



# The Pilot

2019-20 Student Handbook



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**From the Desk of:**

**Erskine College President  
Dr. Rob Gustafson**

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As we celebrate the 180<sup>th</sup> year of the opening of the College in 1839, I want to extend a warm welcome to the incoming freshman class and to all of our returning students. In this historic year, we appreciate our rich history and anticipate a bright future as each of you prepare for your vocational calling. Your academic experience at Erskine will emphasize critical thinking, strong oral and written skills, problem solving, and the importance of collaborative teamwork.

As a liberal arts Christian college located in a beautiful setting, the campus itself speaks of the majesty and beauty of the created world. The community feel on campus offers every student opportunities for leadership in a myriad of activities and organizations. Personal interaction of the students with faculty and staff is made possible because of the small class size, and the academic experience is welcoming.

As a Christian college, it is our desire to place Christ at the center of all we do as we attempt to fulfill Paul's challenge in II Corinthians 10:5b, to take captive every thought to make it obedient to Christ. As an academic community, we want to attend not only to God's written word, but also to the created order, which proclaims His work, declares His glory, and reveals to us knowledge of Him. Whether we focus on biology or the Bible, whether we participate in athletics or in other co-curricular activities, our commitment to Christ will make a difference in our pursuit of truth and excellence. Following Anselm of Canterbury, we believe so that we may understand.

My prayer for each of you is that your Erskine experience will prepare you for a life of service both to Christ and to the complex world in which we live.

As your President, I welcome you to Erskine and to the 2019-20 academic year.

Dr. Robert E. Gustafson

**From the Desk of: Student Government Association President, Trey Watts**

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To the Class of 2023 and returning Erskine Colleagues,

Welcome home Fleet Nation! We have missed you all and are excited for another year. With the additions of a few sports, organizations and renovations, there is a huge wave of optimism sweeping through the small town of Due West! I would like to be the first to welcome and congratulate you on either another year or the beginning of a new journey.

Now that we are back on campus, I know you all are eager to begin a new year and some of you may be a little anxious for this next step in your life. Let me assure you that there will certainly be new challenges in your way, there is also a community of students, faculty and staff that are here to help develop you as a person and a Christian. The friends you meet and the lessons you learn here will last you a lifetime.

We are blessed at Erskine to have a wide variety of organizations to enrich your experience, build new relationships with your peers and bring you closer to your faith. Through the time that I have spent at Erskine, by far the most rewarding aspect of my time in college has been invested in an organization. By being involved, you will learn valuable life skills such as leadership, time management, organization and teamwork. If there is not a society or club that suits your interests please let me know, we will look into creating a new one and I will do everything in my power to make it happen.

Class of 2023, your decision to attend Erskine is the first real life decision of you've made. With that being said, getting used to being on your own is a whole new experience and this new-found independence can either set you up for success or failure. Earn your education, improve yourself daily, stay persistent and most of all have fun! Your freshman year will introduce new friends, opportunities and challenges. Meet each person with positivity, take each opportunity with optimism and greet every challenge with courage.

Let us make this year the best one yet! Remember if there is anything you need my door is always open. Best of luck to everyone, Roll Fleet!

Sincerely,  
Trey Watts  
Student Body President 2019-20

### **From the Desk of Erskine College Vice President of Student Success, Dr. Wendi J. Santee**

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From the Office of Student Development, it is my privilege to welcome you to Erskine College! This is an exciting time of life. Your college experience is one that will shape you, challenge you, provide you with new opportunities to build relationships, help you grow as an individual, prepare you for a career, and offer an incredible opportunity to deepen your faith in Christ.

Student Development is here to assist you in navigating your college journey. Our hope for you is to see you truly engage in the wonderful opportunities this campus, our student organizations, and your fellow student leaders offer you throughout your time as an Erskine student. If there were one piece of advice I would give to all students, I would encourage each of you to take this very special time of life, and be open to challenging yourself to live above the norm. Get involved in campus life, the activities provided on campus and the many leadership opportunities available to you. If you stand on the sidelines and approach your college experience as a spectator sport, you will miss out on the incredible opportunities before you. Specifically, take this time to explore and deepen your faith in Christ. The decisions you make now regarding your faith, will impact the ways in which you will live out your faith in your future career, as a spouse, as a parent, as a citizen of your local community, and as a part of our global society as well. So be engaged in all Erskine has to offer you over these next few years.

We are so honored and excited to have you at Erskine College. Student Development stands ready to answer your questions, provide support and encouragement and challenge you to live a life that is God honoring. We are looking forward to working with you.

Have a great academic year!

Dr. Wendi J. Santee

## History of Erskine College

Erskine College has celebrated over 175 years as a Christian academic community.

Erskine was founded by the Associate Reformed Presbyterian (ARP) Church in 1839. Prior to this time the church had established an academy for men in 1835 and a seminary in 1837. This academy became Erskine College, the first four-year denominational college in South Carolina.



By the mid-nineteenth century, Erskine had become a thriving regional college. Following the Civil War, loyal supporters rebuilt the endowment wiped out by the conflict. They also financed construction of the Erskine Building and established chairs in Chemistry and English Literature under widely respected professors. These professors helped Erskine establish a reputation for academic excellence as the college moved from the classical to the liberal arts curriculum.

Also enhancing this reputation were the Erskine literary societies, as old as the college, which trained championship debaters and supplemented speech and literary training. The large auditorium constructed in 1892 brought renowned speakers to Erskine and continued Erskine's role as a cultural and educational center of the South Carolina Piedmont.

Erskine also played a leadership role in women's education in the state. The Due West Female College (later Due West Woman's College) was founded independently by ARP ministers and laymen in 1859, and came officially under the control of the ARP Church in 1904. Erskine College first began admitting transfer students from the women's college in 1894 and became officially coeducational in 1899.



A planned merger of the college, women's college, and seminary paved the way for accreditation by the Southern Association of Colleges in 1925. By 1927 the three schools had merged into one institution called Erskine College, with the seminary serving as its graduate theological school.

During World War II Erskine served as a cadet training school for the United States Army Air Corps. A substantial enrollment effort in the late 1950s brought Erskine's undergraduate enrollment to over 700 students throughout the 1960s and into the 1970s. Enrollment has remained between 500 and 600 for the past several decades.

## Erskine College Administration



Dr. Rob Gustafson, College President  
Belk Hall 330  
864-379-8833

Dr. Tom Hellams, College Provost  
Belk Hall 307  
864-379-8873

Mr. Christian Haberber, Vice President for Finance and Operations  
Belk Hall 224  
864-379-8812

Mr. Mark Peeler, Athletic Director  
Galloway 201  
864-379-8850

Mr. Joshua Chiles, Assistant Athletic Director for Recruitment  
& Assistant Chaplain for Athletics; Galloway Center

Mr. Paul Bell, Executive Director of Alumni Relations & Strategic Giving  
Belk Hall 326  
864-379-8727

Mr. Paul Patrick, Erskine Chaplain & RUF Campus Minister  
Watkins Student Center  
864-379-6675

Mr. Michael Irvin, Vice President of Advancement  
Belk Hall 314  
864-379-8772

Dr. Wendi Santee, Vice President for Student Success  
Watkins Student Center  
864-379-8701

Dr. Tim Rees, Dean of Enrollment  
Belk Hall 314  
864-379-6635



## Student Development

Mr. Samuel Barrick, Coordinator of Residence Life & Housing  
Watkins Student Center  
864-379-8820

Mr. Trent Payne, Coordinator for Student Transitions  
Watkins Student Center  
864-379-8725

Ms. Sarah Smith, Coordinator for Campus Life  
Watkins Student Center  
864-379-8616

Ms. Marissa Nino, Administrative Assistant  
Watkins Student Center  
864-379-8701

## Residence Life Staff

**Ms. Ashton Newman, Resident Director**  
Apartments

Laura Coleman  
Seth Shearin

Kennedy

Chris Craft #712  
Noah Jordan #812

Robinson

Anna Bowker #807  
Kensley Chapman #908  
Elizabeth Walker #707

**Mr. Kyle Keesling, Resident Director**  
Bonner

Connor Burnett #431  
Paul Lawing #301  
Josh Starnes #530  
Hunter Tomlin #512  
Ethan Wise #409

**Ms. Shaq Hunter, Resident Director**

Carnegie

Delaney Atkinson	#221
Nicole Biles	#100
Taylor Lawhon	#317
Abby Parris	#114
Mary Pratt	#213
Kara Ridlehuber	#312

Edwards

Elizabeth Schneider	#101
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**Mr. Grant Lawson, Resident Director**

Grier

Ryan Gladden	#308
Evan Hughes	#210
Josh Mundy	#308
Sam Tam	#210
Jay Washington	#107

Pressly

Bryce Comernisky	#412
Tanner Frye	#608
Preston Menke	#510

McQuiston

Matt Ponto	#3
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**Campus Traditions/Special Days**

**Soiree** - During Freshman Orientation at Erskine incoming freshmen have the opportunity to meet fellow classmates while dining and dancing during a theme-oriented evening.

**Convocation/Chapel** - These are held on Tuesdays at 11am throughout the year, with an occasional evening or weekend offering, bringing outstanding speakers to the Erskine campus and providing an opportunity for the entire academic community to come together.

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

**Signing of the Cloth** - All incoming freshmen at the Family Banquet during new Student orientation, sign the linen tablecloth which becomes a symbol of that class and will be used at that particular class's 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** - This is held during Homecoming weekend and always includes lots of fun activities, a bonfire, etc.

**Homecoming** - The entire Erskine Family gathers to reminisce about college days old and new. The weekend features the crowning of the Homecoming Queen, a concert, tailgating at the games, and tons of other fun and opportunities to interact with current students as well as Alumni.

**Fall Fest** -The festivities include campus games and a concert.



**Jesters, Secret Seven, Chalice, and the Horsemen** - These four 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 onto them.

**Spring Fling** - The festivities include campus games and the concert fills the evening with music and fun.

**SGA Ball** – The Student Government Association’s annual ball held during the spring semester is a time for fellowship, fun, and relaxation in your best suits and gowns with a catered dinner and evening dance.

**Candlelight** - 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 blows it out to reveal herself.

## 2019-20 Academic Calendar

### 2019 Fall Term

Late registration (7:30 a.m.) and classes begin.....	Monday, August 26
Drop/add day (class changes-college).....	Friday, August 30
Formal opening of College and Seminary.....	Tuesday, August 27
Last day for filing application for degree.....	Wednesday, September 25
Incompletes from previous term to be removed by.....	Friday, October 4
Mid-term grades due.....	Friday, October 11
Fall break begins after classes.....	Friday, October 11
Classes resume, 8:00 a.m.....	Wednesday, October 16
Courses dropped after this date are automatically recorded as WF.....	Friday, November 1
Pre-registration for 2020 spring term.....	November 11-26
Thanksgiving holiday begins after classes.....	Tuesday, November 26
Classes resume, 8:00 a.m.....	Monday, December 2
Classes end.....	Friday, December 6
Final examinations begin.....	Monday, December 9
Final examinations end.....	Saturday, December 14
Grades due (college) 9:00 a.m.....	Tuesday, December 17

### 2020 Spring Term

Late registration (7:30 a.m.) and classes begin.....	Monday, January 6
Drop/add day (class changes-college).....	Friday, January 10
Martin Luther King Day Holiday.....	Monday, January 20
Last day for filing applications for August degree.....	Friday, February 14
Incompletes from previous term to be removed by.....	Friday, February 14
Mid-term grades due.....	Friday, February 21
Spring Break begins after classes.....	Friday, February 28
Classes resume 8:00 a.m. (Monday schedule).....	Monday, March 9
Courses dropped after this date automatically record as WF.....	Friday, March 20
Pre-registration for 2020 Fall Term.....	April 8-22
Easter break begins after classes.....	Wednesday, April 8
Classes resume 8:00a.m.....	Monday, April 13
Classes end.....	Thursday, April 23
Reading day.....	Friday, April 24
Final examinations begin.....	Saturday, April 25
Final examinations end.....	Thursday, April 30
Senior Grades due at 9:00am.....	Wednesday, April 29
Baccalaureate.....	Friday, May 1
Commencement.....	Saturday, May 2
Grades due (college) 9:00 a.m.....	Wednesday, May 6

### 2020 First Summer Term (College)

Classes begin.....	Monday, May 18
Only day for class changes.....	Tuesday, May 19
Holiday.....	Monday, May 25
Courses dropped after this date automatically reord as WF.....	Friday, June 12
Final examinations.....	Friday, June 26
Grades due (college) 9:00 a.m.....	Tuesday, June 30

### 2020 Second Summer Term (College)

Classes begin.....	Monday, July 6
Only day for class changes.....	Tuesday, July 7
Courses dropped after this date automatically record as WF.....	Friday, July 31
Final Examinations.....	Friday, August 14
Grades due (college) 9:00a.m.....	Tuesday, August 18

<u>When in Need of...</u>	<u>Go To...</u>
Campus Post Office information	Campus Post Office or Student Development, Watkins
Career counseling	Student Development, Watkins Student Center, 864-379-8725
Changing a schedule (drop/add)	Registrar office, Belk Hall, 864-379-8774
Commuter, general questions	Student Development, Watkins Student Center, 864-379-8701
Computer, general questions	Information Technology, Belk Hall
Counseling Services	Due West Family Medicine, 864-379-3012, or Student Development, Watkins Student Center, 864-379-8701
Event or advertising supplies	Student Development, Watkins Student Center, 864-379-8701
Help with a grade problem	Professor, Department Chair
Housing/Room questions	Resident Director, Student Development, Watkins Student Center, 864-379-8820
ID, room key or Fob	Student Development, Watkins Student Center, 864-379-8701
Illness	Health Services, Due West Family Medicine, 864-379-3012

Lost and Found	Student Development, Watkins Student Center, 864-379-8701
Maintenance Request	Resident Director or Resident Assistant
Meal Plan questions	Business Office, Belk Hall, 864-379-6683
Paying your school bill	Business Office, Belk Hall, 864-379- 6683
Posting a flyer	Student Development, Watkins Student Center, 864-379-8701
Printing a paper	Wepa: Use your ID to pay at various locations
Reporting lost or stolen property	Erskine Campus Police Department, 864-379-8869
Reserving a room	Online Event Management System
Scheduling an event	Student Development, Watkins Student Center, 864-379-8701
Spiritual guidance	Campus Chaplain, Watkins Student Center, 864-379-6675
Student employment	Office of Financial Aid, Belk Hall 864-379-6606

Temporary Parking Pass	Student Development, Watkins Student Center, 864-379-8701
Tutoring/academic assistance	Supplemental instruction Program, Jeanne Bell, <a href="mailto:jbelle@erskine.edu">jbelle@erskine.edu</a> or 864-379-6660

## Places and Times

**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, 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](http://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 up until Drop/Add day. 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 the Bookstore conducts a book “Buy Back” where you can sell your book back for a portion of what you paid for it.

**Moffatt** – 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.

The All Access Plan provides you with a VIP pass to Moffatt Dining Hall any time that the facility is open. It offers the ultimate flexibility without having to worry about how many meals you have used or how many you have left. This plan is great for those who are looking for a meal, snack, or just visit with friends.

The 10 meal plan comes with \$400 in declining balance money.

The 15 meal plan comes with \$225 in declining balance money.

The ALL ACCESS plan comes with \$125 in declining balance money.

Moffatt Serving Hours:

The ALL ACCESS meal plan: Students on this plan will be able to come into Moffatt as many times as they choose Monday-Thursday from 7am-7pm and Friday 7am-6:30pm.

For students on the 10 or 15 meal plan: 7am-11:29am for breakfast, 11:30am-4:59pm for lunch, and 5pm-7pm for dinner on Monday-Thursday and 5pm-6:30pm on Friday for dinner.

Hours of operation during the weekends is 8am-9am for breakfast, 12pm-1pm for lunch (til 1:15 on Sunday), and 5pm-6pm for dinner.

All hours are subject to change.

**Snapper’s** – Located in the left wing of Watkins Student Center, Snapper’s provides an alternative meal for students looking for a break from Moffatt Dining Hall. Snapper’s is open from 10 am-2 pm and from 5-10 pm Monday through Friday and from 5-10 pm on Saturday and Sunday. Pool tables, ping pong tables, TVs, the campus bookstore, and the campus Post Office are also located near Snapper’s in the left wing of Watkins Student Center.

**Java City** – For students looking to start off their day with some coffee and a pastry or trying to recharge their batteries while

studying in the evening, Java City provides a variety of concessions and a casual place to relax. Java City is open from 8am – 10pm Monday thru Thursday and open from 8am – 3 pm on Friday. Java City is not open on Saturday or Sunday.

**POD (Provisions on Demand)**- Located next to Snappers. The P.O.D. Express offers a store experience designed to suit the needs of every campus. With delicious prepared sandwiches, salads, and so much more, P.O.D. can satisfy students' need for selection, quality, and value. Hours of operation are Monday-Thursday 2:00 pm-10:00 pm and 2pm-6pm on Friday. Closed on Saturday and Sunday

**Galloway Gym** – 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 from 6:00 am until 11:00 pm. Any student is welcome to use these facilities when they are not otherwise reserved.

