PILOT 2026-27

ERSKINE

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Mission Statements

Institutional Mission Statement:

The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

Vision:

Erskine College exists to equip students for lives of service and leadership, building Christ's Church and influencing society for God's glory.

Mission of the Office of Student Development:

To encourage a Christ-centered community by offering programs and services focused on the holistic development of students and designed to fully support the mission and purpose of Erskine College.

Structure of Student Development:

The following areas are included under the division of Student Development: Career Services, Campus Life (student organizations/activities/leadership development), Health/Counseling Services, Residence Life, Student Development, Student Conduct, First Year Experience, and Orientation Programs. Programming and services offered in these areas are designed to support the mission of Student Development and are provided by personnel who are fully committed to the mission and purpose of Erskine College.

Welcome

Dr. Steve Adamson, President, Erskine College and Theological Seminary

Greetings from Erskine College! I am honored to serve as Erskine's 18th president and pleased that you have chosen to attend this historic institution.

Founded in 1830s by the Associate Reformed Presbyterian Church, Erskine was the first four-year church-related college in South Carolina. Today, we remain an authentically Christian institution seeking to fulfill our mission "to glorify God as a Christian academic community where students are equipped to flourish as whole persons for lives of service."

We are strongly committed to Christian higher education in which faith informs reason and we strive for the integration of faith and learning in the classroom. I urge you to make your education a priority from the first week of class through your final days as a senior. Making academics a priority means not only nurturing good study habits, but also cultivating intellectual curiosity and considering your calling in life.

Our faculty and staff hope to inspire you as you mature. We also encourage you to become involved in service to your church and community while at Erskine and later as you enter your chosen profession.

On this beautiful campus, whether in our classrooms and laboratories, in our residence halls, in our rehearsal rooms, or on our playing fields and courts, may we remember Erskine's motto: *Scientia cum moribus conjuncta*—"Knowledge Joined With Morals." I hope that each of you will embrace that way of life, and I trust that your experience here will be instructive and rewarding.

My prayer for you is that during your time at Erskine you will realize you are part of a family and that you will engage head, heart, and hands—focusing diligently on your studies, faithfully seeking the Lord, and offering friendship and service to others.

I am privileged to welcome you to Erskine College for the 2026-27 academic year.

Welcome

Dr. Wendi J. Santee - Erskine College Vice President of Student Development

From the Division 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.

Together, let's have a great academic year!

Dr. Wendi J. Santee
Vice President of Student Development

History of Erskine College

Erskine College has celebrated over 185 years as a Christian academic community.

Erskine was founded by the Associate Reformed Presbyterian (ARP) Church in the 1830s.

By the mid-nineteenth century, Erskine had become a thriving regional college. Following the Civil War, loyal supporters of Erskine College 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. In Fall 2022, Erskine's total student population topped 1,000 for the first time in the institution's history.

Administration

Erskine College Leadership Teams

Executive Leadership Team

Dr. Steve Adamson, President, Erskine College and Theological Seminary
Belk Hall 330 | 864-379-8833

Mr. Jim Sanderlin, Vice President of Advancement
Belk Hall 329 | 864-379-8737

Mr. Bobby Clarke, Vice President of Operations and Planning
Belk Hall 314 | 864-379-6635

Mr. Darrell Proffitt, Chief Financial Officer
Belk Hall | 864-379-8812

Dr. Seth J. Nelson, Dean of the Seminary
864-379-6595

Mr. Mark Peeler, Athletic Director
Reid Hall 27 | 864-379-8850

Dr. Wendi Santee, Vice President of Student Development
Watkins Student Center | 864-379-8701

Dr. Edward A. Clavell, Provost
Belk Hall | 864-379-8873

Senior Leadership Team

Mr. Samuel Barrick, Senior Director of Residence Life and Housing and the Director of Worldview Studies
Watkins Student Center, 2nd Floor
864-379-8820

Mr. Paul Bell, Vice President of Enrollment
Belk Hall 329 | 864-379-8727

Mr. Shane Bradley, Dean of Academic Administration
Belk 219 | 864-379-8766

Mr. Andrew Arrington, Erskine Campus Pastor
Watkins Student Center, 2nd Floor
864-379-6675

