskine property, Erskine business, or at an Erskine sponsored event (except as noted above); and/or
- Committing an act motivated by, or related to, sexual harassment or domestic violence.

Individuals are responsible to notify Public Safety, the Office of Student Services (for students), or Human Resources (for employees) of any threats they have witnessed and/or received or any threatening or violent behavior. Individuals may contact the Public Safety Crime Stoppers Tip Line at (864) 379-2140 to report anonymously. If Public Safety or Human Resources is unavailable immediately, contact the Due West Police Department at (864) 379-2150.

Contact Information:

Non-Discrimination Coordinator & Title IX Coordinator

Mrs. Tracy Spires
Room #238, Main Floor, Belk Hall
Office (864) 379-8805 or Home Phone (864) 352-3281
Email – tspires@erskine.edu

Vice President for Student Services

Dr. Robyn Agnew
Watkins Student Center, Second Floor
Office (864)379-8785; Home (864)379-2627; Cell (864)378-8069
Email – ragnew@erskine.edu

Dean of Students

Dr. Bryan Rush
Watkins Student Center, Second Floor
Office (864)379-8702; Cell (864) 556-5955
Email – rush@erskine.edu

Chief of Campus Police

Randy Estep
Emergency: 911
Office: (864) 379-8869; Public Safety Cell (864) 378-1650
Email – estep@erskine.edu

Victim Assistance Program (through the Office of Public Safety)

Campus Contact-Randy Estep

Office: (864) 379-8869; Public Safety Cell (864) 378-1650
Email – estep@erskine.edu

Policy on Communicable Diseases

In accordance with current legal precedents concerning discrimination, admission to the College will not be denied to a qualified student solely on the ground that the student is an infected individual. Similarly no student shall be required to cease attending College solely on the basis of a positive diagnosis of infection. Any such action will be taken only after reasonable accommodations have

been made and an examination of the facts demonstrates that the student can no longer perform as required or that the student presents a health risk to himself or herself or to the College community.

Lost Key or Key Fob

If you lose your key or access fob, please notify the Office of Student Services immediately. The fob will need to be deactivated to assure security of campus buildings. Replacement keys cost \$28, and replacement fobs are \$10.

Erskine College Alcohol Policy

The Mission of Erskine College is to equip students to flourish by providing an excellent liberal arts education in a Christ-centered environment where learning and Biblical truth are integrated to develop the whole person.

In any community, certain topics can often be divisive to the relationships with others. In our Christ-centered community we feel it is important to set up safeguards to limit the fragmentation that can damage learning and development of the whole person. These standards often take the form of expectations of conduct.

Listed below are important information and standards of the Erskine College community regarding the use of alcoholic beverages. These standards are in place to foster our campus community, provide a safe environment for our students to learn and grow, and support the Mission of Erskine College. These standards are not written to imply that the use of alcohol is immoral, but instead to provide a framework for responsible choices pertaining to the use of alcohol beverages. The College affirms the abuse and illegal use of alcohol to be at odds with the Mission of the institution and will only cause harm to the College community.

Erskine College expects all students to comply with all federal and state laws pertaining to alcohol. In the State of South Carolina, persons under the age of 21 shall not purchase, consume, or possess alcoholic beverages. In addition, it is against South Carolina law to sell or furnish alcoholic beverages to persons less than 21 years of age. Students should make responsible choices about whether or not to use alcohol. A responsible choice will vary from individual to individual. Because most Erskine College students are under the legal drinking age, their choice should be abstinence; for those of legal drinking age, it should be abstinence or moderation.

The possession of alcoholic beverages by any Erskine student or guest of any Erskine student anywhere on the Erskine campus or at any function sponsored by any College organization is a violation of the Code of Conduct. This includes all residence hall rooms. A residence hall resident is responsible for any violation of the alcohol regulations, including underage possession or consumption that occurs in his/ her room while he or she is present. Public display of any alcoholic beverage, drunkenness, or alcohol related misconduct in any area of campus is a violation of the Code of Conduct. Violations of the Code of conduct could result in sanctions up to and including separation from the College.

South Carolina Laws Related to Alcohol

Offense	Consequence
Purchasing or possessing beer or wine if you are under the age of 21	\$265 to \$470 fine and/or imprisonment for up to 30 days for 1st offense. Mandatory completion of alcohol education program
Lying or providing false information about your age to purchase alcohol	Misdemeanor punishable by fine not less than \$100 or more than \$200 or must be imprisoned for not more than 30 days, or both. Must attend DAODAS approved alcohol prevention education or intervention program. The program must be a minimum of 8 hours and the cost to the person may not exceed \$150.

Lending a driver's license or personal identification card to any other person	Misdemeanor punishable by a fine of not more than \$200 or imprisonment for not more than 30 days for a first offense and not more than \$500 or imprisonment for not more than 6 months for a second or subsequent offense for any person.
Altering a driver's license	Misdemeanor punishable by fine not more than \$2500 dollars or imprisonment for not more than 6 months, or both.
Selling or issuing a false driver's license	Misdemeanor punishable by fine not more than \$2500 or imprisonment for not more than 6 months, or both.
Using someone else's driver's license	Misdemeanor punishable by a fine of not more than \$200 or imprisonment for not more than 30 days for a first offense and not more than \$500 or imprisonment for not more than 6 months for a second or subsequent offense for any person.