**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 audiovisual); 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 am–12 midnight), Friday (8 am-5 p.m.), Saturday (10 am-7 pm) and Sunday (2:30pm–12 midnight) during the Fall and Spring semesters. Winter Term hours are Monday-Thursday (8 am–9:30 pm), Friday (8 am–5 pm), Saturday (10 am–7pm), and Sunday (2 pm–12 midnight).

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

**Health Services** –At Due West Family Medicine, students can be seen by the physician Monday through Friday beginning at 8 am until all students have been seen (if students arrive before 8:30 am). Students can receive care from a nurse Monday through Friday 8 am–5 pm. These services are free of charge.

If a student needs medical attention outside of the above stated hours, there is a nurse on call who can be reached at 864-379-2345. In addition, if testing is needed or if a physician is needed outside of the above stated hours, then your insurance may be billed.

## Clubs and Organizations

**Alpha Chi** - 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 Epsilon Delta-Alpha Epsilon Delta is the National Health Professional Honor Society dedicated to the encouragement and recognition of excellence in professional health scholarship, including medicine, dentistry, veterinary, and others.

**Alpha Psi Omega** - 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** – ACS 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.

**ARP Student Union** - The ARP Student Union seeks to glorify God and enjoy Him forever and to bring unity to Erskine students by promoting Gospel ministry at Erskine College. The ARP Student Union works in partnership with the Associate

Reformed Presbyterian Campus Minister at Erskine College, supporting and promoting the Campus Ministry of the Associate Reformed Presbyterian General Synod to Erskine College students.

The ARP Student Union seeks to make ministry opportunities, events, conferences, and resources of the Campus Ministry of the Associate Reformed Presbyterian General Synod more available and affordable for all Erskine College students.

**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 copywriting, designing layouts, developing, and photography.

**BCM (Baptist Collegiate Ministries)** - Baptist Collegiate Ministry (BCM) is a college campus ministry supported in South Carolina through the South Carolina Baptist Convention and local Southern Baptist churches. The organization, however, is open to students of all kinds of denominations and faiths. BCM is Christ-centered and student-led and provides opportunity for students to grow and share in their spiritual lives through weekly fellowship, discipleship, worship, and Bible study. BCM also regularly engages in mission opportunities.

**Beta Beta Beta** - 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.

**Ducks Unlimited**-Ducks Unlimited is a national organization that aims to inform students about North American wetlands and the many important ways each person can help in preservation, restoration, and protection. Erskine College Ducks Unlimited is a nationally recognized and chartered branch of the national non-profit Ducks Unlimited. Erskine College Ducks Unlimited hosts a banquet each year and the proceeds from this event all go toward the preservation and conservation of wetlands.

**EEB** - The purpose of the Erskine 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.

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

**Erskine** offers Choraleers, Chamber Singers, Bella Voce, Sinfonia, and Jazz Band through the Music Department. All ensembles are open to students on campus. **Choraleers** is a select, mixed-voice choral ensemble that presents many on-campus and off-campus performances each semester and tours annually. Previous tours have included various areas in America as well as the European countries of Austria, Germany, the Czech Republic, Italy, Scotland, Denmark, and Lithuania. Performance literature comes from all major musical periods, often concentrating on sacred literature. **Chamber Singers** consists of a smaller select group of singers that performs chamber music from all major musical periods, including madrigals, part songs, Renaissance motets, and vocal jazz. **Bella Voce** is a choral ensemble open to any female student of the College or Seminary and is dedicated to performing literature for treble voice. The ensemble performs literature from all major historical periods including sacred and secular works. **Sinfonia** is an auditioned instrumental ensemble. This ensemble offers string, wind, brass, and percussion players an opportunity to rehearse perform mostly classical literature. **Jazz Band** is also an auditioned instrumental ensemble that focuses on jazz performance.

**ESP (Erskine Society for Psychology)** is to foster an environment for academic discussion and to create opportunities for delving into psychological topics of contemporary significance for all members of the Erskine community. This purpose shall be partially fulfilled through community service, public seminars, and other projects.

**Fellowship of Christian Athletes** – FCA 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 Nation** - One of Erskine's newest student organizations, Fleet Fanatics was 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. And as a result, improve the school spirit of Erskine College.

**For The Kids** is a nationwide movement, involving college and high school students at more than 150 schools across the country who raise money for Children's Miracle Network Hospitals in their community through Dance Marathon. Erskine College raises money for the Greenville Children's Hospital in order to provide books, supplies, crafts, decorations, a more home-like atmosphere for the children and families of the hospital. The students in this organization learn invaluable leadership and social skills while raising funds in a variety of ways and interacting with children's hospital patients and families. The year culminates with a 6-hour long event where the students stay on their feet through dancing, games, and entertainment in order to celebrate the total amount raised that year. Why stay on your feet for that long? To quote the first Children's Miracle Network Hospitals Dance Marathon's mission statement: "We dance for those who can't." They do it for the kids! It is this solidarity to and connection with the cause that makes Dance Marathon an event unlike any other.

**Intramurals** - Erskine's intramural sports program offers a variety of opportunities for all students to participate in sporting activities in a fun, friendly, semi-competitive format. The sports offerings vary from year to year. Examples of offerings are basketball, ultimate Frisbee, flag football, sand volleyball, kickball, ping pong tournaments, pool tournaments, chess tournaments and a variety of other sporting events.

**The Intersociety Council** - Intersociety Council serves all seven Erskine Literary Societies. The purpose of the IC is to be a liaison between societies and the SGA and Student Development. The IC also governs the societies by ensuring that Erskine rules and regulations pertaining to campus organizations are upheld.

**Iota Tau Alpha** (Athletic Training Honor Society) exists to promote athletic training on the Erskine College campus, provide an arena for the expression of thoughts and ideas pertaining to sports medicine, and provide a means and opportunity for students to participate in conferences and workshops at state, district, and national level.

**Judicial Council** is composed of students who have been appointed by the Office of Student Development in partnership with the student Judicial Chair. The council hears code of conduct violations and determines responsibility and sanctions. Oversight of the judicial process is provided by the Vice President for Student Success. The student Judicial Chair facilitates judicial council meetings and hears student cases. Cases which are sensitive in nature or may result in suspension or dismissal from the college, are processed by the Vice President for Student Success rather than the Judicial Council.

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

**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.

**ODK (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** - 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.

**Reformed University Fellowship (RUF)** is the campus ministry of the Associate Reformed Presbyterian (ARP) Church at Erskine College. Led by Rev. Paul Patrick, the Erskine chaplain and campus minister, RUF is a ministry to students, through students which seeks to *reach students for Christ* and *equip students to serve*. The Sunday evening large-group Bible study and cookout

at the Barn, as well as small groups and one-to-one meetings are the weekly avenues of ministry through which RUF seeks to minister to all Erskine students. Everyone is invited, welcomed and encouraged to participate regardless of their faith background. More information about the ministry can be found at [www.erskine.ruf.org](http://www.erskine.ruf.org) and [www.ruf.org](http://www.ruf.org).

**Rock Climbing Club** - EC Climbing Club promotes and encourages the sport of rock climbing to students of Erskine College. Students who participate will learn how to belay other climbers as well as other safety techniques for indoor and outdoor climbing. Climbing trips are taken throughout the year to other indoor climbing gyms and outdoor areas for bouldering and sport climbing. There is an annual "Rock and Rave" in the fall where students can climb under the black-lights with neon tape guiding their way. In the Spring the infamous Erskine College Climbing competition is held and climbers can test their skills to see who will be the reigning EC Climbing Champion. The EC Climbing Club and its officers maintain the Erskine College rock wall which is located on the lower level of Galloway next to the racquetball courts.

**Rotoract** is a community service organization whose purpose is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. The avenues of service include Club Service, Community Service, International Service, and Professional Development.

**Sigma Tau Delta**-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% of his or her class, have a minimum 3.0 G.P.A. in English courses, and have completed at least 6 hours of English courses above the freshman level. The Sigma Tau Delta Chapter was installed at Erskine College in 1987.

**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.

**SCSL** – The 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.

**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. The SGA Constitution can be found at the end of the student handbook, *The Pilot* and online.

**VASE** – Visual Arts Society of Erskine 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. VASE seeks to provide on-campus and off-campus events that will encourage students to appreciate and get involved in the process of creating.

#### **The Chaplain's Office (Campus Ministry at Erskine)**

Erskine College, as the college of the *Associate Reformed Presbyterian Church*, highly values the role that pastoral ministry contributes in the life of college students. For this reason, the ARP denomination provides a chaplain to serve as the campus minister to college students.

In affiliation with *Reformed University Fellowship* (RUF), the Erskine chaplain and campus minister provides weekly avenues of ministry which seek to fulfill the campus ministry purpose to *Reach students for Christ and to Equip students to serve*. In addition to the avenues of weekly large group, small groups and one-to-one meetings with students, a weekly Chapel worship service is provided in conjunction with the Erskine Convocation program. Retreats, conferences, special events and missions-service opportunities are also provided each semester. Student participation in all ministry events is voluntary.



The Chaplain's office of campus ministry is located on the ground floor of Watkins Student Center. Office hours are daily, M-F, with appointments available by contacting Rev. Paul Patrick directly at 864-378-6675, or by email at [paul.patrick@ruf.org](mailto:paul.patrick@ruf.org). More information about the ministry can be found at [www.erskine.ruf.org](http://www.erskine.ruf.org).

## Erskine College Police Department

Erskine College Police Department provides a comprehensive security network and dedicated Campus Police force to prevent crime, provide emergency response, promote safety and awareness, and protect our students, staff, faculty and visitors.

Safety is also a personal responsibility. Students should know how to protect themselves and personal property, what to do in an emergency, and what resources are available on campus to assist students. For more information, visit

[www.erskine.edu/info/safety.shtml](http://www.erskine.edu/info/safety.shtml)

### Notification System

The Erskine College notification system is a way for the college to send voice, email, or text messages to students, faculty and staff during an emergency or to provide other time sensitive or critical information. This service is provided through the Abbeville County Code Red System, which provides immediacy and direct access to members of the college community through multiple points of contact. The phone information provided during the application process or during registration is used to populate the database. Phone information can be updated by going to the Registrar's office.

### Erskine Campus Police Numbers

Erskine Police Department: 864-379-8869  
 Due West Police Department: 864-379-2150  
 Emergencies: 911  
 Non-Emergencies: 864-366-8451  
 Crime Stoppers Tip Line: 864-379-2140

Erskine employs 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.

The Erskine College Police Department practices numerous measures to prevent crime such as:

1. Campus Police Officers employed by Erskine are certified Class 1 law enforcement officers and commissioned as State Constables by the Governor of South Carolina.
2. The Due West Police Department provides supplemental assistance during the times when Erskine's Campus Police officers are not on duty.
3. Abbeville County Emergency Medical Services and the nurse employed by Erskine provide the basic health service aided by Erskine's physician.
4. Erskine Police Officers have radio contact with all emergency service agencies across the Palmetto 800 system and Abbeville 911 Center.
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 Erskine College Police Department 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 the non-emergency number (864) 366-8451. If unavailable, one should contact the Due West Police Department at (864) 379-2150, or call the non-emergency Abbeville 911 number (864-366-2254).

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.

### **Victim Assistance services**

Any person in the State of South Carolina who is a victim of a crime or a witness to a crime has certain rights with the criminal justice system. The Erskine College Police Department offers free and confidential services to include the following:

- Crisis intervention
- Emotional support
- Familiarization with the criminal justice system
- Current information on the status of your case
- Preparation for court appearance
- Support while attending court
- Referral to community resources
- Preparation of victim impact statements
- Assistance in seeking restitution and reimbursement
- Assistance in filing application for crime victim compensation fund

Contact information

Advocate: Jennifer Cooley

Office: 864-379-6514

Cell: 864-377-4531

[Victims.advocate@erskine.edu](mailto:Victims.advocate@erskine.edu)

### **Automobiles**

#### **[www.erskine.edu/parking](http://www.erskine.edu/parking)**

1. Any student may have an automobile or motorcycle on campus. All vehicles used by resident students, commuter students, or off campus students, are required to have a permanent parking decal 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 the 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 the Office of Student Development. 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 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.
  - b. There is NO PARKING on the Robinson 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, a licensed driver with a key to the vehicle should remain with the vehicle at all times.
  - c. There is a 15-minute time limit to parking on the Watkins 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, while enrolled for the remainder of that semester or the next semester or as otherwise designated by a hearing body.
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 non-Erskine parking lots is for 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 Due West Family Medicine 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. Violators may be ticketed and/or towed.
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 Department.

## Health Services

Erskine College Health Services is located in Due West Family Medicine and is dedicated to supporting the overall well-being of each student. The professional staff of licensed health care providers is committed to quality care and confidentiality. Dr. Brian Henry of Due West Family Medicine serves as the primary physician.

Before being seen by one of Due West Family Medicine's health care providers, a student must have an official physical form and immunization record on file.

1. When you enter Due West Family Medicine between 8:00 a.m. and 5:00 p.m., you should sign the sheet in the reception area.
2. After hours, if you have an emergency or feel you need immediate attention call (864) 379-2345 or 911. Due West Family Medicine is officially closed on the weekends, but a physician is always on call.
3. Please advise the College physician or nurse of any medication or drugs which you are taking.
4. Medical physicals are required of all new students as part of the admissions process.
5. To obtain verification of your health care visit, you must be seen by the physician or nurse before you miss class.

While the student Medical Fee provides students with access to the campus nurse and physician, 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.

### **Required Immunizations**

PPD (TB) (within the last year)  
MMR (two within the last ten years)  
Tetanus (within the last ten years)

### **Recommended**

Meningitis  
HPV  
Hepatitis A & B  
Influenza  
Meningococcal B

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 Due West Family Medicine, the cost will be incurred by the student.

Due West Family Medicine performs routine lab tests, including urinalysis and tests for strep, mono, or flu. They can also administer allergy injections.

### **Contact information:**

864-379-2345

A staff member is on call 24/7 in case of emergency. Contact information for the on-call provider can be obtained by calling 864-379-2345.

### **Physician hours:**

Monday-Friday 8:00am until all students have been seen (if student is checked in by 8:30am)

### **Nurse hours:**

Monday-Friday 8:00am-12:00pm and 1:30pm-5:00pm

## **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.

If you desire to see the campus counselor, you may contact the Office of Student Development for assistance by calling 864-379-8701, however it is not required. You may contact Due West Family Medicine directly to schedule an appointment with the campus counselor.

**Contact information:**

Due West Family Medicine:  
864-379-2345

## Residence Hall Policies

### Access

**All doors except the main front entrance to every residence hall is locked at 12:00am every night and is only to be used as an emergency exit. All entries and exits are to be through the main front door between 12:00am(midnight) and 6am the next morning.**

**Male student's fob will access male residence halls only and female student's fob will access female residence halls only.**

### 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 anywhere on campus.
- Halogen Lamps: Halogen lamps are not permitted 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.
- Heating Devices: The College does not allow heating devices, including space heaters, kerosene or oil lamps, and alcohol burners.
- Holiday Decorations: Live Christmas trees are not allowed 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.

### Courtesy Hours

At the beginning of each year residents are informed that "courtesy hours" (8 p.m. to 7am.) are set aside each day, Sunday through Thursday, during which time residents are to maintain a calmer, quieter atmosphere conducive to studying and sleeping. Noise levels however, are expected to be kept at levels acceptable to multi-residential living at all other times.

### Damage Charges

A Room Condition Inventory is completed by the resident at the time of check-in and submitted to Residence Life staff. Students will have the opportunity to review the document and make comments prior to signing it. Students will be charged for any damages 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 RAs 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” items on the wall or ceiling.
- Failing to remove personal furniture, carpeting, belongings, or trash upon check-out.
- Failing to sweep/vacuum room upon check-out.
- Failure to check out with the residence life staff according to the publicized guidelines

#### *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 or missing lobby furniture
- Large amounts of trash in lobby areas
- Failure to dispose of personal trash in the appropriate designated trash bins located outside of the residence hall

#### *Damage Charges and Billing:*

An updated list of charges related to damages and fines is available in the Office of Student Development. Actual billing for damages occurs at the beginning of the summer with the aid of the Aramark Facilities staff. Billing for room damages ordinarily appears in the June billing from the Business Office (January for those students who move out in December).

#### **Furniture**

Furniture in each room is accounted for at the start and the end of each year. No furniture can be moved out of a room unless extenuating circumstances exist and must have prior approval from the Resident Director. A roommate moving out of a room does not constitute reason to move furniture out. Rooms that are set up for two residents at the start of the year must remain that way.

De-lofting of beds or movement of extremely heavy furniture requires assistance, usually from Facilities Management. Dragging furniture across floors can cause damage to the floors and/or the furniture. Students will be responsible for repair or replacement costs.

Casual lobbies are provided for residents' comfort and will sometimes be rearranged to accommodate a specific situation (as movement of a sofa or chair, for example.) This furniture must always be returned to its proper place at the end of an event. In buildings where expensive antiques or other costly furnishings are provided no movement is allowed. These furnishings are designated and residents should be advised on this rule at the start of each year.