Ms. Brianne Holmes, Director of Marketing and Communications
Belk Hall 322-323 | 864-379-8802

Ms. Stephanie Hudson, Senior Director of Information Services
Belk Hall 317-321 | 864-379-8718

Dr. Noble Edmiston, Assisant Professor of Education, FEC Chair
Erskine Building 119 | 864-379-6570

Mr. Drew Wallace, Associate Athletic Director for Operations & External Relations
Galloway Physical Activities Center 201
864-379-8829

Dr. Jamie Williams, Director of Campus Ministries and External Relations
Watkins Student Center, 2nd Floor
864-379-8722

8 Student Development/Residence Life

Student Development

Dr. Wendi Santee, Vice President of Student Development
Watkins Student Center | 864-379-8701

Mrs. Cierra Hyde, Director of Student Engagement and Leadership
Watkins Student Center
864-379-8616

Mr. Samuel Barrick, Senior Director of Residence Life and Housing, and Director of Worldview Studies
Watkins Student Center | 864-379-8820

Mrs. Pam Burnett, Administrative Assistant
Watkins Student Center
864-379-8701

Dr. Jamie Williams, Director of Campus Ministries and External Relations
Watkins Student Center | 864-379-8722

Reverand Andrew Arrington, Campus Pastor
Watkins Student Center, second floor
864-379-6675

Residence Life Staff

Mr. Carter Hyde, Resident Director and Housing Coordinator
Erskine Apartments and Fleet Village

Mr. Clathon Henfield, Resident Director
Bonner and Robinson Halls

Mr. Tucker Curfman, Resident Director
Grier and Pressly Halls

Campus Traditions/Special Days

Ms. Isabelle Yuskis, Resident Director
Honors Housing
Erskine Assistant Debate Coach

Mrs. Allyson Knox, Resident Director
Carnegie and Kennedy Halls

Campus Traditions/Special Days

Signing of the Book

The freshman women meet in Bowie Chapel 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 attending Welcome Weekend, sign the linen tablecloth which becomes a symbol of that class and will be used at that particular class's senior dinner.

Fleet Fellowship

Fleet Fellowship is held on Tuesdays at 11am throughout the year, with periodic evening or weekend offerings and occasional Thursday 11am offerings. During these times, the campus community will hear from both internal and external speakers who will challenge us spiritually, personally, and emotionally, to grow and develop into the people God calls us to be. It is a time each week that we all come together as a community to celebrate, recognize accomplishments, sing, and hear from God's Word.

Homecoming

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

Spirit Week

Students celebrate spirit week each year during the week leading up to Homecoming weekend. The Service and Leadership Team puts together fun, interactive campus-wide events for each day of the week. The Friday of Spirit Week always ends with the annual Homecoming Dance.

Candlelight

This event occurs when a young lady becomes engaged. The young ladies all gather around the fountain in Bonner Circle 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 the engagement.

2026-27 Academic Calendar

2026 Fall Term

Classes for the semester begin ..... Wednesday, August 19
Drop/add ends ..... Tuesday, August 25
Holiday (no classes) ..... Monday, September 7
Last day for filing application for May degree ..... Friday, September 25
Incompletes from previous term to be removed by ..... Wednesday, September 30
Mid-term grades due ..... Friday, October 2
Fall break begins after classes ..... Friday, October 9
Classes resume, 8:00 a.m. ..... Wednesday, October 14
Last day to drop a course without receiving WF (Withdraw Fail) ..... Friday, October 23
Pre-registration for 2027 Spring Term ..... November 9–24
Thanksgiving holiday begins after classes ..... Tuesday, November 24
Classes resume, 8:00 a.m. ..... Monday, November 30
Classes end ..... Wednesday, December 2
Reading Day ..... Thursday, December 3
Final examinations begin ..... Friday, December 4
Final examinations end ..... Wednesday, December 9
Grades due (college) 9:00 a.m. ..... Wednesday, December 14