Convictions of the following offenses result in suspension of driver's licenses suspended for 120 days for a 1st offense and 1 year for a subsequent offense:

- Possessing, consuming, purchasing or attempting to purchase alcohol under age
- Lying or providing false information about age to purchase alcohol
- Lending a driver's license or personal identification card to any other person
- Altering a driver's license
- Selling or issuing a false driver's license
- Using someone else's driver's license
- Using an altered driver's license or identification card containing false information.

Violating any alcohol-related laws if you are a student may result in the following additional penalties:

- ineligibility for state-funded grants and/or scholarships (e.g., the LIFE Scholarship) for one year upon second conviction
- ineligibility for the refundable state individual income tax credit.

Driving Under the Influence and Open Container Laws

- Driving with BAC of .02% or higher when under 21
 - Suspension of driver's license for 3 months. Suspension of driver's license for 6 months if DUI conviction within the past 5 years. Mandatory enrollment and completion of an ADSAP if license is suspended.
- DUI
 - Up to \$400 fine and/or imprisonment from 48 hours - 30 days & suspension of driver's license for 6 months for a 1st offense
- Open Container
 - **Having an open container of alcohol in a moving vehicle of any kind, except in the trunk:** Fine of up to \$260.50 or imprisonment for up to 30 days

Regulations for Student Organizations

- On-Campus Events: Alcoholic beverages are not permitted on any Erskine College property. Therefore, any on campus event hosted by a Student Organizations should be completely free of alcoholic beverages.
- Off-Campus Events:
 - o Alcoholic beverages are not permitted at any activity sponsored by a campus organization. Anyone found to be in possession of alcoholic beverages will be subject to student conduct action. An organization hosting an event is responsible for enforcing this policy.
 - o Off-campus events hosted by student organizations may not be held at venues that have a bar or any other method of alcohol distribution open during their function.
 - o Student organizations are responsible for ensuring that no person is allowed to enter their function who is visibly intoxicated.



- Events sponsored by student organizations are closed to all except members and invited guests.

Health Risks

The following information on health risks is from *What Works: Schools Without Drugs*, U. S. Department of Education (1992):

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Counseling and Treatment Resources

Off campus, professional alcohol and drug abuse counseling is available to Erskine students. For referral, please see Dr. Robyn Agnew, Vice President for Student Services, or call the Office of Student Services at (864) 379-8701.

Housing Policy

Erskine College is a residential campus. In order to provide the experiences and opportunities for growth to meet the mission and goals of Erskine College, it is important that the Erskine student live, study, exercise, worship, and socialize in the atmosphere expressly created for that purpose. To promote this end, all Erskine students are expected to reside in the Residence Halls and eat in the dining hall during normal academic terms. All students will automatically be charged a room and board fee by the Business Office unless a statement is received from the Office of Student Services indicating a change in this situation.

Exemptions to Live Off Campus

Every Erskine College student is **required to live in a campus residence** hall unless the student is granted an exemption. Exemption requests will not be considered unless they meet one of the following criteria:

- Student is legally married.
- Student is legally responsible for someone else (caregiver, parent, guardian, etc.) and has documentation demonstrating this responsibility
- Student resides with an approved blood relative **and must:**
 - Live within a 50-mile radius from the campus
 - Notify the Office of Student Services that he/she wishes to commute. A Commuter Certificate will be sent to the legal guardian
 - A Commuter Certificate must be on file in the Office of Student Services prior to the beginning of the semester the student becomes a commuter
- Student is at least 22 years of age **and must:**
 - Have at least a 2.5 cumulative GPA and not be on Academic Probation/Suspension
 - Have no significant judicial history (verified by Dean of Students)



- Have the approval of the Athletics Department (if the student is an athlete)
- Student has a documented medical exemption. Appeals to live off campus on the basis of a medical need must meet the following criteria:
 - The medical need must be compelling, such as post-hospitalization with ongoing care
 - Requirements for special medical equipment which cannot be met in campus housing
 - The need for special care attendants to help the student

Issues such as social anxiety, mild depression, and cognitive impairment typically are not considered to be compelling reasons to gain approval to live off campus. Requests for residing off campus due to asthma/allergies are typically not granted. Students wishing to pursue this avenue need to include letters from treating physicians and/or other medical professionals. They must also agree to full medical disclosure with the Office of Student Services.

Exemption Requests

If a student wishes to request an exemption from the on campus requirement, he/she must submit the following documents to the Office of Student Services by the last day of classes in the spring semester:

- A letter from the student in which he/ she details the exemption criteria that is met in his/her situation.
- A letter from his/her legal guardian showing support of the on campus exemption.
- Pertinent supporting documentation.