#### **Housekeeping**

For the safety and health of residents as well as the general good appearance of the residence hall, a housekeeping staff cleans common areas of each residence hall on weekdays. This includes cleaning of common bath and shower rooms. (Suite residents are expected to keep their own bathrooms clean.) Both the residence hall staff and residence hall residents, however, are expected to do their part in maintaining good housekeeping in the residence hall.

Though no formal room inspections are performed in regard to housekeeping, residents are advised to keep rooms clear of garbage and any perishable items that will attract bugs. Residents are also expected to keep rooms in presentable order.

Residents should pay particular attention to community bathrooms and shower rooms as these are a potential source of health problems if not kept clean. Problems should be addressed immediately in whatever manner achieves an acceptable state of cleanliness.

Room trash may not be placed anywhere other than the receptacles provided for this purpose outside of the residence hall.

Room trash may not be swept into and left in hallways for housekeepers to clear. Residents are advised to clean up any trash left in lobby or other areas. Failure to abide by any of these general housekeeping rules may result in student conduct charges.

Housekeeping staff are essential to comfortable residential living. The residents are encouraged to be appreciative of their efforts and to get to know housekeepers. Cooperation is key to optimum performance.

### **Kitchens**

Each residence hall is equipped with a kitchen that is supplied with basic kitchen appliances and a place where residents may eat. Due to the multi-use of the kitchen, it is necessary to have rules that are stringently enforced by RDs and RA's. Residents normally use their own pans, dishes, utensils, etc. and must clean up after kitchen use.

Use of the residence hall kitchen refrigerator must be restricted to temporary storage. Naturally, not everyone in the residence hall can store their perishables there. RDs will post specific rules and regulations to his or her residence hall for kitchen use at the start of the school year.

### **Laundry**

Residence halls are equipped with washers and dryers that may be used by residents. Due to the number of residents in a given residence hall, there are guidelines in place to assure that everyone receives a fair chance to launder their clothes. Residence hall washers and dryers are for the use of that residence hall's residents only. Residents are not allowed to do laundry for anyone else outside the residence hall including residents of other residence halls or off-campus students. Laundry rules will be posted by the RD at the start of the school year.

### **Loft Policy**

Residents have the opportunity to loft their beds and many choose to do so. The cost of lofting a bed is a one-time charge, applicable for the entire time a resident attends Erskine College. Upperclassmen are given an opportunity to opt for lofting their beds the next year at the time room sign-ups take place in the spring. These loft requests are honored prior to incoming freshmen requests for lofts. Incoming freshmen are directed to the "Bed Preference" form online and can be turned in at the S.O.A.R events in the summer or submitted online prior to arrival in August.

Guard rails are available at no cost on a first-come, first-serve basis.

Only Erskine provided lofts can be placed in rooms. These lofts are safety approved and require special hardware, therefore, construction of lofts must be performed by authorized College personnel. Care should be given to assure the stabilizer bar is placed at the back of the constructed loft.

If a resident has a loft at the start of the year and then desires to remove it, de-lofting is performed by authorized personnel and a note is made in room furnishings inventory to reflect this change. Hardware from the loft removal is retained by the Resident Director for storage.

### **Lost and Found**

Items found in the residence hall should be given to the Resident Director who will attempt to identify the owner. Items found elsewhere on campus should also be given to Student Development.

### **Maintenance Workers**

It is policy that any male conducting maintenance work of any kind in a female residence hall will be accompanied by a female Facilities Management representative if being performed during regular weekday work hours. Emergencies in female residence hall being handled by male workers at other times will require a female Resident Director or Resident Assistant to accompany the worker.

### **Noise Levels in the Residence Halls**

A certain amount of noise is to be expected in the residence hall environment. Noise often means residents are happy to be there. Noise can become unacceptable if it annoys other residents and especially if it interferes with studying which can take place at all hours of the day. Students are to be considerate of their neighbors and refrain from making excessive noise or creating disturbances at all times, specifically during courtesy hours.

Residence hall staff will address excessive noise and will respond to a resident's complaint about noise. The offender will be approached. The Resident Assistant will use discretion to determine if a warning or an incident report is in order. Usually a warning is sufficient to correct the problem. Should it continue, however, further disciplinary action may result

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 courtesy hours each week night from 8pm-7am.

### **Overnight Guests**

Overnight guests (same sex) must be reported to the Resident Assistant and Resident Director. If residence hall evacuation is required, these guests should be accounted for in the same manner as regular residents. Guests who remain more than three consecutive nights may be subject to a fee.

### **Animals in Residence Halls**

Because of the health hazards and other problems, animals are not allowed in the residence hall except with the written permission of the Coordinator of Residence Life and Housing.

Small aquariums (up to 5 gallons) for fish and small turtles are acceptable but must be kept clean. Violation of the "pet policy" will result in disciplinary action and a \$100 fine.

See "College Policies" for campus animal policy in its entirety.

### **Residence Hall Meetings**

Attendance is required at mandatory residence hall meetings.

### **Room Entry and Search**

See "College Policies"

### **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 whiffle ball), soccer, or any other ball sport
- Frisbee
- Riding a bicycle, skateboard, hoverboard or scooter
- Using rollerblades or skates
- Wrestling or play fighting
- Running recklessly
- Drones are strictly prohibited anywhere on campus

### **Trash**

Students shall not leave trash or discarded personal belongings in common spaces (lobbies, stairwells, bathrooms, hallways). Trash receptacles are provided outside of each residence hall for disposal of all personal trash. Personal trash must be placed in a bag prior to disposal in the community trash receptacle.

### **Vending Machines**

Drink and snack vending machines are located in each residence hall. These machines are provided by and serviced by an outside contractor. Problems associated with any vending machine, including the loss of money, should be reported to the RD who notifies Facilities Management (379-8810).

Damage to vending machines even though they are not owned by Erskine will subject the offender to disciplinary action and responsibility for repair costs.



### Visitation Policy

Living in a Christian community is one of the great opportunities students receive at Erskine College. It's a time to experience people of different cultures, beliefs and practices. It's a time for growth and development personally, socially and spiritually. Living in a Christian community also provides opportunities to reflect on healthy decision making and life choices in a setting that impacts not only you, but others as well. Living in Christian community, one can experience deep friendships, spiritual accountability, care and support in times of need, and personal growth. Sometimes living in Christian community also means sacrificing some of your own personal preferences in order to respect others in the community. As image bearers of Christ, we thrive when we live within healthy boundaries.

Therefore, at Erskine College, we will do everything we can to provide students with that opportunity to thrive, to recognize and understand our commitment to Biblical values and life choices and to ensure a safe and healthy living environment.

In order to facilitate this process, the following steps have been implemented:

- Fob access in the residence halls will be restricted by gender specific access. For example, males will only have fob access to male residence halls and females will only have fob access to female residence halls at all times.
- 12:00midnight-6am each night, only the main door of each residence hall will be accessible. All side doors will be for emergency exit use only.
- Visitation hours are 12:00noon-12:00midnight daily.

Erskine College is committed to the following statement regarding human sexuality: "We believe the Bible teaches that monogamous marriage between a man and a woman is God's intended design for humanity and that sexual intimacy has its proper place only within the context of marriage."

Therefore, sexual activity is not permitted in the residence halls. A violation of this standard will be considered a violation of the Visitation Policy and will be handled as such.

In case of a visitation violation, the following process can be expected:

**1<sup>st</sup> offense**- Mandatory attendance at an educational class. A fee of \$50 for the class will be placed on the student's account.

**2<sup>nd</sup> offense**- 6 to 8 hours of community service with Housekeeping staff in their specific residence hall. If not completed within 2 weeks, a charge of \$300 will be placed on their student account.

**3<sup>rd</sup> offense**- Social probation. Includes, suspension from all extracurricular and non-academic campus activities for 3-6 weeks. For example, if the student is part of a club or organization including being a leader or officer in a club or organization, they are not allowed to participate in any of the functions of that club or organization for the duration of the probation. If the student is an athlete, they are not allowed to participate in practice, games, team meetings or team workouts during the duration of the probation.

**4<sup>th</sup> offense**- suspension from Erskine College for a minimum of 1 full semester.

During the final month of the school year, or for students who will not be returning the following semester/year due to transferring, graduating, or a suspension to be served, a violation of the visitation policy will result in \$100 fine per violation.

### Sign-in and Sign-out procedures

Except during visiting hours, students are not permitted in residence halls housing members of the opposite sex. Visitation in the residence hall is allowed 12:00 p.m. to 12:00am. daily. Presence of a member of the opposite sex, including family members, in the residence hall at times other than those specified will result in Code of Conduct charges for the resident and for the visitor if an Erskine student. If the visitor is not an Erskine student, the visitor may be subjected to a no-trespass notice by the College and will not be permitted back on campus.

All students, male and female, are required to use the sign-in process when in a residence hall other than the one he/she resides in.

Each resident of the residence hall is responsible for the conduct of his/her guest requiring that the guest be in the company of the host resident at all times. (Guests may not freely roam the halls or visit other rooms without the host.)

Guest (unisex) bathrooms are located on the first floor of each residence hall. Male guests are not to use female bathrooms; likewise, female guests are not to use male bathrooms.

Guests must enter and exit a residence hall only through the front door and must be signed in.

Guests must abide by any policies that apply to regular residence hall residents including necessary evacuation of the building. Each student is responsible for the conduct of their guest or guests. The RD or RA may require a guest to leave at any time.

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. Only residence hall residents are permitted to write on the sign-in/out form (visitors never sign themselves in or out). The entire line must be completed in full (full name of resident, full name of visitor, time in or out) and the line must be initialed by the resident at the time of sign out. Again, family members of the opposite sex must abide by sign in/out rules.

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.

Under extenuating circumstances, parents and family members are permitted entrance to a resident's room at times other than visitation hours (as to visit an ill resident). The same is true at year-end when residents are moving out. These exceptions to the visitation policy must be approved by the Resident Director. Sign in/out procedures apply in this case.

#### **Use of Campus Video Camera Footage by the College; Penalties for Interference with College Video Cameras**

Video cameras are situated in various locations around campus for security purposes. Video footage from these cameras may be accessed and used by the College in its discretion, including but not limited to when such footage is relevant in connection with alleged violations of College rules and policies.

Tampering with, blocking the view of, damaging, destroying, or stealing video camera equipment is considered a serious violation and will be referred to the Judicial Council for review. A student who is found responsible for tampering with, blocking the view of, damaging, destroying, or stealing video camera equipment (1) will be fined \$100 for the first offense, \$250 for the second offense, and \$500 for the third offense, and will be suspended or expelled, at the discretion of the Vice President for Student Success for the fourth offense and (2) must reimburse the College for all costs associated with replacing or repairing damaged, destroyed, or stolen camera equipment. The Judicial Council may impose additional sanctions in its discretion as permitted by College policy. Instances involving video camera equipment will also be reported to the Erskine College Police Department.



## 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 CDA (Committee on Discipline and Appeals)
- D. Procedures for handling violations allow for the possibility of sanctions which range from failing grades to suspension or expulsion.
- E. Procedures for handling violations include the possibility of appeal. If the case is handled by the faculty member, or the academic dean, 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.
- F. Students are presumed not to have violated the honor code until they admit responsibility or are found to be responsible.
- G. 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.
- H. All formal and informal hearings should be conducted with the utmost confidentiality.

## VI. Revising the Honor Code

The Academic Dean or the Vice President for Student Success 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.

## 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” or “Judicial Council” 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 “peer advisor” means any student who can provide knowledge-based confidential advising to students involved in the conduct process.
12. The term “shall” is used in the imperative sense.
13. The term “may” is used in the permissive sense.
14. The Vice President for Student Success is the person designated by the College to be responsible for the administration of the Code of Conduct.
15. 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.
16. 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.
17. The term “Accused Student” means any student accused of violating this Code of Conduct.

### ARTICLE II: STUDENT CODE AUTHORITY

1. The Vice President of Student Success shall approve the composition of the Judicial Council to ensure that individuals are in good standing with the Office of Student Development. The Vice President and Provost 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 is in violation of local, state, or federal laws or 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 Vice President for Student Success 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 or fobs to any College premises or unauthorized entry to or use of College premises. Students shall not use a fob that is not theirs or allow others to use their fob. Doing so will result in a \$25 fine. 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. Smoking/Vaping-No smoking/vaping is allowed in any building on the Erskine College campus, including, but not limited to, residence halls. This rule forbids smoking/vaping in residence hall hallways and personal rooms as well. Students are permitted to smoke/vape only outside in designated areas.
9. Violation of any College policy, rule, or regulation published in hard copy, sent through official campus email, or available electronically on the College website.
10. Violation of any federal, state or local law.
11. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
12. 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 on or off campus is a violation of the Code of Conduct.
- d. Presence in a room or location 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 bong, flasks, and funnels.
- f. Off campus hosting of a gathering where underage individuals are present and alcohol is being consumed.
13. 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.
14. Failure to abide by residence hall policies (see Residence Hall policies for specific violations)
15. 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.
16. 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.
  - h. Tampering with smoke detector or other fire safety equipment.
    - 1<sup>st</sup> offense will result in a minimum of \$100 fine
    - 2<sup>nd</sup> offense will result in a minimum of \$250 fine
    - 3<sup>rd</sup> offense will result in a minimum of \$500 fine
    - 4<sup>th</sup> offense will result in suspension and/or expulsion
17. 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.
18. 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.
19. 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 or failure to complete by the due date provided.
- i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

20. Visitation

**1<sup>st</sup> offense**-Mandatory attendance at an educational class. A fee of \$50 for the class will be placed on the student's account.

**2<sup>nd</sup> offense**-6 to 8 hours of community service with Housekeeping staff in their specific residence hall. If not completed within 2 weeks, a charge of \$300 will be placed on their student account.

**3<sup>rd</sup> offense**-Social probation. Includes, suspension from all extracurricular and non-academic campus activities for 3-6 weeks. For example, if the student is part of a club or organization including being a leader or officer in a club or organization, they are not allowed to participate in any of the functions of that club or organization for the duration of the probation. If the student is an athlete, they are not allowed to participate in practice, games, team meetings or team workouts during the duration of the probation.

**4<sup>th</sup> offense**-suspension from Erskine College for a minimum of 1 full semester.

During the final month of the school year, or for students who will not be returning the following semester/year due to transferring, graduating, or a suspension to be served, a violation of the visitation policy will result in \$100 fine per violation.

21. Video Cameras

Tampering with, blocking the view of, damaging, destroying, or stealing video camera equipment is considered a serious violation and will be referred to the Judicial Council for review. A student who is found responsible for tampering with, blocking the view of, damaging, destroying, or stealing video camera equipment (1) will be fined \$100 for the first offense, \$250 for the second offense, and \$500 for the third offense, and will be suspended or expelled, in the discretion of the Vice President of Student Success, for the fourth offense and (2) must reimburse the College for all costs associated with replacing or repairing damaged, destroyed, or stolen camera equipment. The Judicial Council may impose additional sanctions in its discretion as permitted by College policy. Instances involving video camera equipment will also be reported to the Erskine College Police Department.

### 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 the Vice President for Student Success. 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 may also delay the on-campus judicial process until the student's scheduled court appearance has taken place. 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 Vice President for Student Success. Any charge should be submitted as soon as possible after the event takes place, preferably within twenty-four (24) hours.
2. The Complainant or the Accused Student may consult with a Peer Advisor throughout the student judicial process. The Peer Advisor may, with the consent of the accused student(s) or the complainant(s), discuss with the individual(s) the rights, responsibilities, case, and conduct procedure.

Peer Advisors may:

- Review the steps and phases of the Student judicial process
- Provide students with the resources to prepare a case, including regarding their rights and responsibilities, opening statement, witnesses, and questioning
- Accompany a student to and provide private assistance at the judicial council meeting

Peer Advisors may not:

- Interact with the judicial council
  - Influence an outcome or mediate a solution
  - Share information relating to the case to anyone but the student involved
  - Provide personal beliefs on the case or judicial resolution
3. 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 judicial council 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).
  4. Violations that may result in suspension or dismissal from the college will not be heard by the judicial council but rather will be processed by the Student Conduct Administrator. Likewise, code of conduct violations that are of a very personal or sensitive nature will also be processed by the Student Conduct Administrator rather than the judicial council. This determination is at the discretion of the Vice President for Student Success.
  5. Prior to the appointment and training of the judicial council during fall semester, the Vice President for Student Success will process code of conduct violations as well as during the last 2-3 weeks of each semester when student judicial council members have scheduling conflicts due to exam schedule, etc. In addition, the Vice President for Student Success will process all cases occurring during the summer with students living on campus.
  6. All charges shall be presented to the Accused Student in written form. The student shall be made aware of the opportunity to consult with a Peer Advisor. A time shall be set for a judicial council meeting, as soon as possible. The college's internal judicial process may be delayed if the code of conduct violation resulted in law enforcement involvement. In such cases, the judicial council will not process the violation until the accused student has received a disposition from the court system. Maximum time limits for scheduling of a judicial council meeting may be extended at the discretion of the Student Conduct Administrator.
  7. Judicial Council meetings shall be conducted by a judicial council according to the following guidelines:
    - a. Judicial Council meetings normally shall be conducted in private.
    - b. The Complainant and the Accused Student shall be allowed to attend the entire portion of the judicial council meeting at which information is received (excluding the initial review of the case by the Judicial Chairperson and deliberations).