2027 Spring Term

Classes for the semester begin ..... Monday, January 11
Drop/add ends ..... Friday, January 15
Holiday (no classes) ..... Monday, January 18
Last day for filing applications for August degree ..... Monday, February 15
Incompletes from previous term to be removed by ..... Monday, February 22
Mid-term grades due ..... Friday, March 26
Spring break begins after classes ..... Friday, March 5
Classes resume, 8:00 a.m. ..... Monday, March 15
Last day to drop a course without receiving WF (Withdraw Fail) ..... Monday, March 24
Easter break begins after classes ..... Wednesday, March 24
Classes resume, 8:00 a.m. ..... Monday, March 29
Pre-Registration for 2027 Fall Term ..... April 12–23
Classes end ..... Wednesday, April 28
Reading Day ..... Thursday, April 29
Final examinations begin ..... Friday, April 30
Final examinations end ..... Wednesday, May 5
Senior grades due at 9:00 a.m. ..... Wednesday, May 5
Commencement ..... Saturday, May 8
Grades due (college) 9:00 a.m. ..... Wednesday, May 12

2027 First Summer Term (College)

Classes begin ..... Monday, May 17
Only day for class changes ..... Tuesday, May 18
Holiday (no classes) ..... Monday, May 31
Last day to drop a course without receiving WF (Withdraw Fail) ..... Thursday, June 10
Final examinations ..... Friday, June 25
Grades due (college) 9:00 a.m. ..... Tuesday, June 29

2027 Second Summer Term (College)

Classes begin ..... Monday, June 28
Only day for class changes ..... Tuesday, June 29
Last day to drop a course without receiving WF (Withdraw Fail) ..... Wednesday, July 21
Final examinations ..... Friday, August 6
Grades due (college) 9:00 a.m. ..... Tuesday, August 10

*This calendar is subject to change. Some dates, especially for seminary events, may need to be adjusted during the academic year.
Approved by the Administration fall 2021.

Problem Solvers/Who Can Help?

When in Need of…	Go To...
Campus Post Office information	Campus Post Office or Student Development, Watkins
Career counseling	Mr. Andy Anderson, Director of Career Services, Belk Hall 315, 864-379-8759
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, 864-379-8718
Counseling Services	Erskine College Counseling Services, Bowie Divinity Hall- Lower Level 864-379-8821 Counselingcenter@erskine.edu
Event or advertising supplies	Student Development, Watkins Student Center, 864-379-8701
Help with a grade problem	Professor, Department Chair, Dean of Academic Administration, Belk Hall
Housing/Room questions	Resident Director, Student Development, Watkins Student Center, 864-379-8820
ID or Fob	Information Technology, Belk Hall, 864-379-8718
Lost and Found	Student Development, Watkins Student Center, 864-379-8701
Maintenance Request	Resident Director or Resident Assistant
Meal Plan questions	Student Development, Watkins Student Center, 864-379-8701
Paying your school bill	Finance Division, 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	Operations Department, Belk Hall 233, 864-379-6300
Scheduling an event	Student Development, Watkins Student Center, 864-379-8701
Spiritual guidance	Rev. Andrew K. Arrington, Campus Pastor, Watkins Student Center, 864-379-6675 Dr. Jamie Williams, Director of Campus Ministries and External Relations, Watkins Student Center, 864-379-8838
Student employment	Office of Financial Aid, Belk Hall, 864-379-6606
Temporary Parking Pass	Erskine College Police Department 864-379-8869, www.erskine.edu/parking
Academic assistance	Beverly Keelin, Director of Academic Services, 864-379-8804 Shane Bradley, Dean of Academic Administration, 864-379-8766

Places and Times

Fleet Shop
Located in the left wing of Watkins Student Center. The Fleet Shop offers a store experience designed to suit the needs of our campus, with a variety of options such as school supplies, apparel, and an assortment of other Erskine merchandise. With delicious, prepared sandwiches, salads, and so much more, The Fleet Shop can satisfy students' need for selection, quality, and value. Hours of operation are Monday-Friday 9am. – 5pm. Closed on Saturday and Sunday. The Fleet Shop is also the location for Student Package Pick up and requires your ID to pick up your package.

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 $448 in declining balance money.