Once all information is received by the Office of Student Services, the request will be considered by the Housing Appeals Committee. The student should receive a decision letter in his/her Campus Post Office Box within five (5) to ten (10) business days.

A student may appeal the decision of the Housing Appeals Committee to the Vice President for Student Services. The appeal must be received in writing within five (5) days of the Housing Appeals Committee's decision. The decision of the Vice President for Student Services will be final.

Once an exemption has been approved, a student must provide the Office of Student Services with a current address at the beginning of each semester.

Room Entry and Search

The College recognizes students' desire for privacy in their rooms and intends to provide, when the College deems it appropriate, advance notice before staff or authorized agents enter residence hall rooms. The College reserves the right to enter student rooms, or grant permission to its authorized agents to enter student rooms, for the following reasons: to respond to an emergency, to make needed repairs, to perform routine maintenance, to conduct health and safety inspections, and to maintain the College's Code of Conduct. Inspections for health and safety conditions and property inventory may be conducted by residence life staff periodically. In addition, residence halls can be inspected during break closings of campus housing.

When possible, a representative of the Student Government or the Judicial Council will be present during searches related to potential Code of Conduct violations. These types of searches must be approved by the Vice President for Student Services or the Dean of Students.

Damage Charges

A Room Inspection Form is completed by residence life staff prior to check-in. Students will have the opportunity to review the document and make comments prior to signing it. Students will be charged for any changes to the room that occur during the year. No furniture is to be removed from the room during the year. It is imperative that students make SLAs or the RD aware of problems in the room so work orders can be filed. Unreported problems may result in damage charges at the end of the year. The following incidents may result in substantial damage charges; the list is not exhaustive:

- Removing shelves or furniture, attempting to rewire any outlets or lighting, sawing doors to accommodate carpeting, installing water filters or other specialized plumbing fixtures, etc.
- Painting and/or repainting a room. Painting will result in charges from the College for the cost for materials and labor (which may be outsourced) to repaint the room.
- Using nails, putty, or two-sided tape to hang posters, picture frames, bulletin boards, etc.
- Decorating with contact paper or “glow-in-the-dark” stars.
- Failing to remove personal furniture, carpeting, belongings, or trash upon check-out.
- Failing to sweep/vacuum room upon check-out.

Common Space Damages

If damage occurs in common space in a residence hall and the person responsible for the damage cannot be identified, the cost will be shared by the residents of that building or that specific floor. Residents are encouraged to show respect for the community in which they live and work and to hold others accountable. The following incidents may result in substantial damage charges; the list is not exhaustive:

- Broken windows in stairwells
- Broken ceiling tiles
- Broken lobby furniture
- Large amounts of trash in lobby areas

Damage Charges and Billing

Actual billing for damages occurs at the beginning of the summer with the aid of the Aramark staff. Billing for room damages ordinarily appears in the June billing from the Business Office (January for those students who move out in December).

Video Cameras on Campus

Video cameras are situated in various locations around campus for security purposes. There are times, however, when footage from these cameras can confirm violations of the College Rules and Regulations as stated in the *Pilot*. Access to this video footage can only be obtained through the Vice President for Student Services and/or the Chief of Erskine College Public Safety. In the event there is reason to believe a violation or incident has occurred in which the video footage may be helpful in identifying persons involved, said footage can be used. The video footage will not be viewed without a request from a Student Life Assistant, a Resident Director, a Student Government Association officer, a Judicial Council officer, or an officer of the College. If the Vice President for Student Services and/or the Chief of Public Safety have reasonable cause to believe a violation has occurred, they may view the appropriate video footage. While there is no statute of limitations on the viewing of video footage, a reasonable time frame should be used in reporting and acting upon such violations.

Demonstrations

Erskine recognizes the right of students to demonstrate peaceably; however, demonstrations must be registered with the Office of Student Services prior to the event. The Vice President for Student Services and Chief of Police should be notified of any demonstration to ensure the safety of Erskine students and Erskine property.

Hazardous Weather

The President of Erskine or his designee(s) has the sole authority to make decisions regarding the status of the campus during periods of hazardous weather or other emergency conditions. The following procedures are provided to timely inform faculty, staff, and students of the status of the campus when hazardous weather threatens personal safety and/or alters regular class meetings or the normal hours of operation for campus offices.

Above all, Erskine seeks to help ensure the safety of all during periods of hazardous weather, and accordingly, faculty, staff, and students are strongly encouraged to use caution and good discretion when traveling to and from the campus and while on the campus so as to reduce the risk of injury to themselves and to others.

Erskine College follows the schedule for Abbeville County Schools. Faculty and students in the College and Seminary should consult the following news sources to determine the status of classes during hazardous weather conditions:

1. The dedicated Erskine telephone information hotlines for up-to-date recorded messages regarding the status of the College and Seminary, respectively.
(864) 379-6651 (College faculty and students)
(864) 379-6652 (seminary faculty and students)
2. The Erskine website (www.erskine.edu). The College and Seminary will post separate announcements.
3. Local news stations—WYFF Channel 4 and WSPA Channel 7. The College and Seminary will post separate announcements. No announcement means that the campus offices and classes are on regular schedule.