Peer Advisors shall be allowed to attend the meeting and to privately confer with the advisee, but shall have no interactive role with the judicial council. Admission of any other person to the judicial council meeting shall be at the discretion of the judicial council chairperson and/or the Student Conduct Administrator.

- c. In judicial council meetings involving more than one accused student, the Vice President for Student Success, in his or her discretion, may permit the judicial council meeting concerning each student to be conducted either separately or jointly.
  - d. The accused student and the judicial council may arrange for witnesses to present pertinent information to the judicial council. 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 judicial council meeting. Witnesses will provide information to and answer questions from judicial council. Questions may be suggested by the accused student to be answered by each other or by other witnesses. This will be conducted by the judicial council 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 judicial council.
  - e. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by the judicial council at the discretion of the chairperson.
  - f. All procedural questions are subject to the final decision of the chairperson of the judicial council.
  - g. After the portion of the judicial council meeting concludes in which all pertinent information has been received, the judicial council shall determine (by majority vote if the judicial council 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.
  - h. The judicial council'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.
  - i. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in judicial council proceedings.
8. There shall be a single verbatim record, such as a tape recording, of all judicial council meetings (excluding the initial review of the case by the Judicial Chairperson and deliberations). The record shall be the property of the College.
  9. If an accused student, with notice, does not appear before the judicial council, the information in support of the charges shall be presented and considered even if the accused student is not present.
  10. The judicial council 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 Vice President for Student Success to be appropriate.

**B. Sanctions** (Sanctions are accumulative. They do not re-set every academic year.) 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. Social probation. A period of time which the student is not allowed to participate in non-academic or extracurricular activities such as clubs and organizations, leadership roles, and athletic commitments.
- d. Loss of Privileges—Denial of specified privileges for a designated period of time.
- e. Fines—Established fines may be imposed.
- f. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- g. Discretionary Sanctions—Community/College service assignments, essays, or other related discretionary assignments.
- h. Required attendance at an educational class
- i. Counseling and/or assessment with the Campus Counselor
- j. Suspension—Separation of the student from Erskine for a defined period of time, after which the student is eligible to return. The student will be withdrawn from all classes. Conditions for readmission will be specified.

- k. 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 Success may impose a college or residence hall suspension prior to the judicial council meeting.

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 Success 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 Judicial Council meeting, if required.

### D. Appeals

#### Cases Originating from Judicial Council or the Vice President for Student Success

The student or organization may appeal the decision from a Student Judicial Council. Appeal information will be included with the written decision issued to a student or at the end of the judicial council meeting. Appeal forms are also available in the Office of Student Development. All appeals must be in writing and submitted to the Office of Student Development 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 or Appeal committee. There may be times, however, when the appellant body or appellant officer 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 judicial council meeting 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 judicial council meeting 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 judicial council meeting, was not available or known to exist at the time of the hearing.

When an appeal is received in the Office of Student Development, it will be forwarded to the Chair of the College Discipline and Appeals Committee (CDA) for review. In addition to the written appeal, the Vice President for Student Success 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 Development for a new hearing.

The Chair of the CDA or the Vice President for Student Success 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 Development. 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.

#### 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):

3. Suspension from the College
4. 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 Vice President for Student Success or his/her designee for final determination.
- B. The Conduct Code shall be reviewed every year under the direction of the Vice President for Student Success.

## College Policies

### **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. 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. See the "Sanctions" section of the code of conduct for additional details regarding the Alcohol policy.

## South Carolina Laws Related to Alcohol

<u>Offense</u>	<u>Consequence</u>
Purchasing, consuming, 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 motor vehicle of any kind, except in the trunk: Fine of up to \$262.50 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 Organization should be completely free of alcoholic beverages. Student organizations are responsible for ensuring that no person is allowed to enter their function who is visibly intoxicated as well as ensure that alcohol is not brought into the event.

### Off-Campus Events:

- 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.
- 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.
- 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, invited guests, and Student Development staff or administration of Erskine College.

## 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 visit the Office of Student Development to speak to a staff member or call (864) 379-8701. A student may also call Due West Family Medicine (864-379-2345) directly and request to schedule an appointment with the Counselor.

## Amnesty Policy

Student health and safety are of primary concern to the College. Therefore, in the event of significant intoxication or incapacitation as a result of the consumption of alcohol or other substances, the College encourages students to seek medical attention for themselves and others.

If medical attention is sought, the College will not pursue conduct charges against the intoxicated student or any student(s) actively assisting the intoxicated student for violations of the College's policies regarding the consumption of alcohol and drugs.

In addition, students who are struggling with certain behaviors that violate College policy such as drug or alcohol abuse, pornography, addictions, etc. are encouraged to seek support and help by discussing the behavior with a Resident Assistant, Resident Director, or other Student Development staff member. The Office of Student Development will work with the student toward restoration and may recommend that the student seek professional assistance. In such cases, the College will not pursue conduct charges against the student for prior violations of the College's policies regarding the consumption of alcohol and drugs, the use of pornography, addictions, etc. unless the behavior is repetitive or the student's attempt to invoke this policy is not made in good faith.

## Animals on Campus

It is the policy of Erskine College that individuals are generally prohibited from bringing animals onto College property (other than fish and small turtles in aquariums not to exceed five gallons, which are permitted in College Housing).

However, Erskine recognizes the importance of Service Animals and Assistance Animals to individuals with disabilities and has established the following policy regarding Service Animals and Assistance Animals. Erskine welcomes the presence of trained Service Animals assisting students on its campus in areas open to the public consistent with the provisions of this policy and applicable law. Erskine is also pleased to allow Assistance Animals that are necessary to provide students with disabilities an equal opportunity to use and enjoy College Housing consistent with the provisions of this policy and applicable law. Therefore, students with disabilities are permitted to bring Service Animals and Assistance Animals onto College property as provided below.

Erskine reserves the right to amend this policy in its discretion.

### Definitions

An **Assistance Animal** as defined by the U.S. Department of Housing and Urban Development is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability, in order for the person to have an equal opportunity to use and enjoy the College's housing facilities. Assistance Animals perform many disability-related functions, including but not limited to guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, and providing emotional support to persons with disabilities who have a disability-related need for such support. Some Assistance Animals are professionally trained. Other Assistance Animals are trained by their owners. In some cases, no special training is required. An Assistance Animal does not accompany a person with a disability at all times. An Assistance Animal is not a Pet.

A **Pet** is an animal kept for ordinary use and companionship. A Pet is not considered a Service Animal or an Assistance Animal. Students are not permitted to keep or bring Pets onto College property (other than fish and small turtles in aquariums not to exceed five gallons, which are permitted in College Housing).

A **Service Animal** as defined by the Americans with Disabilities Act (the "ADA") is any dog<sup>1</sup> that has been individually trained<sup>2</sup> to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed must be directly related to the individual's disability. Examples of such work or tasks include guiding a person with impaired vision, alerting a person with a hearing impairment, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and/or performing other duties. The potential crime deterrent effects of an animal's presence and the provision of emotional support,

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<sup>1</sup> In limited circumstances miniature horses may qualify as Service Animals.

<sup>2</sup> A service animal being trained has the same rights as a fully trained Service Animal when accompanied by a trainer and the animal wears a collar and leash, harness, or cape that identifies the animal as a service animal in training. Trainers must also adhere to the responsibilities outlined in this policy.



well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. Service Animals are working animals, not Pets.

## Documentation Requirements and Approval Process

### Service Animals

Erskine welcomes the use of Service Animals by students who qualify under the ADA as having a disability. A disability under the ADA includes a physical or mental impairment that substantially limits one or more major life activities.

It is not necessary that the dog be certified or licensed as a Service Animal. No request to bring a Service Animal on campus is required, and no documentation supporting the need for a Service Animal is required (although the College will accept and consider documentation voluntarily provided by the student). We recommend a student register their Service Animal with the Office of Student Development in order to be accompanied by that Service Animal. When the need for a Service Animal is not readily apparent, Erskine College staff may make the following two inquiries of the student:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

Although not required to do so, students who wish to bring Service Animals to campus are encouraged to voluntarily make that known to the Offices of Residence Life (in the case of residential students) and Student Development. Advance notice can allow for effective communication with College staff and more flexibility in meeting a student's specific needs in College Housing.

If applicable, Erskine will inform the student's roommate(s), and/or suitemate(s), that a Service Animal will be residing in their shared assigned living space. The information shared will be limited to notice about the animal's presence and will not include information about the student's disability or the specific reason that the animal is required.

A Service Animal will not be permitted if the animal is not under the control of the student (e.g., uncontrolled barking, wandering, displaying aggressive behavior) and the student does not take effective action to control it; if the specific animal in question poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures or if it has a history of such behavior; or if it is not housebroken.

It is recommended, but not required, that Service Animals wear some type of commonly recognized identification symbol indicating that the animal is a working animal.

### Assistance Animals

Erskine is pleased to allow the use of Assistance Animals by students who qualify under the Fair Housing Act ("FHA") and its implementing regulations as having a disability. A disability under the FHA includes a physical or mental impairment that substantially limits one or more major life activities. The disability must be of lengthy or perpetual duration in order to be covered by the FHA.

Students must request the use of Assistance Animals through the College's Office of Residence Life by completing and submitting an *Assistance Animal Verification Form* (accessible from the websites of the Office of Student Development and the Office of Residence Life). Students should complete the form at least 30 days prior to the desired move-in date (or, if the need for the Assistance Animal arises after the student's move-in date, then as soon as possible after the need arises) so that Erskine can best accommodate the student and the animal. Please note that students may not keep an Assistance Animal in College Housing at any time before a request for an Assistance Animal is approved pursuant to this policy.

Students must present documentation demonstrating that:

- The student has a disability. (Emotional discomfort resulting from living in College Housing without one's Pet does not qualify as a disability.)
- The Assistance Animal is necessary for the student to have an equal opportunity to use and enjoy, or to participate in, College Housing.
- There is a relationship or nexus between the student's disability and the assistance the animal provides.

The College will evaluate all requests, on a case-by-case basis and in accordance with applicable laws and regulations, to determine whether the use of an Assistance Animal is a reasonable accommodation. In doing so, Erskine must balance the needs of the student with the impact of animals on other campus patrons. As part of the accommodation review process, the requesting student and the Office of Student Development may engage in further discussions.

The College will consider the following criteria in determining whether the use of an Assistance Animal is a reasonable accommodation:

- The size of the animal in relation to available assigned housing space;
- Whether the animal's presence would force another individual from individual housing (due to, *e.g.*, serious allergies);
- Whether the animal's presence violates other individuals' right to peace and quiet enjoyment;
- Whether the animal's vaccinations are up to date; and
- Whether the animal is able to live with other individuals in a reasonable manner.

The use of an Assistance Animal is not reasonable and therefore will not be permitted (irrespective of the consideration of the above-listed factors):

- If allowing the Assistance Animal would impose an undue financial or administrative burden on the College or fundamentally alter the nature of College Housing;<sup>3</sup>
- If the specific animal in question poses a direct threat to the health and safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures; or
- If the specific animal in question has caused substantial physical damage to the property of others (beyond reasonable wear and tear) the reoccurrence of which cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures.

The College will make a determination regarding the accommodation request as soon as is reasonably practicable following receipt of the request and will notify the student in writing as to whether the request has been granted or denied. If the request is granted, the College will inform the student's roommate(s), and/or suitemate(s), that an Assistance Animal will be residing in their shared assigned living space. The student must provide written consent to such disclosure before bringing the Assistance Animal to College Housing (see the Acknowledgement and Release of Information Consent Form appended to the end of this policy). The information shared will be limited to notice about the animal's presence and will not include information about the student's disability or the specific reason that the animal is required. If the request is denied, the College will notify the requesting student of the reasons for the denial.

It is recommended, but not required, that Assistance Animals wear some type of commonly recognized identification symbol indicating that the animal is a working animal.

An Assistance Animal is allowed in College Housing only as long as it is necessary because of the student's disability. If an approved Assistance Animal is no longer needed (or no longer in residence), the student must notify the Office of Residence Life.

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<sup>3</sup> College Housing is unique in a number of respects, including the mandatory assignment of roommates for many individuals and the mandate that certain individuals must share a room, suite, or apartment in certain residences. To ensure that the presence of Assistance Animals is not an undue administrative burden or a fundamental alteration of College Housing, please note that Erskine may assign an individual with an Assistance Animal to a single room without a roommate.

To replace an Assistance Animal, the new animal must be necessary because of the student's disability, and the student must again follow the procedures set forth in this policy for requesting an Assistance Animal.

### **Places of Access**

**Service Animals** are permitted to accompany students with disabilities in all areas of the Erskine College Campus, including College Housing, where students are allowed to go. However, the College may prohibit the use of Service Animals in certain locations where health or safety restrictions prevent their presence, where Service Animals may be in danger, or where the use of Service Animals may cause health or safety issues, for example: laboratories, food preparation areas, mechanical rooms, or other places where the health or safety of others may be compromised. The Office of Student Development and other appropriate departments will be consulted when determining if the presence of the Service Animal can be allowed. If the animal cannot be present, every effort will be made to provide reasonable accommodations to help the student have equal access to the required tasks.

Approved **Assistance Animals** are permitted to accompany students with disabilities in (and only in) College Housing. Specifically, Assistance Animals may access only the student's personal residence unit; the common areas in that residence unit (for instance, the living room in a College apartment); the hallways, elevators, stairwells, and entryways necessary for the animal's entrance and exit to the student's residence unit; and certain designated outdoor areas appropriate for the animal's natural relief.

### **Rules and Responsibilities Regarding Service and Assistance Animals**

All students are responsible for complying with the College's policies, procedures, and Honor Code.

### **Care and Supervision of Service and Assistance Animals**

The student is fully responsible for the care and supervision of the animal and for the animal's health, hygiene, and well-being, including toileting, feeding, grooming, veterinary care, and cleaning up after the animal, in each case including any associated costs.

Animals must be housebroken (e.g., trained so that, absent illness or accident, an animal controls its waste elimination). The student must, where appropriate, toilet the animal in certain designated outdoor areas appropriate for the animal's natural relief. Outdoor animal waste, such as dog feces, must be immediately retrieved by student, placed in a sturdy plastic bag that is then securely tied and disposed of in an outside trash container. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag that is then securely tied and disposed of in an outside trash container.

Animals must be current on all state and local vaccination requirements and should have the normal vaccines required for a healthy animal.

The student is responsible for compliance with state and local laws, regulations, and ordinances concerning animals. It is the student's responsibility to know and understand these laws, regulations, and ordinances. The College may require documentation of compliance with such ordinances, laws, and regulations.

The student must abide by all equally applicable residential policies, such as assuring that the animal does not interfere with the routine activities of the residence or cause difficulties for those who reside there.

For the avoidance of doubt, College personnel are not required to provide food or care for a Service Animal or an Assistance Animal, including but not limited to, removing the animal during emergency evacuation events. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

### **Control of Service Animals and Assistance Animals**

The student must be in full control of the animal at all times. The animal may not be left unattended at any time, except for animals left in the student's College residence by the student (such as an Assistance Animal left in a student's apartment while the student is attending classes or other activities), which may be for no longer than a reasonable period of time. A student may not leave a Service Animal or an Assistance Animal overnight in College Housing to be cared for by any individual other than the student.

When a Service Animal is outside the student's personal residence unit, it must have a harness, leash, or other tether, unless either the student is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the Service Animal's safe, effective performance of work or tasks, in which case the Service Animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means).

When an Assistance Animal is outside the student's personal residence unit, it must be in an animal carrier or controlled by a leash or a harness. An Assistance Animal may not go loose or run at large. When an Assistance Animal is left alone in the student's College residence, it must be contained.

### **Injury or Damage Caused by Service and Assistance Animals**

The student is fully responsible for any injury caused by the animal.

The student is fully responsible for any property damage (beyond reasonable wear and tear) caused by the animal and must pay the associated costs (such as the replacement of furniture, carpet, windows, wall covering, and the like), to the same extent that other individuals are charged for damages beyond reasonable wear and tear, at the time of repair or move-out, whichever is first.

If fleas, ticks, or other pests are detected (as a result of routine inspection or otherwise), the residence will be appropriately treated by a College-approved pest control service. The student will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.

The College will have the right to bill the student's account for unmet obligations under this section.

### **Notice to Others Regarding the Presence of Service and Assistance Animals**

If the animal resides with the student on campus, it may be necessary for Residence Life staff to provide notice to certain members of the campus community living and working in close proximity to the animal (such as employees and/or potential and/or actual roommate(s)/neighbor(s)). The information shared will be limited to notice about the animal's presence and will not include information about the student's disability or the specific reason that the animal is required.