The 15-meal plan comes with $252 in declining balance money.

The All-Access plan comes with $140 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-8pm and Friday 7am-7:30pm.

For students on the 10 or 15 meal plan: 7:00am-11:29am for breakfast, 11:30am-4:59pm for lunch, and 5:00pm-8:00pm for dinner on Monday-Thursday and 5:00pm-7:30pm on Friday for dinner.

Hours of operation during the weekends is 8:00am-9:30am for breakfast, 12:00pm-1:30pm for lunch, and 5:00pm-6:30pm 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 9am-2pm and from 5-10pm Monday through Friday and from 5-10pm on Saturday and Sunday. Pool tables, ping pong tables, TVs, the Fleet Shop, and the campus Post Office are also located near Snapper's in the left wing of Watkins Student Center.

Grumpy Mule
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, Grumpy Mule provides a variety of concessions and a casual place to relax. Sustainability isn't just a word for us here at Grumpy Mule, it's an approach. Ethical

isn't just a slogan for us, it's a commitment. Traceability for us is about the who, not the where. Oh, and of course, GREAT tasting coffee. To say that Grumpy Mule only cares about coffee is not entirely fair. He, and we, also care about our farmers, our growers and our customers. Open from 7:30am-10pm Monday thru Thursday and open from 7:30am-3:00pm on Friday. Grumpy Mule is not open on Saturday or 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 and online); 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 (8:00 am–11 pm), Friday (8:00 am-4:30 p.m.), Saturday (1:00 pm-4:30 pm) and Sunday (7:00 pm–11:00 pm) during the Fall and Spring semesters.

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.

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.

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 Outreach
The ARP Student Outreach 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 Outreach 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 Outreach 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.

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 (Tri- 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.

Erskine offers Choraleers, Chamber Singers, and Sinfonia 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.
Sinfonia is an auditioned instrumental ensemble. This ensemble offers string, wind, brass, and percussion players an opportunity to rehearse perform mostly classical literature.

ESP (Erskine Society for Psychology)
ESP 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.

Literary Societies
Academic and service-oriented organizations for Erskine students. Representatives from these organizations serve on the Intersociety Council, headed by the Intersociety Chair who serves as a member of the SLT.

ODK (Omicron Delta Kappa)
ODK 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.

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.

Student and Leadership Team (SALT)
SALT is a mixture of representatives, both elected and hired, from several places on campus coming together to form a cohesive team with a goal of developing student leaders and connecting facets of campus life together. This team includes community representatives, members of EAB, student finance, intramurals, Intersociety, and student ministries.

Student Ministries

The Student Ministry Leadership Team is a group of students representing different campus ministries on the Erskine Campus. They team up to discuss ways to support, promote, and improve ministries and the communication of the Gospel to Erskine Students and by Erskine Students. This group is a fellow leadership group with SALT. Each of the 8 members carries a job that assigns leadership responsibility to a ministry-supporting events. As at team SMLT works closely with the Director of Campus Ministries to oversee all ministry and spiritual growth opportunities for students, including concerts, Bible studies, Spring/Fall break mission trips, book discussions, prayer groups, and much more.

The Department of Spiritual Formation (Campus Ministry at Erskine)

The Department of Spiritual Formation is located on the second floor of Watkins Student Center. It is home to the Campus Pastor and the Director of Campus Ministries.

Erskine College Department of Public Safety (ECDPS)

Erskine College Department of Public Safety provides a comprehensive safety and security network to prevent crime, provide emergency response, promote safety and awareness, and protect our students, staff, faculty and visitors.