Health Services

Location, Staffing, and Hours

Erskine College Health Services is housed in the Younts Infirmary and is dedicated to support the overall well-being of each student to maintain optimal health while completing their studies. This is accomplished through a professional staff of licensed health care providers committed to quality care and confidentiality. Dr. Brian Henry of Due West Family Medicine serves as the primary physician, and Reba Stille serves as the primary nurse. Students can be seen by the physician Monday through Friday beginning at 8:00 a.m. until all have been seen. Students can receive care from the nurse Monday through Friday 7:00 a.m.-11:00 a.m. and at 2:00 p.m. until all have been seen. A staff member is on call 24/7 in case of emergency. Contact information for the on-call provider can be obtained by calling the infirmary at (864) 379-8823 or by checking the posting on the main door of the infirmary.

1. When you enter the infirmary, you should sign the sheet in the reception room. If the nurse is not in the building, she will leave a number for you to call on the clipboard holding the sign-in sheet. There you will also find directions to the infirmary telephone.
2. If you have an emergency or feel you need immediate attention at any time when someone is not on duty, do the following:
 - a. Call the infirmary at (864) 379-8823. If there is a student worker on duty, he/ she will know what to do or who to contact.
 - b. If there is not a student on duty, a phone number of the person on call is located on the sign-in sheet and will be given on the telephone message. The phone is at the nurse's desk.
 - c. If you feel you cannot make it to the infirmary, call (864) 379-8823. If no answer, call the Office of Student Services (379-8701), or in case of emergency call 911. The infirmary is officially closed on weekends, but the nurse is on call during this time.
3. Students confined to the infirmary are asked not to leave the infirmary without the permission of the College physician or nurse.
4. Please advise the College physician or nurse of any medication or drugs which you are taking.
5. Medical physicals are required of all new students as part of the admissions process.
6. To obtain verification of your infirmary visit, you must report to the infirmary before you miss class. Infirmary lists are sent to the Student Services Office daily, and your verification form must be signed by a staff member in the Office of Student Services. Always contact your professor before missing an assigned test.

While the student Medical Fee provides students with access to the campus infirmary and its services, Erskine expects students to maintain independent, valid medical insurance coverage, usually secured under their parents' medical insurance policy. Students who do not have medical

insurance are encouraged to obtain coverage to address any medical costs in the event of illness, an accident, or other medical situation. Students may visit the Erskine Human Resources Office in Belk Hall for guidance on companies who write student medical insurance policies.

Requirements and Services

Before being seen by one of the health care providers, a student must have an official physical form and immunization record on file in the infirmary. Included in the immunization record must be verification of PPD within the last year, two MMRs, and Tetanus within the last ten years. It is also recommended that students have the Meningitis, HPV, Hepatitis A and B, and Influenza vaccines. Primary care visits with the physician and/or nurse as well as certain medications are provided at no additional charge beyond the annual medical fee. If a student requires an appointment with a specialist, x-rays, hospital care, or other services not provided by the infirmary, the cost will be incurred by the student.

Routine lab tests are performed in the infirmary, including strep, urinalysis, mono, and flu. Allergy injections are given on site only when the physician is present.

Student Insurance Statement

Counseling Services

College life is a time of great change and personal growth. It is exciting, satisfying, and sometimes challenging. For many students, there are times when all the demands and excitement may feel overwhelming. Erskine College understands that students need many kinds of support to help them succeed.

Erskine College Counseling Services promotes and fosters the academic, personal, and interpersonal development of Erskine College students by providing short-term counseling, crisis intervention, consultation, and educational programs to the campus community.

Our counselors help create a healthy college community through their commitment to responsiveness and individual attention to student needs. Our counselors provide a safe place for students to explore difficult issues, advocate for a healthy environment in which to live and work, and nurture the development of the whole person.

Counseling services are for:

- students who need individual attention for resolving personal or interpersonal problems;
- friends, faculty, family members, and others who have concerns about the well-being of an Erskine College student.

In addition to these services, our professionals can provide outreach, prevention, and education services through programs specialized for particular campus groups or classes.

Whether it is for yourself or a friend, we are here to help.

To make an appointment or speak to a counselor for consultation or urgent concern, please call Due West Family Medicine at (864) 379-2345. If you want the counseling services that Erskine provides at no extra cost to you, please tell the receptionist that you are an Erskine student. Otherwise, the counseling will be paid through your personal insurance plan, which may include deductibles and co-pays.

If you desire to see a counselor outside of Due West, please contact Dr. Robyn Agnew or Dr. Bryan Rush in the Office of Student Services for a referral. Call (864) 379-8701.