### **Removal of Service and Assistance Animals**

The College may remove (or require the student to remove) a Service Animal if the College detects mistreatment, abuse, or neglect of the Service Animal; if the animal is out of control (e.g., uncontrolled barking, wandering, displaying aggressive behavior) and the student does not take effective action to control it; if the specific animal in question poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures; if the specific animal in question has caused substantial physical damage to the property of others (beyond reasonable wear and tear) the reoccurrence of which cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures; if it is not housebroken; or if the student does not comply with his or her obligations under this policy.

The College may remove (or require the student to remove) an Assistance Animal (and/or may discipline the student (or other responsible individual) pursuant to the College's Student Handbook) if the College detects evidence of mistreatment, abuse, or

neglect of the Assistance Animal; if the animal's presence results in an undue financial or administrative burden on the College or a fundamental alteration of the nature of College Housing; if the specific animal in question poses a direct threat to the health and safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures; if the specific animal in question has caused substantial physical damage to the property of others (beyond reasonable wear and tear) the reoccurrence of which cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures; if the animal is not housebroken; if the animal is out of control (e.g., uncontrolled barking, wandering, running at large, displaying aggressive behavior) and the student does not take effective action to control it; if the animal or its presence creates an unmanageable disturbance or interference with the community; or if the student does not comply with his or her obligations under this policy.

The College will base such individualized determinations upon consideration of the behavior of the particular animal and resident on a case-by-case basis and in consultation with the Offices of Residence Life (in the case of residential students) and Student Development, the student, and other parties as appropriate. The College will not base this determination on speculation or fear about the harm or damages an animal may cause.

Should an animal be removed for any reason, the student is expected to fulfill his or her housing, academic, and other obligations as applicable.

### **Conflicts**

Individuals who come into contact with a Service Animal or Assistance Animal regularly and who experience reactions to the animal (for example, as a result of allergies or a fear of dogs) should request accommodations through the Office of Residence Life and/or the Office of Student Development. The College will resolve any conflict in a timely manner and will consider the conflicting needs and/or accommodations of all persons involved.

### **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.

### **Campus Threats, Violence, & Weapons**

Erskine is committed to the safety and security of all persons. To ensure a safe learning environment and to reduce the risk of violence, all students should review and understand the provisions of the campus 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 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 with a felony offense.

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 college property or the property of another student, faculty or staff member, 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 Campus Police, the Office of Student Development, or the Non-Discrimination Coordinator of any threats they have witnessed and/or received or any threatening or violent behavior. Individuals may contact the Campus Police Crime Stoppers Tip Line 379-2140 to report anonymously.

## Computer Use

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 the ECPD Chief of Police 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.

## 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.

## Consensual relationship policy

As a Christian, academic community committed to creating an environment where students, faculty, and staff can flourish, it is the position of Erskine that sexual activity belongs exclusively within the covenant of marriage between one man and one woman. Erskine College prohibits any form of consensual romantic relationship between any employee and any student.

There are special risks in any amorous relationship between individuals in unequal positions of authority, and parties in such a relationship assume those risks. In the Erskine context, such positions include (but are not limited to) faculty/coach/staff and student or supervisor and employee. Erskine, as a Christian institution, does not support inappropriate consensual relationships

between employees, even if no supervisory/subordinate relationship exists. There is the potential for conflict of interest, exploitation, favoritism, and bias. Such relationships may undermine the real or perceived integrity of the supervision and evaluation provided.

The relationship may be less consensual than the individual whose position confers power or authority believes and may be perceived in different ways by each of the individuals involved. Circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct.

Relationships in which one party is in a position to review the work or influence the career, success, or other terms and conditions of employment of the other may provide grounds for complaint by third parties when that relationship gives undue access or advantage, restricts opportunities, or creates a perception of these problems.

#### Reporting Responsibility

If a consensual relationship between a supervisory employee and a subordinate employee exists or begins to develop, the individual in the supervisory position shall immediately notify in writing his or her immediate supervisor or department chair of the relationship and cooperate with that individual in making the arrangements necessary to resolve the conflict of interest.

#### Immediate Supervisor Responsibility

A supervisor or department chair who is notified, or becomes aware, of a consensual relationship shall confirm that the consensual relationship exists by meeting with the parties involved individually and advising them of this policy. The supervisor shall work with all parties to alter the conditions that create the conflict of interest or the appearance of impropriety caused by the relationship. In most instances, providing an alternative means for supervising or evaluating the subordinate employee will alter the conditions that create the conflict of interest or the appearance of impropriety. Approval from the appropriate vice president is required prior to implementation of the plan. The immediate supervisor or department chair must provide the Office of Human Resources with a written copy of the approved, alternative plan.

#### Procedure for Failure to Cooperate

Employees in positions of authority who persist in consensual romantic or sexual relationships and fail to cooperate in efforts to eliminate the conflict of interest or appearance of impropriety are subject to disciplinary action up to and including termination.

#### Procedure for Grievance of Disciplinary Actions

An individual who is disciplined may file a grievance or appeal using existing Erskine procedures detailed in the *Employee Resource Handbook*.

## **Convocation**

Convocation is a time for the entire campus to come together for a variety of educational and community building opportunities including chapel. Convocation attendance is required of all full time students. Full time students must attend a minimum of 8 convocations per semester. A fee of \$25 is charged for every absence under the minimum requirement of 8.

## **Demonstrations**

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

## External Grievance Policy

Visitors and other interested parties who have complaints or concerns regarding the college or any of its institutional policies and practices, or who wish to request release from the requirements of Erskine College programs or policies, must contact and/or submit written statements summarizing their concerns to the following offices:

1. **President's Office** – All matters directly pertaining to the Senior Leadership Team.
2. **Provost's Office**– All matters pertaining to admissions, academic programs and policies, financial aid, and registrar functions and policies.
3. **Student Development** – All matters relating to student development programs, activities and policies including residence life.
4. **Title IX Coordinator** – All matters related to Title IX including but not limited to sexual harassment, sexual misconduct, or sexual assault.
5. **Non-Discrimination Coordinator** – All matters related to discrimination or harassment
6. **Administration** – matters relating to food service, bookstore operations, physical facilities and grounds including buildings, programs and policies.
7. **Business Office** – All matters relating to financial and business operations.
8. **Information Technology** – All matters relating to information technology services, systems, and policies.
9. **Athletics** – All matters relating to athletic programs and policies.
10. **Human Resources** – All matters relating to employment and insurance claims, including individual and property insurance.
11. **Communications** – All matters related to communication, website, advertising and marketing.

This policy requires the above offices to maintain records and documentation of complaints and how they are processed. Each office named above will maintain a "log" in each area recording names of complainants, date of complaints, the nature of complaints, and a supporting file reflecting actions taken in response to complaints. Each office must provide a simple written procedure statement which states the steps in the complaint process to each complainant.

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The SC Commission for Higher Education responds to formal complaints against public, independent non-profit and proprietary institutions of higher education in South Carolina.

For Complaint Information, Procedures, Form and Authorization use the following:

Contact Information for the South Carolina Commission on Higher Education is below:

Academic Affairs and Licensing  
1122 Lady Street, Suite 300, Columbia, SC 29201

Telephone (803) 737-2260; FAX (803) 737-2297; Web site [www.che.sc.gov](http://www.che.sc.gov)

## 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 \$35.00 fine in addition to redeeming the check.
2. A student living in a single room will be charged an additional \$825.00 per term.
3. All students pay a student activity fee of \$300 per year (\$150.00 per semester). 75% of this fee goes to the Student Government Association to be distributed appropriately among the various Student Organizations. 25% of this student fee goes to the Office of Student Development to fund student activities, programs, and initiatives that directly impact the lives of students.



4. Students residing in residence halls are required to take board in the dining hall. Students with special dietary needs should contact the Office of Student Development 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.
7. It is the student's responsibility to make sure his/her tuition and fees are paid on a timely basis. Student billing statements are available only online, and payments should be made by August 1 (fall semester) and January 15 (spring semester). No paper statements will be mailed. A student who has an unpaid balance on his/her account from the previous year will not be allowed to register for the upcoming school year. Seniors must meet all of their financial obligations to the college to participate in graduation and receive their diplomas.

## Financial Aid

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 2016 semester. If a student's status changes before the first day of classes for the fall 2016 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 2016-2017 Federal, SC State, and Erskine College scholarships/ grants/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.

## Gender Identity Policy

Erskine College's policy regarding sex, sexuality and gender identity is grounded in our long-standing institutional Christian identity. This identity, in turn, is grounded in the teachings of the Bible as understood in the Protestant Evangelical theological tradition. This policy is specifically intended to address transsexualism, transgenderism, and broader related gender identity issues. We recognize our obligation before God to love all persons, understanding such love in the context of God's revealed truth. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female, made in the image of God. We also recognize that due to sin and human brokenness, our experience of our sex and gender is not always that which God originally designed, and yet affirm further God's capacity to heal and transform our brokenness. This transformation and healing confirms that one's human identity is ultimately grounded "in Christ," which affirms the original created order. Because of this belief, students are not allowed to identify as a gender other than the biological gender God created them to be, whether this be through dress and appearance, or through medical intervention in order to change their biological sex.

As a Christian residential institution of higher learning we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will make institutional decisions pursuant to this gender identity policy regarding housing, student admission and retention, employment hiring and retention, and other matters. Erskine College is a religious educational institution and is exempt from certain provisions of Title VII of the Civil Rights Act of 1964 and of Title IX of the Education Amendments of 1972.

## General Student Grievance Policy

It is the intent of Erskine College and Theological Seminary to provide a thorough review of all student complaints regarding any aspect of a program, facility, or other service provided by the institution. This policy applies to student complaints that are not otherwise governed by the Code of Conduct, Honor Code or applicable non-discrimination policies. Students are expected to initially pursue an informal process in resolving complaints brought under this general grievance policy. However, if a complaint remains unresolved, a formal process is available for resolution of the issue.

### Informal Grievance Procedure

Informal means of resolving complaints are supported and required as the first step in addressing concerns. Students are encouraged to communicate their concerns openly with the appropriate faculty or staff member responsible for the applicable program or process. This informal communication often leads to a resolution and promotes cooperation and communication. If the parties are unable to arrive at an agreeable resolution, the parties should use a mutually acceptable person to mediate further discussions. If needed, Erskine Director of Institutional Research may be contacted to help identify a mediator to assist in communication. If an acceptable mediator cannot be agreed upon, or if the mediations process fails to resolve the matter, students may appeal for resolution through the formal grievance procedure.

### Formal Grievance Procedure

The formal grievance procedure provides a structured framework to document and review unresolved conflicts. Faculty and staff members shall use extreme care to safeguard student complaints of a personal or sensitive nature and share information only on a "need to know" basis and in accordance with the Family Educational Rights and Privacy Act ("FERPA"). Any student with an unresolved grievance shall follow the appropriate process described below:

1. **NON-ACADEMIC ISSUES:** Initially, complaints involving non-academic issues such as residence hall concerns or campus concerns potentially impacting the student experience outside of the classroom, should be made informally to the appropriate staff member overseeing the specific area of concern such as the Resident Director, Coordinator of Residence Life and Housing, Campus Life Coordinator, etc. Unresolved issues of a non-academic nature may then be submitted in writing to the Vice President for Student Success (VPSS). The VPSS will investigate the complaint and follow up with appropriate staff as needed, and will return a written response to all grievances within ten (10) business days of receiving a written complaint. This time may be extended if reasonably necessary due to availability of information, the student, faculty or staff. If the decision of the VPSS goes against the student's desires the student may appeal to the Provost of the College.

2. **NON-ACADEMIC DISCIPLINE:** The student Judicial Process is outlined in its entirety in the student handbook, *The Pilot*. Students accused of violating the Code of Conduct, are given the opportunity to have their case heard by a council of their peers (The Judicial Council). The Judicial Council will determine if the student is responsible for the violation and will communicate a sanction to that student. The student then has the opportunity to appeal the original decision of the Judicial Council. The process under the Code of Conduct applies to all disciplinary matters and supersedes general grievances under this policy.
  
3. **ACADEMIC ISSUES:** Any student with concerns related to academic grading, instruction, faculty relations, and academic progression should first discuss his or her concerns with the involved faculty member. If the student is unable to resolve the issue at this level, he or she should discuss the concern with the Administrative Dean who will then begin the process of mediation between the student and the professor.
  
4. **HONOR CODE:** The Academic Dean or the Vice President for Student Success may become aware of concerns about the Honor Code from 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 the Student Government Association. The process under the Honor Code applies to all disciplinary matters and supersedes general grievances under this policy.

## Retention of Records

The Registrar will retain a copy of all records related to any academic complaint for a minimum period of 5 years. The Office of Student Development will retain a copy of all records related to any non-academic complaint for a minimum period of 5 years.

## Housing

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 Development indicating a change in this situation.

Cohabitation (sharing a room, apartment, or home) with a person with whom you are or have been in a romantic relationship) is prohibited. This includes the housing sign-up process for on-campus housing. In addition, students are not permitted to live in the same residence as another student of the opposite gender on or off campus.

A student must maintain a minimum of 9 academic credit hours to reside in the residence halls. If a student falls below 9 credit hours during the academic year, he/she must vacate the residence hall or obtain approval from the Office of Student Development to remain in the residence halls.

### 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 Development that he/she wishes to commute by completing a Commuter Request Form. A Commuter Certificate will be sent to the legal guardian
  - A Commuter Certificate must be on file in the Office of Student Development 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 Vice President for Student Success)
  - 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 Development.

#### 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 Development by the last day of classes in the spring semester:

- The Off-Campus Request form (hardcopies available in the Office of Student Development)
- A letter from the student in which he or 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 Development, the request will be considered by the Coordinator of Residence Life and Housing. The student will receive the decision in writing within a reasonable amount of time.

A student may appeal the decision of the Coordinator of Residence Life and Housing to the Vice President for Student Success. The appeal must be received in writing within five (5) days of the Housing Committee's decision.

The decision of the Vice President for Student Success is final unless the student believes a procedural error has unfairly impacted the outcome of the exemption request. In that case, the student may submit a written appeal to the Erskine College Provost within five (5) days of the Vice President for Student Success decision.

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

#### **Medical Singles**

The Office of Student Development has a limited ability to grant residents who demonstrate documented medical conditions a Medical Single Room. Submission of Medical Single Room documentation does not guarantee receipt of a medical single. Documentation of a disability alone, without justification, **does not** constitute grounds for a Medical Single Room. Decisions are made through the Office of Student Development in consultation, as necessary, with Counseling and Health Services.

Medical Single Rooms are awarded on a space available basis and **MUST** be renewed each year with updated documentation according to established policy and guidelines. It is the resident's responsibility to know the policy and guidelines and he/she can get information by contacting the Office of Student Development.

A Medical Single Room assignment is only granted to students for whom no other accommodation is deemed reasonable, and only when available. A medical condition alone does not qualify a student for a Medical Single Room assignment. Examples of conditions that ordinarily **do not** warrant a Medical Single Room assignment include:

- asthma
- allergies
- learning disorders/ADHD
- insomnia and sleep problems
- orthopedic problems
- depression
- anxiety

Some of these conditions may be accommodated in other ways; e.g., a student with orthopedic problems of the knee or ankle may be given a first floor room assignment or assignment to a residence hall with an elevator.

The documentation must meet the following criteria:

- The resident needs to submit a written letter detailing the nature of the request for a Medical Single Room and how a Medical Single Room is necessary for his/her overall success as a student.
- Documentation must be from a qualified licensed professional such as a physician, psychiatrist, psychologist, etc.
- Must include date(s) of diagnosis or assessment, treatment plan information, patient response, prognosis, and a specific description of why a Medical Single Room is necessary for the student's physical or mental health.
- Documentation must be received on original letterhead with the original signature of the treating physician or health care provider.
- Documentation from a blood relative will not be accepted.
- The Special Housing Request form must be submitted with the documentation above (hardcopies available in the Office of Student Development)

It is Erskine's expectation that during the term of the housing contract, the student adheres to the treatment plan assisting him/her in his/her need. A Medical Single Room will not be automatically granted from one academic year to the next. Students will need to supply ongoing supporting documentation stating the student's progress, ongoing diagnosis and documenting the continued need for a single room accommodation.

For new students to Erskine, the deadline for submission of documentation and requests for a Medical Single Room accommodation is July 1. For returning students, deadlines for submission of documentation and requests for a Medical Single Room accommodation are set by term as follows:

- Fall Semester: March 1
- Spring Semester: November 1

## **Human Sexuality**

We believe the Bible teaches that monogamous marriage between a man and a woman is God's intended design for humanity and that sexual intimacy has its proper place only within the context of marriage.

### Perspective and Context

As a Christian academic community, Erskine seeks to treat all persons justly with grace, dignity, and compassion in the Spirit of Christ. Rooted in the historic Evangelical and Reformed Christian tradition, Erskine has always sought to show hospitality and respect to all members of its community, regardless of their religious or philosophical commitments.

The scriptural view of human sexuality is that God formed man and woman in His image (Gen. 1:27-28), and these two were to become one flesh (Gen. 2:23-24). Christ affirms that marital union is to be between a man and woman (Matt 19:4-6). The Bible

teaches that monogamous marriage between a man and a woman is God’s intended design for humanity and that sexual intimacy has its proper place only within the context of marriage (1 Thes. 4:3-5, Col. 3:5-7). Sexual relations outside of marriage or between persons of the same sex are spoken of in scripture as sin and contrary to the will of the Creator (Rom. 1:26-27; 1 Cor. 6:9-10; 1 Tim. 1:9-11).