Erskine College Department of Public Safety is comprised of three divisions:
Erskine Police Department (ECPD)
Division of Fire & Life Safety / Emergency Management (OEM)
Campus Patrol Team (CPT)

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 http://www.erskine.edu/navigate/about-erskine/campus-police/

EverBridge Notification System
The Erskine College notification system contracted through EverBridge. This notification system is a way for the college to send push notifications, 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 Department of Public Safety, 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 www.erskine.edu/navigate/about-erskine/campus-police/procedures/

Important Numbers
Emergencies: 911
Non-Emergency Dispatch: 864-366-8451

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The Erskine College Department of Public Safety:

1. ECDPS Police Officers are certified Class 1 law enforcement officers and commissioned as Group 1 State Constables by the Governor of South Carolina.
2. ECDPS Fire & Life Safety/Emergency Management Division personnel have a degree in Emergency Management, certified as SC EMTs and National Registered EMT, IFSAC Certified Firefighter/Instructor/Officers and ICC Fire Inspectors.
3. ECDPS has Memorandum of Agreements in place with other agencies to provide/receive assistance when needed.
4. ECDPS Police Officers are certified at minimum of Emergency Medical Responder, with some achieving National Registered Emergency Medical Technician (EMT).
5. Due West Fire & Rescue and Abbeville County EMS are responding agencies in the event of a Fire or Medical emergency.
6. ECDPS is active in the Abbeville County Public Safety Committee, which develops standard response, training, and communication protocols for better interoperability with other agencies in the county.
7. All ECDPS Police Officers are members of the ACERT Special Operations Teams.
8. All Law Enforcement, Fire Departments, EMS, ACERT Special Operations Team, School District and Hospital system within the county have a shared digital radio system, allowing interoperable communicate as needed. All Law Enforcement in our area operate on the same channel, allowing the agencies to monitor incidents and respond to calls for service, essentially multiplying our resources.
9. All Law Enforcement, Fire Departments, EMS, ACERT Special Operations Team, School District and Hospital systems, as well as many churches and industries have worked through the local emergency planning committee and use iloveyouguys as our standardized response protocol.
10. Annual threat assessment and community involvement meetings are held, to improve our lighting, safety concerns and that has in turn assisted us in placing physical barriers and signs to deter would-be criminals, improved our lighting and pedestrian concerns and other projects. This is an ongoing project as we continue to be proactive.
11. The non-resident campus buildings are normally locked during periods when they are not occupied, and residence halls are locked all the time. Electronic locks and cameras are constantly being upgraded and improved.
12. The campus is patrolled by both ECPD and CPT. We a variation of methods, such as marked Police and CPT vehicles, unmarked Police vehicles as well as bikes, golf carts and foot patrol.
13. 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 our non-emergency dispatch (864) 366-8451. Visitors or unescorted individuals may be greeted by College 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.
14. ECDPS Fire Marshal oversees emergency plans, fire alarm and control systems, fire extinguishers and sprinkler systems and building codes to ensure that our buildings are safe.

ECDPS Personal Assistance Programs

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

The Campus Patrol Team oversees Parking Regulations and Community assistance within the Erskine Community. Any member of our community may have a motor vehicle on campus if they are compliant with the rules and regulations set forth in this section. This includes all vehicles on the campus of Erskine College property as well as adjoining streets and right of ways. In addition to the Erskine College parking enforcement rules and regulations, each vehicle owner and/or operator must also comply with the Town of Due West ordinances and South Carolina state laws.

· All vehicles used by resident students, commuter students, or off-campus students, are required to display a current decal on the top, left, rear window. The parking decal must be affixed conspicuously for easy identification.

· Vehicles shall not back into spaces or pull through spaces. The rear of the vehicle must always be visible for quick identification.

· All vehicles must be insured and have a current state 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.

· Temporary vehicle registrations are valid for one week with a maximum of two requests. Temporary registration form is at bottom of this webpage. Any automobile or motorcycle that exceeds the two weeks of temporary registration between July 1 and June 30 is required to obtain a permanent registration. Temporary parking registrations are placed in the database, allowing officers to confirm if a vehicle belongs or does not. No pass is issued for display purposes. Students with temporary vehicles can park in their respective lots with a temporary pass. Visitors must park in the Belk Lot located across from Belk Hall.

· Handicap Parking: Parking in any designated handicap space is prohibited by law unless a legal handicap placard, assigned to the operator, is displayed on the vehicle. It is a violation of the law to use a placard intended for someone else. $1,000 fine.

· Vehicles parked on campus or adjoining streets may only be parked on paved parking lots or campus streets. All vehicles must be parked within the marked, designated areas

· Driving or parking on grass, sidewalks, or landscape: To keep our campus beautiful, violators will be fined for driving, parking, or any action that could potentially cause property damage to the grounds. In addition to the fine, restitution will be assessed if any damage occurs.