Automobiles

1. Any student may have an automobile or motorcycle on campus. Any vehicle used by a student or kept on campus is required to have a permanent parking decal on the on the left rear bumper. A vehicle registration form must be completed with the correct information. False or incorrect information given will be ruled as a violation and will be subject to a fine. All license plate changes require you to complete another vehicle registration form so that database can be updated. Failure to

comply will result in a fine. Vehicle registration forms along with decals can be obtained from the Business Office. A vehicle temporarily used (2 weeks max.) by a student or a guest that is parked overnight in a College parking lot should have a temporary parking permit. A temporary parking permit can be obtained from your Resident Director or Student Services. Temporary parking passes must be properly displayed on the rear view mirror.

2. Vehicles may be parked on campus only on paved parking lots or campus streets. All vehicles must be parked within the marked designated areas. Parking elsewhere – on grass, etc. – is a violation.
3. Certain areas on campus have been designated “tow-away” zones. Vehicles parked in these areas may be towed at the owner’s expense. These tow-away zones include the following:
 - a. The parking spaces in the rear of Younts Infirmary are reserved for doctors, nurses, and patients.
 - b. The entrances to all the residence halls. NOTE: The asphalt “loading zones” at the side entrances at Grier and Pressly Halls are for loading and unloading of heavy personal belongings only and are not parking areas.
 - c. There is NO PARKING on the Circle. The only exception is at the beginning of the year for moving in and at the end of the academic year for moving out. In these cases, someone should remain with the vehicle at all times.
 - d. There is a 15 minute time limit to parking on the Robinson Circle and the circle at the Watkins Student Center.
4. The street behind Watkins Student Center, Wightman Street, is maintained and patrolled by the Town of Due West. There is no parking on either side of this street.
5. Driving any motorized vehicle across campus (i.e., on grass or sidewalks) is a violation and subject to a fine.
6. Any student who receives more than three tickets in any one semester may be referred to the Committee on Discipline and Appeals concerning loss of vehicle privileges.
7. Tickets must be paid in the Business Office. All fines will be doubled if not paid within two weeks after the ticket is given. Fines are generally reduced by 50% if paid within the first week after the ticket is issued.
8. Parking in the US Post Office lot and in spaces on the street beside Post Office is for Post Office customers only. Violators are subject to being towed.
9. Parking in the Subway parking lot is for Subway customers only. Violators may be ticketed by the Due West Police.
10. Any vehicle parked on the campus is subject to search provided there is probable cause. This search would follow the same procedure as followed for a room search.
11. Parking in any designated handicap space is prohibited. To obtain a legal temporary handicap placard you will need to take a doctor’s written note to the Infirmary where Dr. Henry will complete the form which you will need to take to the Department of Motor Vehicles to obtain your temporary handicap placard. The placard must be properly displayed on your rear view mirror.
12. All vehicles must be insured and have a current registration decal located on license plate. Vehicles not having current registration or insurance will be considered as abandoned and will be subject to towing and storage fees.
13. Parking along the side the Erskine/Lesesne building is prohibited.
14. All vehicles must be registered and have parking decals properly displayed by the end of the first week of classes. Campus Police will start issuing tickets for failure to register or for improper display of decal at the start of the second week of classes.
15. Vehicles shall not park with its left wheels to the curb (parking on opposite side of road facing traffic). If this occurs on Due West Town streets; violators will be ticketed by the Due West Police Dept.



Tobacco Free Environment

Erskine is dedicated to providing a healthy, safe, and conducive environment for working and learning. To achieve this goal, Erskine has designated only outside areas as permissible areas for smoking and tobacco use. These designated areas have receptacles available to guard against fire and to maintain good housekeeping. Due to safety, smoking and tobacco use are not permitted in any building, residence hall, or guest room.

Pet Free Environment

Pets are not allowed in any buildings at Erskine. The one exception to this policy is seeing-eye dogs for individuals needing such assistance. This policy is in place to protect others who may have an allergic reaction to pets and also for good housekeeping. Small aquariums for aquatic life are acceptable but must be kept clean.

Campus Athletic Facilities

Employees/Students are advised that there are inherent risks, including the risk of severe injury and death, associated with the use of the recreational facilities. By using the recreational facilities, Employees/Students are voluntarily assuming all such risks and agree to be solely responsible for any and all injuries or damages, including death, that result from the use of the recreational facilities. In addition, by using the recreational facilities, each Employee/Student agrees to indemnify Erskine College, its trustees, officers, agents and employees from any and all actions, claims, demands, losses, liabilities, costs, including reasonable legal fees and costs, of any nature arising out of or in any way related to his/her use of the recreational facilities.

Missing Student Protocol

Erskine College requests that all new students annually provide contact information in the event that the student would be reported officially missing during his/ her tenure at Erskine.

If a student is suspected missing from the campus, immediately contact the Office of Student Services at (864) 379-8701.

All reports of missing persons made to the Office of Student Services are followed up with an on-going investigation. If it is determined by the Office of Student services, in conjunction with Campus Police that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours Erskine will:

- Notify the individual identified by the student as the missing person contact;
- If the student is under 18 years old, the College will notify a parent or guardian; and
- In cases where the student is over 18 and has designated another primary contact, the College will notify appropriate individual.
- Campus Police will contact 911 to send out a missing persons alert.

Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion of intellectual exploration and other areas of campus life. They are a means of expressing concerns of the academic community and of formulating opinions on various issues on the campus and in the world at large.

1. Editors and managers should subscribe to canons of responsible journalism, such as the avoidance of libel, indecency, poor taste, undocumented allegations including rumor, attacks on personal integrity, and techniques of harassment and innuendo. At the same time they should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content.

2. The student press should be free of censorship, and its editors and managers should be free to develop their own editorial policies and news coverage.



3. All student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College or of the student body.

Students' Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education record(s). The institution may disclose education records without a student's consent under the FERPA exception for disclosure to institution officials with legitimate educational interests. An institution official is a person employed by Erskine in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as disciplinary or grievance committee; and/or someone assisting another institution official in performing his/her tasks.

An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for the institution.

Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The institution has designated the following information concerning a student as Directory Information and the institution will normally release that information without the student's consent: The student's name, address, telephone number, e-mail address, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, photographs, enrollment status, academic level, participation in officially recognized activities and sports, and weight and height of members of athletic teams. However, a student has a right to refuse to permit the disclosure of any item of Directory Information. To exercise that right, a student must notify the Registrar in writing that the student does not want any or all of the Directory Information disclosed within the first five days of each term.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Severe Weather – Tornadoes

The town of Due West has implemented a Town Siren. Listed below is the policy for Erskine.

1. A tornado watch is a forecast of the possibility of tornadoes in a large area. Normal activities should continue and the following precautions should be taken:
 - a. Upon receiving notification of a tornado watch through the established warning system, weather monitor, or police emergency communications, the administrative offices and others on the Severe Weather Notification List (See Appendix D) should be alerted to the situation by the Department of Public Safety and/or the Facilities Management Department.
 - b. The emergency weather monitor or local radio station should be monitored constantly by the Department of Public Safety and/or the Facilities Management Department. The Department of Public Safety shall maintain radio contact with Abbeville 911.
2. A tornado warning means that a tornado has been sighted, is imminent, and may be approaching.
 - a. Campus Police patrol cars or The Town of Due West Police Patrol cars should warn those on the grounds by means of public address warning and siren.



b. Emergency weather monitors or radio stations should continue to be monitored through 911 by the Public Safety Department and/or the Facilities Management Department.

c. Facilities Management personnel, dormitory Resident Directors, Student Life Assistants and Campus Police Officer's should unlock any shelter areas as needed.

d. The Campus Police Officers and Facilities Management should continue to monitor weather conditions visually, especially watching the south and west.

e. All persons in classroom buildings or in other College buildings should proceed to take shelter in an interior hallway on the lowest floor and away from glassed areas and areas with a wide, free space overhead.

f. Professors, Resident Directors, Building Coordinators, and others with supervision responsibility for students, other workers, or buildings shall be informed at the beginning of each academic year about their responsibilities for tornado procedures.

3. The all clear signal should be received by monitoring weather monitors, local radio stations, television, and through Erskine severe weather notification system (two-way radio and telephone communications). The Emergency Notification System may also be used.

Suggested Severe Weather Shelter Areas

Applied Art Building - center of building away from glass

Belk Hall - basement and first floor (hallway)

Bonner Dormitory - first floor hallways, basement

Bowie Art Center - classroom on first floor and storage area on first floor

Bowie Divinity Hall - basement and interior hallways on first floor

Daniel Moultrie Science Center- first floor corridors away from windows

Erskine Building - Hangar area and basement hallway

Galloway Center – lower level interior hallways and shower areas

Grier Dormitory - basement and interior hallways on first floor

Kennedy Dormitory - first floor corridors and basement

Literary Societies - center of buildings, basement if available

McCain Library - basement, away from the book stacks

McQuiston Dormitory - first floor corridors away from glass and the basement

Moss Facility/Memorial Hall - basement level

Moffatt Dining Hall - main dining area, private dining area well away from glass

President's Home - basement

Pressly Dormitory - basement and interior hallways on first floor

Reid Science Hall - basement

Resident Homes - center hallway away from windows and glass doors

Watkins Student Center/Snapper's - basement

Younts Infirmary - interior corridors away from windows - basement area

** Note: All Carnegie and Robinson residents are to evacuate to the Bonner basement during any tornado warnings.

Public Safety Department (Campus Police Officers)

Erskine employs two Campus Police officers who are supported by the Due West Police Department to provide 24-hour campus surveillance. Erskine seeks to provide an environment where students, faculty, staff, and visitors are protected from harassment and injury.