Erskine recognizes the complexity of current issues regarding sexual morality, marriage, and other expressions of human sexuality such as same-sex attraction, gender identity, and sex outside the covenant of marriage. Therefore, the Erskine community is advised to practice humility and prayerfulness when engaging in any conversations or other actions related to these topics. Erskine’s conduct policies and procedures seek to uphold biblical standards, promote repentance and grace, and point people to Jesus Christ.

### In Action

We believe the Bible teaches that all sexual activity outside the covenant of marriage is sinful and therefore ultimately destructive to the parties involved. As a Christian academic community, and in light of our institutional mission, members of the Erskine community are expected to follow the teachings of scripture concerning matters of human sexuality and institutional decisions will be made in light of this position.

Conversations regarding student pregnancy will be handled with grace, dignity, and respect. If a student should find themselves facing a significant life moment, such as pregnancy, they are highly encouraged to communicate with the VP of Student Success or the Coordinator of Residence Life. We understand the complexity of needs that a pregnancy presents and desire to provide structure and support during this time. We are committed to standing with both the father and mother of the unborn child while they reflect on what it means to be pregnant, both for their future and the future of their baby. The parents will be allowed to remain enrolled in school and will be encouraged to pursue counseling and will be advised of and connected with parenting and adoption resources. Erskine College seeks to balance compassion with accountability. Students can expect to be treated with Christian love as they respond to their new circumstances. Confidentiality for the students involved is very important to us, but the health of mother and child and the spiritual well-being of the parents, as well as the Erskine College community, are our primary concerns. Continuity of on campus residency at Erskine will be considered in light of what is best for all those involved.

## **Intellectual Property Rights**

Erskine College is committed to providing an environment that supports the teaching, learning, scholarship, and creative activity of College and Seminary faculty, staff, and students. The Intellectual Property Rights Policy is intended to:

- encourage excellence and innovation in teaching, scholarship, and creative activities by identifying and protecting the intellectual property rights of the institution and its faculties, staff, and students;
- encourage the notion that creative and scholarly works produced at Erskine College should advance knowledge and contribute to the public good;
- acknowledge and preserve the traditional property rights of scholars with respect to products of their intellectual endeavors (e.g., books, monographs, articles, manuscripts, creative writings, musical scores, works of art); and
- guide policy and process for commercial uses of intellectual property other than the traditional products of scholarly work.

The following policy covers all types of intellectual property, including, in particular, works protected by copyright, patent, and trade-secret laws.

### Policy

Erskine College owns the rights to all works, inventions, developments, and discoveries (hereafter referred to as “work” or “works”) created by employees (including students working in conjunction with full-time employees), within the scope of their employment; or whose creation involves the substantial use of College or Seminary equipment, services, or resources. Such works include any patentable invention, computer-related software, databases, Web-based learning, and related materials; but do not include such traditional scholarly works as books, monographs, articles, manuscripts, creative writings, musical scores, and works of art (hereafter, “scholarly works”).

The “work-for-hire” rule in the federal Copyright Act gives the institution ownership of the copyright to copyrightable works produced by any employee within the scope of his or her employment (see Explanation of Terms below.) However, in the case of scholarly works, Erskine cedes copyright ownership to the author/creator(s). It is not the intent of this policy to change the relationship that has existed through the years between Erskine and author/creator(s) in relation to copyright ownership of scholarly works.

The use of College or Seminary equipment, services, or resources is “substantial” when it entails a kind or level of use not ordinarily available to all, or virtually all, faculty, staff, and/or students (see Explanation of Terms below.) Where question arises as to whether a particular work involves “substantial use” or falls within the “scope of employment,” the matter shall be referred to an ad-hoc committee appointed by the Vice President and Dean of the College or the Dean of the Seminary and the respective faculty Chair, in consultation with the author/creator(s).

When employee-created intellectual property results from third-party grants, contracts, or awards made to the institution, the intellectual property is owned by Erskine College unless written agreement involving the institution, the employee, and the sponsor establishes an alternative ownership arrangement. No such agreement shall be entered into without the review and approval of the respective academic dean.

If an employee creates intellectual property, other than a scholarly work, which may lead to commercial development, he/she is expected to notify immediately his/her department chair or director and the respective academic dean in order to provide them with sufficient information to permit the College or Seminary to evaluate the work, both its ownership and its commercial potential, and, if appropriate, to take steps to protect the institution’s intellectual property rights. If ownership rests with Erskine College but the institution elects not to exercise its ownership rights, then ownership rights and responsibilities related to patenting, copyrighting, and licensing shall revert to the author/creator(s). In such a case, Erskine College retains a nonexclusive, royalty-free right to use the work for non-commercial purposes.

In the case of employee-owned intellectual property, the author/creator(s) may petition Erskine College to accept assignment of ownership rights and the attendant control of and responsibility for development. The institution, however, is under no obligation to accept this assignment and would do so only when independent evaluation indicates that accepting the assignment would further the mission and work of the College or Seminary.

#### Revenue Sharing

Erskine endorses the legitimate expectation of employee author/creators to share in any net revenues produced by licensing or other development of intellectual property. Accordingly, for any work in which the institution asserts ownership interest under this policy, Erskine College and the author/creator(s) will share any annual net revenue (revenues less recovery of all legal and other costs involved in protecting the intellectual property rights of the work, licensing costs, and other directly related administrative costs) in the following percentages, unless different contractual agreements have been reached in relation to particular works:

Net revenue	Author / creator(s)	Erskine College
≤ \$5,000	100%	0%
\$5,001-\$25,000	75%	25%
\$25,001-\$99,000	60%	40%
≥ \$100,000	50%	50%

If a work involves more than one employee as author/creator, the author/creators will divide their share equally unless they provide Erskine with an alternative revenue distribution agreed upon by all author/creators. Use of net revenues received by the institution under this policy shall be restricted to the support of scholarly, research, or creative activity on the part of faculty, staff, and/or students.

Recognizing that this area is complex and rapidly evolving, Erskine College remains open to the possibility of arriving at special agreements as the need may arise in relation to particular projects. This policy shall be reviewed within three years by the President's cabinet and revised as necessary.

### Explanation of Terms

#### **Employee- or student-created intellectual property?**

Any one of these circumstances will result in College ownership:

- if intellectual property is created on College or Seminary time (including sabbatical leave time), with substantial use of Erskine College equipment, services, or resources; or
- if intellectual property is commissioned by Erskine College pursuant to a signed contract; or
- if it fits within any specific category considered works for hire under copyright law.

If intellectual property results from research supported by federal funds or third-party sponsorship with no written agreement involving Erskine College, the researcher and the sponsor have established an alternative ownership arrangement.

#### **When does an individual own intellectual property?**

- if it is unrelated to the employee's or student's job responsibilities and has not made substantial use of College or Seminary equipment, services, or resources; or
- if it is a work that has been released to the author/creator(s) in accordance with this policy; or
- if the intellectual property is embodied in such traditional scholarly works as books, monographs, articles, manuscripts, creative writings, musical scores, and works of art even though such a work may be within the scope of employment and even if significant Erskine College resources were used, unless the work is:
  - created by someone who was specifically hired or required to create it or
  - commissioned by Erskine College

In either of these cases, Erskine College, not the creator, will own the intellectual property.

#### **What is meant by “within the scope of employment”?**

Works related to an individual's job responsibilities, even if he or she is not specifically requested to create them, will belong to Erskine College as works-for-hire. A copyright work is related to an employee's job responsibilities if it is the kind of work he or she is employed to do and he or she does it, at least in part, for his or her use at work, or for use by fellow employees, his/her employer, or his/her employer's clients. The work should be performed substantially at work using work facilities, but the employee's use of personal time or other facilities to create the work will not change its basic nature if it is related to the person's job as described above. Works that have nothing to do with job duties will remain the property of the employee so long as he or she makes no more than incidental use of Erskine College facilities.

For example, if your job were “Safety Engineer,” a software program that you created on your own initiative to run on everyone's work computers to show a graphic of their nearest fire exits would be related to your job duties and would belong to Erskine College, even if no one asked you to create it and you did some of the programming at home on your own computer. A program that you create that does not relate to your job, that neither you nor others use at work, and that you create on your own time would belong to you.

#### **What is meant by “substantial use”?**

For purpose of this policy, “substantial use” is the use of resources other than those “ordinarily available” to most or all faculty, staff, and/or students. Such ordinarily available resources currently include office space and personal office equipment, office computers, library and other general use information resources, means of network access to such resources, and other support (for student participation) provided through various work study or research programs. By contrast, use of College laboratories or special instrumentation, dedicated assistance by Erskine College employees, special financial assistance, or extensive use of shared facilities would constitute substantial use.



To accommodate rapid changes in technological paradigms, the understanding of “substantial use” may be revised from time to time by the Vice President and Dean of the College or the Vice President of the Seminary, respectively, for approval by the President’s cabinet.

## **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.

## **Lost key or key fob**

If you lose your key or access fob, please notify the Office of Student Development immediately. The fob will need to be deactivated to assure security of campus buildings and/or the key core will need to be changed on the door to assure security of campus buildings. Replacement keys cost \$75, and replacement fobs are \$10.

## **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 Development at (864) 379-8701.

All reports of missing persons made to the Office of Student Development are followed up with an on-going investigation. If it is determined by the Office of Student Development, 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 emergency contact person (on file) of the alleged missing student
- 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.

## **Non-Harassment and Non-Discrimination Policy**

### **Introduction and Applicability of this Policy**

Erskine College (“Erskine” or the “College”) is committed to ensuring that no individual is subjected to unlawful harassment or discrimination in connection with, or denied access to, the College’s programs or activities because of his or her race, color, religion, sex, pregnancy, national origin, disability, protected veteran status, age, or any other status protected by applicable federal, state, or local law.

The College also prohibits unlawful discrimination and harassment against employees and applicants for employment based on any status protected by applicable law; these prohibitions apply to all terms and conditions of employment including, but not limited to, recruitment, hiring, placement, promotion, training, discipline, termination, layoff, recall, transfer, leaves of absence, compensation, and benefits.

Examples of the types of conduct prohibited by this policy include, but are not limited to:

- Insults, epithets, jokes, slurs, or offensive comments that relate to race, color, religion, sex, pregnancy, national origin, age, protected veteran status, disability or any other status protected by applicable law.
- The placement, dissemination or circulation of any written, graphic, or electronic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, pregnancy, national origin, age, protected veteran status, disability or any other status protected by applicable law.
- Any other conduct or behavior deemed by the College to be inappropriate or harassing based on race, color, religion, sex, pregnancy, national origin, age, protected veteran status, disability or any other status protected by applicable law.

The College has adopted this Non-Harassment and Non-Discrimination Policy (this “Policy”) to ensure the prompt and equitable resolution of allegations of harassment or discrimination on the basis of the protected classifications identified above. \* The College has designated Mr. Buck Brown, Non-discrimination Coordinator, to coordinate its efforts to comply with the laws and regulations regarding non-discrimination and non-harassment. The following is Mr. Brown’s contact information:

Mr. Buck Brown, Non-discrimination Coordinator  
 Belk Hall 238  
 P.O. Box 338, Due West, South Carolina 29639  
 864-379-8805  
[brown@erskine.edu](mailto:brown@erskine.edu)

This Policy, however, does not affect the College’s right to exercise its theological, constitutional, or statutory rights to take religion into account to the extent consistent with applicable law.

\*Please note that in the case of concerns regarding, allegations of, or grievances relating to Sexual Misconduct, the College’s Sexual Misconduct Policy applies in lieu of (and not in addition to) this Policy. The College’s Sexual Misconduct Policy provides procedures for reporting concerns, sets forth available resources, describes prohibited conduct, and establishes procedures for responding to allegations of and grievances relating to Sexual Misconduct. Sexual Misconduct, as that term is defined in the College’s Sexual Misconduct Policy, includes dating violence, domestic violence, sexual assault, sexual exploitation, sexual harassment, sexual intimidation, and stalking. Please see the College’s Sexual Misconduct Policy for additional information. The Sexual Misconduct Policy is available at [www.erskine.edu](http://www.erskine.edu) and in the College’s Employee Resource Handbook.

### **Employee Reporting Obligation Even if No Grievance Is Filed**

Any employee who believes that he or she has been subjected to discrimination or harassment based on a protected classification identified should promptly report the matter to the Non-discrimination Coordinator or use the alternative reporting options set forth below.

Any employee who believes that another employee is being subjected to discrimination or harassment in violation of this Policy should also promptly report such conduct to the Non-discrimination Coordinator or use the alternative reporting options set forth below. If the Non-discrimination Coordinator is the subject of the concern, the employee should contact the Senior Vice President for Finance and Operations (by phone at (864) 379-8812 or in person in Belk Hall).

### **Who May Grieve? / What May Be Grieved?**

Any student currently enrolled at the College and any current employee of the College who believes that he or she has been discriminated against or harassed on the basis of a protected classification identified above may file a grievance under this Policy (the “Grievant”). Any applicant for employment or visitor to the College who believes that he or she has been discriminated against or harassed in violation of the principles in this policy is also encouraged to notify the Non-discrimination Coordinator, but such individuals are not generally afforded the procedures under this Policy.

### **Confidentiality**

The College will treat all information submitted under this Policy or in connection with a grievance filed under this Policy as confidential to the extent required by applicable laws. Subject to the Family Educational Rights and Privacy Act and any other applicable privacy laws, however, the College official investigating the grievance will inform individuals with a legitimate need to know of the grievance and may provide them related information as necessary to allow the College official investigating the grievance to conduct a meaningful and thorough investigation. The College official investigating the grievance will inform all involved parties of the need to maintain the confidentiality of such information.

### **Prohibition Against Retaliation**

The College prohibits retaliation (including but not limited to threats, intimidation, reprisals and adverse actions) being taken or threatened against a person because he or she has submitted information under this Policy or has filed a grievance or participated in a grievance investigation in good faith. The College official investigating a grievance will advise all involved parties of this strict prohibition against retaliation.

### **Informal Grievance Procedure**

The Informal Grievance Procedure is designed to facilitate a satisfactory resolution of the grievance in an informal manner. The Grievant has the option to forego the Informal Grievance Procedure and move immediately to the Formal Grievance Procedure.

A Grievant initiates the Informal Grievance Procedure by contacting the Non-discrimination Coordinator by e-mail, phone, or in person within thirty (30) calendar days of the date on which the Grievant knew of or should have known of the adverse action, decision, or matter upon which the grievance is based. If the Non-discrimination Coordinator is the subject of the grievance, the Grievant initiates the Informal Grievance Procedure by contacting the Senior Vice President for Finance and Operations (by phone at (864) 379-8812 or in person in Belk Hall), who will assign an administrator in lieu of the Non-discrimination Coordinator. In such a case, references below to the Non-discrimination Coordinator will mean the administrator so assigned.

To initiate the Informal Grievance Procedure, a Grievant is not required to submit the grievance in writing, but the Non-discrimination Coordinator may ask the Grievant to do so or to submit other evidence, if necessary to facilitate a satisfactory resolution.

The Non-discrimination Coordinator will attempt to facilitate expeditiously a satisfactory resolution. The Non-discrimination Coordinator may meet in person with the Grievant, confer with the individual(s) against whom the grievance is filed, review relevant documents and information, attempt to arrange a meeting between the Grievant and the individual(s) against whom the grievance is filed, or take any other steps the Non-discrimination Coordinator believes will be useful in promoting resolution.

Within twenty-one (21) calendar days after the Non-discrimination Coordinator receives the grievance, the Non-discrimination Coordinator will inform the Grievant and, as appropriate, the individual(s) against whom the grievance is filed in writing of the outcome of the Informal Grievance Procedure.

### **Formal Grievance Procedure**

If the Grievant is not satisfied with the resolution reached using the Informal Grievance Procedure, or if the Grievant chooses not to use the Informal Grievance Procedure, the Grievant may initiate the Formal Grievance Procedure by submitting a written grievance to the Non-discrimination Coordinator. If the Non-discrimination Coordinator is the subject of the grievance, the Grievant initiates the Formal Grievance Procedure by contacting the Senior Vice President for Finance and Operations (by phone at (864) 379-8812 or in person in Belk Hall), who will assign an administrator in lieu of the Non-discrimination Coordinator. In such a case, references below to the Non-discrimination Coordinator will mean the administrator so assigned.

A Grievant who chooses to initiate the Formal Grievance Procedure after participating in the Informal Grievance Procedure must do so within fifteen (15) calendar days of receipt of the Non-discrimination Coordinator's written notification of the outcome of the Informal Grievance Procedure. If the Grievant chooses not to use the Informal Grievance Procedure, he or she must initiate the Formal Grievance Procedure within thirty (30) calendar days of the date on which the Grievant knew of or should have known of the adverse action, decision, or matter upon which the grievance is based.