· Vehicles shall not park with the left wheels to the curb (parking on opposite side of road facing traffic). If this occurs, violators will be ticketed.

NO PARKING zones: Any location which is not designated as a parking space:

· Bonner Circle and Robinson Circle: The only exception to park on either circle is during move-in/move-out. Signage will be placed to allow vehicles to park for loading and unloading. In the event you park on the circle during the allowed move-in/move-out period, a licensed driver must accompany the vehicle with the vehicle running

· Any location with yellow paint: These are designated as fire lanes. Parking in the fire lanes will result in being ticketed and/or towed.

· No Student Parking AT ANY TIME in these locations: Washington Street, Belk Parking Lot, Young Street, Baseball/Galloway Lot, Football Offices, and Field House.

· Any street, curb, or side of the roadway that does not have a designated parking space is considered a no-parking zone. Not all zones will have "No Parking" signage as a courtesy.

· Any location which is designed for the flow of traffic.

Off-Campus Parking – please be courteous to our local businesses:

· Parking in the U.S. Post Office lot and in spaces on the street beside Post Office is for Post Office customers only. Violators are subject to being towed.

· Parking in the parking lots of our local businesses are for customers only. Violators will be ticketed.

· Please pay attention to "Timed Parking" in downtown. Tickets may be paid online at https://www.erskine.edu/financedivision/ or in person at the Finance Division Office located at 2 Washington Street.

· Fines are due 5 days from the date of issuance.

· All fines will be doubled if not paid by the fine due date.

· If a fine is not paid within 10 days after the fine due date, the vehicle will receive a boot.

· Any student who receives more than three tickets in any one semester may be referred to the Ticket Appeals Board 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.

· When a vehicle has been deemed "failed to comply," for example, 3 tickets for the same violation, a boot may be applied to the vehicle until the vehicle becomes in compliance.

· Once five tickets are received, automatic loss of privileges.

· If your vehicle has received a boot, you must pay all fines in full within 48 hours of the application of the boot. In addition to paying all fines in full, a $50 boot removal fee is required to have the boot removed.

· Any tampering with Erskine parking boots will result in criminal charges.

· The Finance Division will notify CPT for removal of the boot. If a vehicle has a boot for more than 5 business days, the vehicle will be towed from Erskine College property at owner's expense.

Parking Lots and Parking Permits:

· 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 and/or loss of parking privileges and/or vehicle boot. Changes with vehicles, color changes, license plate changes, or other identifying changes will require you to complete another vehicle registration form so that the database can be updated. Failure to comply will result in a fine and/or loss of parking privileges and/or vehicle boot.

· 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.

· No Student Parking: These zones are reserved for visitors or special events on the campus of Erskine College. With limited parking available, respect our fans and visitors by not parking in this designated area. Any registered student vehicle parked in No Student Parking Lots/Zones will be ticketed.

· Aramark Employees (Mirror Tag): Aramark employees must have the assigned parking tag dis-

played properly from the rearview mirror at all times. Aramark Tags will have the wording "FOOD SERVICE" or "FACILITIES." Aramark employees may park in parking lots/spaces closest to their place of employment while on the clock and while still following all other parking rules/regulations/laws. Food service employees must park in the Moffatt Lot only. Violators are subject to being ticketed. An exception is made for food service employees working special events.

· Temporary vehicle registrations are valid for one week with a maximum of two requests. Any automobile or motorcycle that exceeds the two weeks of temporary registration between July 1 and June 30 is required to obtain a permanent registration. Temporary parking registrations are placed in the database, allowing officers to confirm if a vehicle belongs or does not. No pass is issued for display purposes. Students with temporary vehicles can park in their respective lots with a temporary pass. Visitors must park in the Belk Lot located across from Belk Hall.

Counseling Services

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. Individual counseling sessions are scheduled for 45 minutes each and it is recommended that the student is present ten minutes prior to their appointment.

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 of Erskine College who need individual attention for resolving personal or interpersonal problems.