Campus Police Officers practice numerous measures to prevent crime such as:

1. Campus Police Officers employed by Erskine are certified law enforcement officers and State Constables with statewide authority.
2. The Due West Police Department provides supplemental assistance during the times when Erskine's Campus Police officers are not on duty.
3. The Due West Rescue Squad and the nurse employed by Erskine provide the basic health service aided by Erskine's physician.
4. Erskine Campus Police Officers have radio contact with the Town of Due West Police Department as well as with the County's Sheriff's Department dispatcher and 911.
5. Physical barriers and signs have been constructed to deter would-be criminals.
6. Extensive exterior lighting covers much of the campus.
7. The non-resident campus buildings are normally locked during periods when they are not occupied, and residence halls are locked all the time.
8. The campus is patrolled by vehicle, bike, and on foot by the Campus Police Officers and/or Due West Police Department.
9. Upon request and whenever possible, student, faculty and staff members will be escorted to and from their vehicles during the evening hours. To arrange an escort, one may contact Erskine Campus Police at (864) 378-1650. If unavailable, one should contact the Due West Police Department at (864) 379-2150.

Visitors or unescorted individuals may be greeted by Campus Police Officers and have assistance provided if they have business on the campus. Individuals who have no reason to be on the campus will be escorted off the premises.

General Student Grievances

In order to maintain a healthy relationship between Erskine College and Erskine Theological Seminary and its students, it is the policy of the College and Seminary to provide for the settlement of problems and differences through orderly grievance procedures. Every student shall have the right to present his/ her complaint, in accordance with the procedures established. This policy outlines the procedures students should follow in resolving student grievances of a general nature. Should a grievance involve sexual assault, sexual or other harassment, discrimination, or classroom grading,

the separate, specific policies in the respective student handbook and/or the Catalog for those areas should be followed.

Because the appropriate course of action is not always clear to students seeking redress of a grievance, the Dean of Students of the College and the Dean of the Seminary shall serve as resources for those seeking information regarding grievance and appeal procedures.

Informal Resolution

Grievance procedures at Erskine College and Erskine Theological Seminary, for both academic and non-academic matters, follow the scriptural principles outlined in Matthew 18:15-22. Prior to invoking the formal procedures described below, the student is strongly encouraged to discuss his/ her grievance with the person alleged to have caused the grievance. The student may wish to present his/ her grievance in writing instead of orally to the person alleged to have caused the grievance, but should not distribute the written communication to others than the person with whom one has a grievance. In either case, the person alleged to have caused the grievance must respond to the student promptly, either orally or in writing. It is the responsibility of the faculty or staff member to notify his/ her supervisor of the informal resolution.

Initial Review

If the student is not satisfied with the response, he/ she may present the grievance in writing to the chair or director (hereinafter "administrator") of the department or area where the person alleged to have caused the grievance is employed. Any such written grievance must be received by the administrator not later than thirty (30) business days after the student first became aware of the facts which gave rise to the grievance. (If the grievance is against the chair or director of a department or area, the student should address his/ her grievance to the appropriate Vice President and/or Dean.) The administrator should conduct an investigation as warranted to resolve any factual disputes. In matters pertaining to the faculty and/or academic matters, the appropriate appeals process will be followed by the College and the Seminary.

Based upon the findings, the administrator shall make a determination and submit his/ her decision in writing to the student and to the person alleged to have caused the grievance within fifteen (15) business days of receipt of the complaint. If a decision cannot be made in fifteen (15) business days, the student will receive a letter with an estimated date of completion. The written determination shall include the reasons for the decision, shall indicate the remedial action to be taken, if any, and shall inform the student of the right to review by the vice president.

Vice President Review

Within five (5) business days of receipt of the administrator's decision, a student who is not satisfied with the response of the administrator after the initial review may seek further review by submitting the written grievance, together with the administrator's written decision, to the appropriate vice president. The vice president's action may be limited to a review of the basis for the administrator's decision and need not involve a new factual investigation. The vice president may direct that further facts be gathered or that additional remedial action be taken. Based upon the findings, the vice president shall make a determination and submit his/ her decision in writing to the student and to the person alleged to have caused the grievance within fifteen (15) business days of receipt of the complaint. If a decision cannot be made in fifteen (15) business days, the student will receive a letter with an estimated date of completion. The written disposition shall include the reasons for the decision, direct a remedy for the aggrieved student if any, and inform the student of the right to seek an appeal by the President.

Presidential Appeal

Within five (5) business days of receipt of the vice president's decision, a student who is not satisfied with the response of the vice president may apply for further review by submitting the written grievance, the administrator's written decision, and the vice president's written decision to the President of Erskine College and Seminary. A review by the President is not considered a matter of right, but is within the sound discretion of the President. If a review is granted, the President may refer

the case to the Presidential Appeals Committee (PAC). If the case is referred to the PAC, the body will make a recommendation to the President who can accept the recommendation or change the decision.

The President's action will be limited to a review of the basis for the administrator's decision and the vice president's decision and need not involve a new factual investigation. Within fifteen (15) business days of receipt of the request for review, the President shall submit his decision in writing to the student and to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved student if any. The President's decision will be final.

These procedures shall not be used to bring knowingly frivolous, false, manipulative, or malicious charges against any faculty or staff member. Disciplinary action, including dismissal from the College or Seminary, may be taken against any person bringing academic or non-academic complaints in deliberate bad faith.