The written grievance must:

- be dated;
- state the problem or action alleged to be harassing or discriminatory and the date of the alleged action;
- state how the action is harassing or discriminatory or how the decision is unreasonable;
- include a summary of the steps, if any, that the Grievant has taken in an attempt to resolve the issue;
- include any supporting documentation;
- name the individual(s) against whom the grievance is filed;
- state the requested remedy and the Grievant's rationale for the requested remedy; and
- be signed by the Grievant and include his or her contact information.

If the Non-discrimination Coordinator has not already done so in connection with the Informal Grievance Procedure, he or she will review and/or investigate the grievance by taking steps such as the following: meeting in person with the Grievant, conferring with the individual(s) against whom the grievance is filed, reviewing relevant documents and information, attempting to arrange a meeting between the Grievant and the individual(s) against whom the grievance is filed, or taking any other steps

the Non-discrimination Coordinator believes will be useful in promoting resolution. The Non-discrimination Coordinator will decide which steps are warranted by a particular grievance.

Within five (5) calendar days of receiving the written grievance, the Non-discrimination Coordinator will provide written notification of receipt of the grievance to the Grievant and to the individual(s) against whom the grievance is filed. The Non-discrimination Coordinator will forward the grievance to the College's Committee on Discipline and Appeals (the "CDA"), which will hold a hearing within thirty (30) business days of receipt of the grievance. Once the Non-discrimination Coordinator has completed his or her review or investigation of the grievance, he or she will share a report of such review or investigation with the CDA as well.

The hearing will afford all relevant persons an opportunity to present witnesses and submit evidence regarding the allegations and will follow the following procedures:

- All parties will have the opportunity for oral opening and closing arguments and for the presentation of relevant witnesses and pertinent documentary evidence.
- The CDA may question any witnesses, examine documentary evidence presented, and summon other witnesses as it deems necessary.
- The hearing shall be mechanically recorded. Either the Grievant or individual(s) against whom the grievance is filed may review the recording upon written notice the Non-Discrimination Coordinator. Recordings shall be maintained by the Non-Discrimination Coordinator for three (3) years from the hearing date.
- The Grievant and the individual(s) against whom the grievance is filed may seek the advice of counsel; however, neither party may proceed through counsel or have counsel present at the hearing.
- At the conclusion of the hearing, the CDA shall deliberate in closed session. Such deliberations shall not be recorded. The CDA will determine the outcome of the grievance by majority vote.

Within five (5) business days of the conclusion of the hearing, the Non-discrimination Coordinator will provide the Grievant and the individual(s) against whom the grievance is filed the CDA's written decision regarding the grievance, including any remedies or disciplinary action specified by the CDA (which may include but are in no way limited to expulsion or termination of employment). The decision will include findings of fact, a conclusion regarding violations of this Policy, and, if applicable, an explanation of remedies, which may include the imposition of disciplinary sanctions and/or referral to an individual's supervisor or another administrator for the determination and imposition of disciplinary sanctions.

### **Appeal**

The Grievant and/or the individual(s) against whom the grievance is filed may appeal within fifteen (15) calendar days of receiving the CDA's written decision with the College's Presidential Appeals Committee (the "PAC") by submitting a written appeal to the Non-discrimination Coordinator.

The written appeal must clearly set forth the grounds for the appeal and must include all supporting evidence. If neither party files an appeal within fifteen (15) calendar days of receiving the CDA's decision, the decision of the CDA will be final and will not be subject to appeal.

Generally, the PAC will limit its review of the CDA's decision to determining whether the CDA considered the proper facts and whether there were any procedural irregularities; the PAC will not substitute its judgment for that of the CDA. The PAC will, by majority vote, reach a decision regarding the outcome of the appeal, including any remedies or disciplinary action (which may include but are in no way limited to expulsion or termination of employment).

Within thirty (30) calendar days of receipt of the appeal, the PAC will provide the Grievant and the individual(s) against whom the grievance is filed a written decision regarding the appeal. The decision of the PAC is final, and the College will disregard any subsequent appeals (in any form) to any College representative, including the College President.

### **Adjustment of Deadlines**

The Non-discrimination Coordinator, the CDA or the PAC may change the above deadlines if they determine that additional time is warranted or for other good cause, such as semester or summer breaks, to provide additional time to consider the facts

and evidence, delays in receiving information from witnesses, etc. Likewise, if the application of time deadlines creates a hardship due to the urgency of the matter, the Non-discrimination Coordinator, CDA or the PAC, at the request of the Grievant, will determine if an expedited procedure can be utilized. The Grievant and the individual against whom the grievance is filed will be notified if any deadlines are altered.

### **Interim Measures**

If necessary while any grievance investigation is ongoing, the Non-discrimination Coordinator will impose interim measures to stop discrimination or harassment, prevent its recurrence, and correct any discriminatory effects on the Grievant and others, if appropriate. Such interim measures may include, but are not limited to, limiting interaction between the parties, or, if deemed warranted, placing the individual against whom the grievance is filed on paid leave.

### **Reconciliation**

Nothing in this Policy is intended to prevent the Grievant and the individual against whom the grievance is filed from resolving the grievance at any point in the process by signing a written statement of agreement and submitting it for approval to the Non-discrimination Coordinator. If the Non-discrimination Coordinator approves the agreement, the grievance process will end immediately and the statement of agreement will be placed in the file maintained by the Non-discrimination Coordinator.

### **Preservation of Records**

Once the Non-discrimination Coordinator, the CDA, or the PAC has made the final decision regarding the grievance, the records submitted to the Non-discrimination Coordinator, the CDA, and/or the PAC related to the grievance will be maintained in the office of the Non-discrimination Coordinator for three years.

### **Disability Accommodations**

Students must make requests for accommodations to the Office of Student Development (located on the second floor of Watkins Student Center and available by phone at 864-379-8701). The Office of Student Development will review the supporting disability-related documentation, make a decision about the request, notify the individual about approved accommodations, and make arrangements for the accommodations.

In addition, the College is committed to providing reasonable accommodations to disabled applicants for employment and to disabled employees to the extent required by applicable laws, including the Americans with Disabilities Act. If a disabled applicant is in need of a reasonable accommodation to apply for a job, if a disabled employee is in need of a reasonable accommodation to perform the essential functions of his or her job, or if a disabled Grievant is in need of a reasonable accommodation to participate in the processes under this Policy, the individual must contact the Non-discrimination Coordinator to request the accommodation.

### **External Complaints**

The availability and use of this Policy does not prevent a student from filing a complaint of discrimination with external agencies such as the U.S. Department of Education, Office for Civil Rights.

Similarly, nothing in this Policy prevents applicants or employees from filing a complaint or cooperating with external agencies such as the Equal Employment Opportunity Commission.

## **Room entry, inspection, search and confiscation policy**

The College respects the principle that students are entitled to privacy in their dorm rooms and living units. At the same time, the College recognizes that from time to time College personnel may need to enter and inspect and/or search a student's living unit for a variety of purposes. Therefore, the College reserves the right to regulate the use of living units in accordance with the policies of the College, and the College may, in its discretion, enter and inspect and/or search students' living units without prior notice to or consent from students to ensure compliance with those policies. The College will, however, attempt to provide students with prior notice of such activity when appropriate and reasonably possible.

### *Inspection.*

College personnel may enter living units during reasonable hours at the request of the student or for purposes of inventory, sanitation, health and/or safety, maintenance and/or repair, and the enforcement of the College's policies and rules. (College personnel may enter and/or control living units at *any* time in the event of emergency.)

If, in connection with proper inspection activities, evidence of a violation of College policies or rules should be discovered, such evidence may be confiscated and turned over to the Office of Student Development and the student may be subject to disciplinary charges. Evidence of illegal contraband or activity discovered during an inspection will be turned over to the local police for further action in accordance with law.

*Search.*

In addition, College personnel may search students' living units when there is reason to suspect that a violation of the College's policies or rules has occurred, as determined by the Vice President for Student Success or his or her designee.

Students must comply with directives of College personnel while a search is conducted. The College reserves the right to open unsecured containers or areas that are reasonably suspected to contain evidence of the alleged violation that prompted the search, including but not limited to refrigerator(s), cabinet(s), drawer(s), closet(s), and luggage. Students are expected to unlock secured areas or containers at the request of College personnel. (If the student is not present during the search, the College may remove a secured container until such time as the student may be contacted. If the College is unable to contact the student, it may open the container without student permission.) If a student declines to unlock secured areas or containers, the College reserves the right to open the area or container without student permission. The College also reserves the right to open a secured area or container prior to asking for the student's permission if information available to the College indicates that its contents could endanger the health and safety of the College community.

Evidence of a violation of College policy collected during a search may be confiscated and turned over to the Office of Student Development and the student may be subject to College disciplinary charges. Evidence of illegal contraband or activity collected during a search will be turned over to the local police for further action in accordance with law.

Note that inspection and search are distinguished from informal, unstructured activities, such as walking down a dormitory hallway, standing in an open doorway, or visiting in a student living unit, which residents and College personnel are free to do and which are not subject to the same limitations as inspection and search.

## **Sexual Misconduct Policy**

Erskine College is committed to providing programs, activities, and an educational and work environment free from sex discrimination, including sexual violence. To that end, the College prohibits Sexual Misconduct (as that term is defined by the College's Sexual Misconduct Policy). The College's Sexual Misconduct Policy provides instructions and related information for the reporting of Sexual Misconduct, definitions of prohibited conduct, and information regarding resources available for victims of Sexual Misconduct. It also includes procedures for the investigation and resolution of Sexual Misconduct allegations and addresses disciplinary measures applicable to perpetrators of Sexual Misconduct. The Policy may be accessed at <http://www.erskine.edu/erskine/non-discrimination-policy/>

If you are a victim of Sexual Misconduct, the College encourages you to speak with the College's Title IX Coordinator about what happened so that you can get the support you need and so that the College can respond appropriately. The College's Title IX Coordinator is Mr. Buck Brown and his contact information is:

Mr. Buck Brown, Title IX Coordinator  
 Belk Hall 238  
 P.O. Box 338, Due West, South Carolina 29639  
 864-379-8805  
[brown@erskine.edu](mailto:brown@erskine.edu)

## 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.

## Student's 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

## Use of Campus Video Camera Footage by the College; Penalties for Interference with College Video Cameras

Video cameras are situated in various locations around campus for security purposes. Video footage from these cameras may be accessed and used by the College in its discretion, including but not limited to when such footage is relevant in connection with alleged violations of College rules and policies.

Tampering with, blocking the view of, damaging, destroying, or stealing video camera equipment is considered a serious violation and will be referred to the Judicial Council for review. A student who is found responsible for tampering with, blocking the view of, damaging, destroying, or stealing video camera equipment (1) will be fined \$100 for the first offense, \$250 for the second offense, and \$500 for the third offense, and will be suspended or expelled, in the discretion of the Dean of Student Development, for the fourth offense and (2) must reimburse the College for all costs associated with replacing or repairing damaged, destroyed, or stolen camera equipment. The Judicial Council may impose additional sanctions in its discretion as permitted by College policy. Instances involving video camera equipment will also be reported to the Erskine College Police Department.

## **Weather Policy - Inclement**

Erskine's scheduled operations are rarely interrupted due to inclement weather because it has a predominantly residential student population. Even in inclement weather conditions, faculty and staff employees and students should assume that operations will continue on a "business as usual" basis unless they receive notice specifically announced for Erskine College and/or Erskine Theological Seminary. This policy governs declarations of weather-related schedule changes as well as employee timekeeping during episodes of inclement weather when the institution continues regular operations and in the rare circumstance when it does not.

*Above all, Erskine seeks to help ensure the safety of all during periods of inclement 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.*

### **When the College and Seminary Maintain Normal Operations**

#### *Faculty Employees and Students*

Faculty employees are expected to teach and students expected to attend their classes as scheduled. Should a faculty member need to cancel a class due to inclement weather, the faculty member must promptly notify affected students through the portal.

#### *Staff Employees*

Staff employees who come in late, leave early, or are absent because of weather conditions may either make up the lost time during the same workweek or, if that is not possible, charge the time lost against an eight hour per year inclement weather time allowance, or if exhausted, then vacation leave. Employees who are unable to come to work or want to leave early because of severe weather conditions should notify their supervisors as early as possible.

### **When the College and/or Seminary Curtail(s) Normal Operations**

A decision to curtail operations may only be made by the President or his designee; it is not to be made on an ad hoc, department-by-department basis. Employees will be notified of curtailed operations as early as possible by means of available media (see below). **Curtailed operations** means that all non-essential functions should operate with limited staff or close entirely. Curtailed operations may involve delayed opening, early closure, or cancellation of all but essential services. Faculty, staff, and students in the College and Seminary should consult the following news sources to determine the status of offices and classes during inclement 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, staff, and students)
  - (864) 379-6652 (seminary faculty, staff, and students)
2. The Erskine website ([www.erskine.edu](http://www.erskine.edu)).
3. Local news stations—WYFF Channel 4, WHNS Fox Carolina, and WSPA Channel 7. No announcement means that offices and classes are on regular schedule. The timing of posts to the news stations cannot be predicted. Faculty, staff, and students are encouraged to call the dedicated numbers above and to check the Erskine website first.
4. An announcement through the Code Red Notification system (text and/or email).



## 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 should be alerted to the situation by Police and/or the Facilities Management Department.
  - b. The emergency weather monitor or local radio station should be monitored constantly by Campus Police and/or the Facilities Management Department. Campus Police 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 Campus Police Department and/or the Facilities Management Department.
  - c. Facilities Management personnel, Resident Hall Directors, Resident 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 Residence Hall - 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 Residence Hall - basement and interior hallways on first floor  
 Kennedy Residence Hall - first floor corridors and basement  
 Literary Societies - center of buildings, basement if available  
 McCain Library - basement, away from the book stacks  
 McQuiston Residence Hall - first floor corridors away from glass and the basement  
 Moss Facility/Memorial Hall - basement level  
 Moffatt Dining Hall – Watkins Student Center Basement  
 President's Home - basement  
 Pressly Residence Hall - 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

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

## Constitution of the Student Government Association of Erskine College

### **Preamble:**

We the students of Erskine College, realize 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 of Erskine College.

### **Article I: Name**

Section 1.01 - The organization shall be called the Student Government Association of Erskine College, hereafter referred to as SGA.

### **Article II: Object**

Section 2.01 - 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 Christian 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**

Section 3.01 - The membership of SGA is designated into two categories: Associate Members & Active Members. Descriptions and distinctions are made below in section 3.03 & section 3.04.

Section 3.02 - Requirements for membership

A) Failure to meet the below requirements for membership will result in the removal of office/ seat

1. All members of SGA are required to maintain a 2.5 GPA while serving on the Student Senate or Cabinet.
2. No member may accrue more than 3 absences of SGA Student Senate meetings, with the exception of meetings called with less than 24-hour notice.

Section 3.03 – Associate Members

A) All students enrolled at Erskine College are Associate members of the Erskine College SGA.

Section 3.04 – Active Members

A) Active members of the Erskine College SGA are the members of the Student Senate and Cabinet.

Section 3.05 - Student Senate

A) Purpose – The function of the Student Senate shall be to further Student Government for the betterment of SGA and to deal with problems which concern the entire student body.

B) Membership – A total of 20 senators shall comprise the Student Senate to be made up of:

1. The presidents of each class
2. One from each residence hall
3. One representative elected at-large from all day students
4. One student to serve as a Facilities representative
5. One Representative from each level 4 student organization

C) Powers and Duties of the Student Senate – The powers of the Student Senate are as follows...

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 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 names of each organization's student leaders and faculty advisor.
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 3.06 – Cabinet

A) Purpose - The purpose of the Cabinet members of SGA is to facilitate and lead the SGA Senate, and to head their respective committees, as assigned by this document and the SGA president.

B) Members - The Cabinet members of SGA are 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

C) Powers and Duties of the SGA Cabinet-

1. President of SGA – To call to order and preside over meetings of the Student Senate; to act in an official capacity as representative of the SGA; to announce all SGA meetings forty eight hours 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 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, and such other duties applicable to the office as prescribed by Roberts Rules of Order. 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, and such other duties applicable to the office as prescribed by Roberts Rules of Order.
3. Secretary - To keep the minutes for all SGA meetings and all meetings of Student Senate, to call roll at all meetings of the Student Senate, as well as to attend to all correspondence of the SGA and, in conjunction with the campus life coordinator, to update the SGA webpage, and such other duties applicable to the office as prescribed by Roberts Rules of Order.
4. Treasurer - To attend and keep accurate records of all financial affairs of the SGA account and manage spending to meet the organization's annual budget, and such other duties applicable to the office as prescribed by Roberts Rules of Order. The treasurer will serve as chairperson of the Student Finance Committee (SFC). The Treasurer shall be appointed each year, decided on by the Vice President of Student Success, Coordinator for Campus Life, Current Student Body President, and sitting SGA Treasurer (unless seeking reappointment), on or before the time that election results for the other SGA Officers are certified.
5. Parliamentarian - To see that all SGA meetings and meetings of Student Senate are conducted according to Robert's Rules of Order, as well as to be responsible for clarification, interpretation, and changing of the Constitution when necessary, and such other duties applicable to the office as prescribed by Roberts Rules of Order.