In addition to these services, our professionals can provide outreach, prevention, and education services through programs specialized for particular campus groups or classes. 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 864-379-8821 directly or email counselingcenter@erskine.edu to schedule an appointment with the campus counselor.

Contact information:
864-379-8821
Counselingcenter@erskine.edu
If you are experiencing a mental health emergency, please contact 911.

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).
  - Candles may be used on wax warmers, but the wick MUST be removed.
- 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.
- Household Items and Appliances:
  - Toasters, hot plates, air fryer, waffle makers, George Foreman grills, panini presses, electric blankets, electric frying pans, immersion grills, any appliances with an open hot surface, or any other item deemed to fall into this category.
  - These items are permitted in Apartments and Villages only, provided these items are stored and used in the kitchen area.
  - Air fryers are allowed in the Residence Hall rooms provided they are only used in the community kitchen.
  - Hair dryers, blenders, refrigerators which are 4.0 cubic feet or less, microwaves (between 700-800 watts) are allowed in Residence Hall rooms.

- Internet Items:
  - Routers and wireless printers are not permitted in residence halls. Wireless internet and ether connections are already provided in all residence halls.
  - Extension cords that plug into the wall with only two prongs – without a ground prong – are not permitted in the residence halls.

All confiscated items will be held by Residence Life until arrangements are made to return the item to the student, at which time it must be permanently removed from campus, such as a college break or holiday. If confiscated items are not picked up by the end of the semester, they will be disposed.

Courtesy Hours

At the beginning of each year residents are informed that "courtesy hours" (8 p.m. to 7 a.m.) 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 ac commodate 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 usually requires assistance. 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.

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 may 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 weeknight 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 Senior Director 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 per day.

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

Residence Hall Meetings

Attendance is required at mandatory residence hall meetings. A fee will be assessed to any student who does not have an excused or approved reason for being absent.

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:

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

2nd 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.

3rd 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.

4th 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 a Code of Conduct (found on pages 31-36) violation 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 Erskine 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 Office of Student Development 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 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 Student Development Office may impose additional sanctions in its discretion as permitted by Erskine College policy. Instances involving video camera equipment will also be reported to the Erskine College Police Department.

Closed Breaks

Throughout the school year, there are a number of closed breaks when the Residence Halls are closed to students without an approved, Erskine-related reason. Closed breaks include Thanksgiving Break, Christmas Break, and Spring Break. Students without an approved, Erskine-related reason may request an exemption to stay in their Residence Hall over a closed break. Students approved to stay on-campus during a closed break will be charged $35 per night they stay on campus. Any student found to be staying in a Residence Hall during a closed break without the express permission of the Office of Residence Life will be assessed a fine of $75 per night. There is no visitation allowed during closed breaks. Anyone found to be in violation of any college policy during a campus break will be fined and asked to leave immediately.

Academic Services

Academic Services is comprised of 3 different supports:

- Supplemental Instruction (SI)
  - SI leaders explain, reteach, and review in two - 1-hour sessions for most lower-level classes.
  - These SI classes are usually offered between 6-10 pm on Sunday through Thursday in designated classrooms.
  - Check out the QR code on the Academic Services card to see the day, time, and location for your class.
- Write Here Center
  - Recommended English-proficient students read over and offer help to improve any of your written work.
  - It is located on the first floor of Watkins Student Center, just off the quiet room.
  - It is open on Sunday, 6-8 pm, Monday -Thursday, 3- 5pm & 6 - 10 pm.
- S.T.E.M. RECON
  - Recommended students individually tutor students in science, math, as well as a variety of other subjects.
  - It is located on the first floor of Watkins, on the other side of the hall from the game room.
  - It is open on Sunday - Thursday, 7-9 pm.

Contact Mrs. Beverly Keelin with any questions about these services at keelin.erskine.edu. You are also highly encouraged to check in with Mrs. Beverly Keelin for help with academics, organization, and planning. Her office is on the first floor of Watkins Student Center, between the Write Here Center and the water bottle refill station.