Involuntary Withdrawal Policy

Erskine College places the utmost priority on student welfare and community safety. When a student demonstrates conduct that violates the Code of Conduct or other Erskine policies, that conduct will be addressed through the appropriate conduct processes. This Policy is not intended to be disciplinary in nature. Rather, this Policy outlines the criteria and procedures for when and how a student may be involuntarily withdrawn from the College for demonstrating behavior that creates a direct threat to the safety or health of the student or others or that unreasonably disrupts the normal education processes and orderly operation of the College. There may be situations in which both this Policy and the Code of Conduct and/or other Erskine policies are applicable.

Criteria

A student may be involuntarily withdrawn from Erskine if the College determines, in accordance with the procedures listed below, that the student:

- (a) Demonstrates behavior that is unreasonably disruptive to the normal education processes and orderly operation of the College;
- (b) Demonstrates behavior that endangers him/herself, or that creates a direct threat that the student may endanger him/herself, or;
- (c) Demonstrates behavior that endangers others, or that creates a direct threat that the student may endanger others.

Determination

The involuntary withdrawal process begins when the Dean of Students receives a referral or other information regarding a student who appears to be demonstrating behavior consistent with one or more of the criteria listed above. If, after reviewing the information received, the Dean of Students determines that the student has demonstrated behavior consistent with one or more of the criteria for involuntary withdrawal from the College as stated above, the Dean of Students will inform the student of this determination. At the time of this communication, the Dean of Students will inform any student who is involuntarily withdrawn about the student's right to appeal the decision to the Vice President for Student Services, and will explain to the student the conditions for returning to the Erskine community (see below).

Prior to proceeding with the involuntary withdrawal process, the Dean of Students will always encourage the student to voluntarily withdraw.

Appeal

A student may appeal the Dean of Students' determination regarding involuntary withdrawal (or the designated conditions for readmission following an involuntary withdrawal) to the Vice President for Student Services. A student has five (5) business days to request this appeal. Within five (5) business days of the written appeal being received by the College, the Vice President for Student Services shall review all the available information (i.e.—all of the information made available to the Dean of Students and any additional information subsequently made available by the student), and shall, if deemed necessary by the Vice President for Student Services, have the opportunity to ask the student additional questions.

After reviewing all the available information described above, the Vice President for Student Services shall assess whether the student has or has not met the criteria for involuntary withdrawal from the College as stated above. The decision of the Vice President for Student Services will promptly be communicated to the student in writing. This decision is final.

Interim Suspension Pending Appeal



A student who demonstrates behavior that creates an immediate direct threat to him/herself or others, or who demonstrates behavior that is immediately and significantly disruptive to the normal education processes and orderly operation of the College, may be suspended from the College on an interim basis pending an appeal.

All decisions regarding interim suspensions pending appeals will be made by the Dean of Students in consultation with the Vice President for Student Services.

Effect of Involuntary Withdrawal

Students who have been involuntarily withdrawn from the College are generally not permitted to be on College premises or participate in College events. However, a student who has been involuntarily withdrawn or suspended on an interim basis pending an appeal may be on campus, with the permission of the Dean of Students or the Vice President for Student Services, for the purposes of participating in the processes detailed in this Policy or as otherwise required and appropriate in the discretion of the Dean of Students or the Vice President for Student Services.

Students are responsible for contacting appropriate College offices in order to ensure that their academic and financial affairs are in order. All determinations as to the effect of an involuntary withdrawal in these areas will be made by the applicable offices in accordance with existing College policies.

Conditions for Readmission

A student who has satisfied the conditions for readmission outlined at the time of his or her involuntary withdrawal will be considered for readmission to the College.

Readmission conditions will be individually-tailored so as to be appropriate to each student but will always be premised on the notion that the student is no longer a direct threat to him/herself or others, and/or no longer demonstrates behavior that is disruptive to the normal educational processes and orderly operation of the College. Specific conditions for readmission might include:

- Appropriate documentation indicating that the student no longer demonstrates the behavior which led to the involuntary withdrawal;
- A treatment plan from a mental health professional or other appropriate care provider and/or verification from the provider that the student is complying with a treatment plan (or has been satisfactorily complying with a treatment plan for a designated length of time);

Students wishing to be readmitted must schedule a face-to-face meeting with the Dean of Students to discuss the student's compliance with, and appropriate documentation of, the designated conditions for readmission. All determinations as to whether the conditions for readmission have been satisfied will be made by the Dean of Students, in conjunction with the Vice President for Student Services.

These determinations are final.

Because conduct that gives rise to an involuntary withdrawal under this Policy might also result in sanctions in accordance with the Code of Conduct, it is possible that a student who has met the designated conditions for readmission following an involuntary withdrawal might still not be eligible for re-enrollment at Erskine due to judicial sanctions (similarly, it is possible that a student who has satisfied all judicial sanctions might still not be eligible for re-enrollment at Erskine because of an inability to meet the designated conditions for readmission in accordance with this Policy).

The Vice President for Student Services or his/her designee may make such reasonable exceptions to this Policy and these procedures as circumstances may require for the welfare of the institution and/or the involved student(s), provided that fundamental elements of fairness and due process are observed.