#### Section 3.07 – Method of Election/ Appointment

A) Method for Elected Positions

1. Elected positions are:

- i. Student Body President (SGA President)\*
- ii. Student Body Vice President (SGA Vice President)\*
- iii. SGA Secretary\*
- iv. SGA Parliamentarian\*
- v. EEB Chair Person \*
- vi. EEB Vice Chair \*
- vii. EEB Secretary \*
- viii. EEB Treasurer \*
- ix. SCA President \*
- x. SCA Vice President \*
- xi. SCA Secretary \*
- xii. SCA Treasurer\*
- xiii. Class officers \*\*
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
- xiv. Residence Hall Representatives\*\*
  - a. Bonner\*\*
  - b. Carnegie\*\*
  - c. Grier\*\*
  - d. Kennedy\*\*
  - e. McQuiston\*\*
  - f. Pressley\*\*
  - g. Robinson\*\*
- xv. Student Athlete Representative\*\*
- xvi. Facilities Representative\*\*
- xvii. Day Student Representative\*\*

All elected position are subject to their own job descriptions and requirements; refer to organizational constitutions as needed.

\*- Tier 1 elections: SGA/ EEB/ SCA (Spring Semester)

\*\*- Tier 2 elections: SGA senator elections (Fall Semester)

Tier -1 Elections

- i. Nomination for Tier 1 elected positions in the SGA Cabinet, EEB, and SCA shall begin the first full week in February.
- ii. Nomination procedures include an application in which a student must obtain 25 signatures from peers recommending their nomination for any of these leadership positions and fill out the paperwork provided by Student Development.
- iii. Following approval from the Office of Student Development a campaign period lasting until the SGA/ Campaign speeches Convocation.
- iv. Voting will begin immediately following the campaign speeches. The voting period is to last no more than one week.
- v. Tier 1 elections must be finalized by the first Friday in March.

Tier - 2 Elections

- i. Nomination for Tier 2 elected positions in the SGA senate shall begin the second full week of the academic calendar.
- ii. Nomination procedures include an application in which a student must obtain 25 signatures from peers recommending their nomination for any of these leadership positions and fill out the paperwork provided by Student Development.
- iii. Following approval from the Office of Student Development a campaign period lasting no more than 12 days following the opening of the application period begins.

iv. Voting will begin immediately following and the campaign period and is to last no more than 5 days.

v. Tier 2 elections must be finalized by the third week of September.

#### Voting Procedure

i. Voting will be conducted through a secret ballot.

ii. Boarding students shall be allowed to vote only for those candidates from their class and residence hall.

iii. Commuters shall be allowed to vote only for those candidates from their class and from the day students.

#### B) Method for Appointed positions

1. Appointed positions are:

i. Student Government Association Treasurer/ SFC Chair

ii. Intramural Director

iii. Judicial Chair

iv. Editor for the Mirror

v. Editor for the Arrow

2. Nominations for appointed positions begins with Tier-1 elections.

3. Nomination procedures include an application in which a student must obtain 25 signatures from peers recommending their nomination for any of these leadership positions, and fill out the paperwork provided by Student Development.

4. Following approval of the application, interview will be scheduled with the Office of Student Development.

5. Appointed positions will be announced with the Tier-1 election results.

#### Section 3.08 - The Oath of Office

A) Oath of office for members of the student senate:

“I       (state your name)       do solemnly swear that I will faithfully execute the Office of        of the Student Government Association of Erskine College, that I will represent the interests of the students of Erskine College, that I will be a faithful servant of our Lord Jesus Christ, and will to the best of my ability, preserve, protect and defend the Constitution of the Student Government Association of Erskine College.”

B) All newly elected officers shall be sworn in prior to the end of each academic year after election results have been certified in the spring semester. All SGA Officers and Senators shall participate in an Inauguration Ceremony in the fall after all SGA Senate positions have been filled.

#### Section 3.09 – Removal of an officer

A) SGA officials (this includes the Cabinet, 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 2.5 GPA during his or her term in office.

B) SGA officials, as specified above, may be removed from office for any of the following:

1. Incompetence

2. Failure to perform duty

3. Conduct or action which the Student Senate may deem unworthy of an official of the SGA. , Office of Student Development, or the Erskine College Administration

C) 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 /SGA (Coordinator of Campus Life).

2. The Faculty advisor shall then call an emergency meeting of the Student Senate to announce the charges and form an Investigative Committee. Five 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 authority to call witnesses in closed door hearings and the identity of the witness will remain anonymous/kept confidential. The Faculty Advisor shall be the Chair of the Investigative Committee and call a special session at any time. A final report will be due within a week after the first emergency meeting of the Student Senate.

3. After hearing all the facts the Investigative Committee will submit a report to the Senate listing all the facts in the case, with the Faculty Advisor reporting it to the Student Senate. After the report by the Investigative Committee is given, the Student 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 Student 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. A two-step appeals process is in place if the Officer is removed from leadership. The decision of the Student Senate may first be appealed to the Vice President of Student Success. A second appeal may be made to the College President. The decision of the President is final.

OR

1. The Office of Student Development may exercise the authority to remove an Officer from leadership in the following situations...

- i. Violation of Erskine College policies outlined in the Pilot or Residence Hall policies
- ii. Conduct or action that represents a poor reflection of Erskine College, SGA and the Christian mission of the institution.

2. If the Officer was removed from leadership at the discretion of the Office of Student Development and did not go through the above process with the Investigative Committee, the decision of the Office of Student Development may be appealed to the College President. The decision of the President is final.

#### Section 3.10 - Method of Filling Vacancies -

- A) In case of removal/ vacancy 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. The newly vacated Vice President / Vice Chair is then filled as described below.
- B) In case of removal/ vacancy of a Student Senate Position, the President and Vice President shall appoint a representative, following approval from the Student Senate.
- C) In all other cases, whether elected or appointed positions, the President of SGA shall then hold nomination procedures, as outlined by Section 3.07.A.2 (for elected positions), or section 307.B (for appointed positions). This special election/ appointment procedure is to occur no later than one week after the position has been vacated. Elections for the vacant office shall be held at the first convenient date that is approved by the Student Senate.

#### **Article IV: Meetings of the Student Senate**

- A) Regular meetings of the SGA shall be conducted weekly at a place and time designated by the President of SGA.
- B) The first meeting of the SGA should be no later than 4 weeks into the academic calendar year.
- C) All students are permitted and encouraged to attend meetings of the Student Government
- D) Only members of the Student Senate and Cabinet, excluding the President, have voting power in meetings of the Student Government Association.
- E) Meetings of the Student Senate are to be officiated by the Cabinet of SGA.

F) Two-Thirds of the Student Senate are required to constitute a quorum.

G) Meetings are to be conducted under Robert's Rules of Order and enforced by the current SGA Parliamentarian.

#### **Article V: Committees of the Student Government Association**

##### Section 5.01 - Pilot Review Committee.

A) *The Pilot* Review Committee is responsible for providing input and feedback to The Office of Student Development and Erskine Administration on updates and policy changes implemented in *The Pilot*, the governing document for Erskine students. The committee is to review *The Pilot* and provide feedback, suggestions, ideas, etc. to Administration and will also have the opportunity to ask questions and to participate in the process of updating *The Pilot*. The committee will be given the opportunity to review the final version of *The Pilot* prior to final approval by the Erskine Administration and the Board of Trustees. This committee is also responsible for ensuring that all SGA Senate members are aware and up to date on all policies stated in *The Pilot*. The President of SGA will act as an ex-officio member of this committee.

##### Section 5.02 - Social Committee.

A) The Social Committee is in charge of most major social events hosted by the SGA including, but not limited to, Homecoming, Super Bowl Party, and the SGA Ball. The mission of the Social Committee is to promote involvement in Student Government sponsored events and all campus events that foster civic awareness and holistic student growth. The Vice President of SGA is the Chair of the Social Committee unless otherwise specified by the President.

##### Section 5.03 - Student Outreach Committee.

A) The Student Outreach Committee is the primary source by which the Student Government Association reaches out to serve the Erskine Student Body. This involves the Outreach Committee seeking student feedback on campus events and student suggestions for improving their time at Erskine. The Outreach Committee then works to serve and address those needs in the student body on a personal, spiritual, and academic level as necessary.

##### Section 5.04 - Erskine Community Outreach Committee.

A) The Erskine Community Outreach Committee is designed to serve as a bridge between the Student Body and all other members of the Erskine Community. This committee will maintain regular contact with the Erskine Board of Trustees, Erskine Alumni, Erskine College Administration, the General Synod of the ARP Church, and local ARP congregations. The purpose of this committee is to foster a season of healing at Erskine by restoring trust and fellowship between different parts of the Erskine Community. This committee shall seek to regularly get students plugged in with members of the Erskine Community for fellowship and professional advice. The President of SGA is the Chair of this committee. This committee must have at least one freshman and one junior on it at all times. Members of this committee are appointed by the SGA President.

##### Section 5.05 - Student Finance Committee (SFC)

A) Purpose – The Student Finance Committee (SFC) is responsible for the allocation of the Student Activities Fund.

1. 5% to be distributed throughout the academic calendar year, at regularly scheduled SFC meetings.
2. 70% to be allocated at the annual SFC Budget meeting, hosted in the spring semester, for organizational budgets beginning the following academic calendar year.
3. The remainder of the Student Activities Fund is utilized by the Office of Student Development.

B) Membership of the Student Finance Committee-

1. The membership of the SFC is to consist of the SGA Treasurer, who shall chair this committee, the SGA Cabinet, and two at large positions to be filled by the Editors of the Arrow and the Mirror.
2. One SGA senator will be appointed by the SGA President as the Secretary for the SFC. The Secretary is responsible for the distribution of minutes and correspondence.

C) Monthly SFC meetings –

1. RSO's can request money for unforeseen expenses at the regularly scheduled meetings of the SFC. Additionally, these funds may be requested for other student interests.
2. All organizations must state on their request form what level their organization has been designated.

#### D) SFC levels of Funding

1. Most organizations will fall into one of four levels of funding. The higher the level of your organization, the more funding your organization will receive. However, each level of funding will require student organizations to do more to receive that funding.

i. Class Funding – classes will fall under Level 1 Freshmen Year and will be given the opportunity to apply for additional levels beginning the next fall term.

ii. Levels & Requirements of RSO's

a. Level One (Under \$300) requirements:

- i. RSO roster
- ii. Constitution.
- iii. Basic goals.
- iv. At least 2 event proposals a semester.
- v. Attend the RSO Leadership training workshop and the RSO budget presentation workshop in the spring semester.

b. Level Two (Under \$5,000) requirements:

- i. All requirements for Level 1.
- ii. Detailed Goals.
- iii. At least 1 event proposal per month.
- iv. Provide a half-time show for 1 athletic event OR perform 1 community service project.

c. Level 3 (Over \$5,000) requirements:

- i. All requirements for Levels 1 & 2.
- ii. At least 2 event proposals per month.
- iii. Provide a half-time show for 1 athletic event AND perform 1 community service project.

d. Level 4

- i. Level 4 RSO's will include: SGA, SCA, EEB, and Student Publications.
- ii. In addition to fulfilling the requirements for Levels 1-3, these organizations must use all allocated funds on events that are open to/benefit the entire campus.

2. SGA will evaluate RSO's at the end of the fall and spring semesters to ensure that they have fulfilled all of the requirements deemed necessary under their designated budget level. If a RSO has not fulfilled all of its requirements, appropriate sanctions will be determined by the Cabinet of SGA and the coordinator of Campus Life.

3. All organizations requesting money for the following academic year must make a Budget Presentation to the SFC. Guidelines for Budget Presentations will be found in the SFC handbook.

#### Section 5.06 - Judicial Council.

1. The Judicial Council shall act as the Judicial Branch of the Student Government Association. The purpose of the Judicial Council is to allow the students of Erskine College an opportunity to present the facts of their incident to a Council of their peers. The Judicial Council hears those accused of violations and prescribes sanctions according to the guidelines set forth in *The Pilot*. For more information on the Judicial Council refer to the current constitution of the Judicial Council.

#### **ARTICLE VI - Student Organization Charter Process -**

Section 6.01 - All student organizations at Erskine College must be chartered by the SGA in order to be considered an organization in good standing and in order to be eligible for SFC funding. The Student Organization Charter process shall consist of:

- A) An initial meeting with the interested student(s) who wish to start a new student organization and the SGA President to discuss the charter process and address initial questions and concerns.
- B) Completion of the New Organization Application Form.



- C) Completion of the Organization Contact Form.
- D) Submission of a written Constitution for the proposed organization to the Campus Life Coordinator.
- E) Following the completion of forms, application of a constitution, and approval from the Campus Life Coordinator, a hearing by the Student Senate for a Charter involving:
  1. A presentation of the organization by the proposed leadership of the organization.
  2. A presentation of interest/ petition by other students on campus.
  3. Following the presentation members of the SGA senate are allowed to ask questions/ for clarification on specifics from the presentation.
  4. The presenter will then leave and allow SGA senate to discuss.
  5. Student Senate will then vote whether or not to...
    - i. Approve the charter
    - ii. Approve the charter following mandatory provisions
    - iii. Grant a probationary charter
    - iv. Deny the request

F) A majority vote by the Student Senate is required to determine a sanction on the Charter of the proposed organization.

Section 6.02 - Charter Suspension and Probation. Student Organization Charters may be suspended, revoked, or placed on probation at any time by a majority vote of the Student Senate. Reasons for suspending or revoking Charters include, but are not limited to:

- A) A recommendation from the Office of Student Development.
- B) A recommendation from the Judicial Council.
- C) An organization violating Erskine College policy or federal, state, or local law.
- D) An organization failing to maintain updated records (i.e. – Organization Information Form) with SGA and/or Student Development.
- E) Any organization which fails to turn in an updated Organization Information Form by the Fall Break period or organizations which currently have no active members in the student body are automatically placed on probation without a vote of the Student Senate being necessary.
- F) An organization Charter may only be suspended by a super majority (2/3) vote of the Student Senate.

Section 6.03 - Charter Reactivation.

- A) Student Organization Charters that have been suspended or placed on probation may be reactivated when a review by the Student Senate concludes the organization has taken appropriate restorative action or there is sufficient interest on campus to justify a reactivation of the organization. A vote for Charter reactivation requires a majority vote of the Student Senate.
- B) If a Charter has been revoked, students wishing to re-Charter, the suspended organization will have to re-apply for an SGA Charter pursuant to Section 5.01 of the SGA By Laws.

Section 6.05 – Inventory of Chartered Organizations

- A) The SGA shall undertake an annual inventory of all Registered Student Organizations to be completed by the Fall Break period to determine which organizations meet the qualifications to remain active student organizations for the current academic year. Organizations in danger of being placed on probation shall be notified in writing of the steps necessary for their organization to remain in good standing with the SGA at least one week before their Charter is placed on probation.

## **Article VII. SGA Leadership Training Workshop**

A) Leadership Training will be held by the SGA Cabinet by the end of the month of September and shall be announced by the SGA President at least one week prior to its scheduled date. At least two executive officers of Registered Student Organizations will be required to attend. If a RSO does not attend, they will not receive funds from the SFC.

## **Article VIII. Presidential Appointments and Guidelines**

Section 8.01 - The SGA President shall be responsible for a series of appointments during the course of their administration including, but not limited to:

- A) Two students to the following Faculty Committees: Curriculum Committee, Athletic Oversight Committee, Campus Facilities Technology Committee, Convocation Committee, Educational Resources Committee, Fine Arts Committee, Off Campus Programs Committee, QEP Committee, and Retention and Enrollment Committee.
- B) One student to the following Faculty Committees: Faculty Development Committee and Housing Appeals Committee.
- C) The Chair of the Judicial Council to the Nondiscrimination Committee and the members of the Judicial Council to the Discipline and Appeals Committee.
- D) Two student representatives to the monthly College Faculty Meetings. At least one student who will maintain regular contact with the following offices: Due West Town Council, Due West Lions Club, Communications Office, Admissions Office, Advancement Office, Alumni Office, the President's Office, the Academic Office, the Athletic Office, the department of Archives, and faculty in the Music and Art departments.
- E) Appointments in sections A through D must be approved by the Vice President for Student Success and the Erskine College President. These representatives should sign a contract for the term of their office and receive a certificate of their appointment no later than the end of the second full week of the academic year. These appointments must be made and submitted prior to the last day in June.

## **Article IX. SGA Administrative Authority**

Administrative authority is granted to SGA by the President of Erskine College and Seminary in concert with the Senior Administrative Team and through the oversight of the Board of Trustees. The Student Government Association has the responsibility to act in concert with the President of Erskine College and Seminary, the Senior Administrative Team, Faculty and the Board of Trustees. The Student Government Association will work in partnership with the Administration of Erskine College to review annually the student handbook (*The Pilot*). This will be through the use of an SGA appointed *Pilot* Review Committee which will work specifically with the Office of Student Development.

The SGA Constitution, in its entirety will be published in *The Pilot*, which is located on Erskine's website.

## **Article X. Amendments**

Section 10.01 - 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 10.02 - All amendments shall be approved by the Academic Dean who, within conjunction of the Office of Student Development, must approve the proposed amendment.

Section 10.03 - 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.