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 the 1830s, 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 Dean of the College.
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 Dean of the College.
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 Dean of the College 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 Dean of the College. The Dean of the College 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 Dean of the College, 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 Dean or the Vice President for Student Development 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 a Service and Leadership Team (S.A.L.T.) representative. The Committee will appoint a chair from its membership. All revisions must be approved by the faculty and by the Dean.

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 ad ministrative 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 pos session of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
8. The term "Student Conduct Administrator" means a College official authorized by the College to impose sanctions upon any student(s) found to have violated the Code of Conduct.
9. The term "Discipline and Appeals Committee" means any person or persons authorized by the College to consider an appeal from a Conduct Administrator's determination as to whether a student has violated the Code of Conduct or from the sanctions imposed by the Student Conduct Administrator.
10. The term "shall" is used in the imperative sense.
11. The term "may" is used in the permissive sense.
12. The Vice President of Student Development is the person designated by the College to be responsible for the administration of the Code of Conduct, IE; the Student Conduct Administrator.
13. 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.
14. 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.
15. 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 Development shall serve as the campus Student Conduct Administrator.
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 the 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 of Student Development 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. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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. In accordance with federal restrictions on the possession/use of nicotine products, Erskine College prohibits the possession/use of tobacco/vape paraphernalia containing nicotine for students under the age of 21. If a student under the age of 21 is in possession of tobacco/vape paraphernalia on campus, the paraphernalia will be confiscated, and the incident will be processed judicially with the Vice President of Student Development.
10. Violation of any College policy, rule, or regulation published in hard copy, sent through official campus email, or available electronically on the College website.
11. Violation of any federal, state or local law.
12. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
13. 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 or department.
   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 bongs, flasks, and funnels.
   f. Off campus hosting of a gathering where underage individuals are present, and alcohol is being consumed.
14. 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, are not allowed on college premises. This includes items such as ammunition, gun clips, or any other "accessory" that accompanies a weapon.
15. Failure to abide by residence hall policies (see Residence Hall policies for specific violations)

16. Students are prohibited from engaging in intimate sexual activity outside of marriage. This includes persons of the same sex as well as persons of the opposite sex.
17. 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.
18. 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.
    i. Electric scooters, electric bicycles, hoverboards, electric skateboards, and any other battery-powered mobility devices may not be charged, stored, or operated within any campus building, including residence halls. Associated batteries and charging equipment are also prohibited. Violations may result in disciplinary action and removal of the device from campus housing. Exceptions are made only for approved mobility devices used as disability accommodations.
19. 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.
20. 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.

21. Abuse of the Student Conduct System, including but not limited to:
    a. Failure to obey the notice from a 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 or College official.
    c. Disruption or interference with the orderly conduct of a student disciplinary proceeding.
    d. Institution of a student conduct code proceeding in bad faith.
    e. Attempting to discourage an individual's proper participation in, or use of, the student judicial system.
    f. Attempting to influence the impartiality of the Student Conduct Administrator or member of the Discipline and Appeals Committee.
    g. Harassment (verbal or physical) and/or intimidation of the Student Conduct Administrator or member of the Discipline and Appeals Committee prior to, during, and/or after a student judicial 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.

22. Visitation

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

2nd 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.

3rd 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.

4th 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.

23. 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 the Office of Student Development 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 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 Student Conduct Administrator 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 of Student Development. 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. This would be at the discretion of the Vice President of Student Development. 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 complete an incident report (IR) pertaining to a student for violations of the Code of Conduct. An IR will be prepared in writing and directed to the Vice President of Student Development. Any IR should be submitted as soon as possible after the event takes place, preferably within twenty-four (24) hours. All judicial cases will be reviewed by the Vice President of Student Development, who serves as the Student Conduct Administrator.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator will schedule a disciplinary meeting with the student(s) involved in the alleged violation. A Student Development staff member, serving as an Assistant to the Student Conduct Administrator, will be present in all disciplinary meetings.
3. All charges shall be presented to the Accused Student in written form. A time shall be set for a disciplinary meeting, as soon as possible. The college's internal process may be delayed if the code of conduct violation resulted in law enforcement involvement. In such cases, the Student Conduct Administrator may choose not to process the violation until the accused student has received a disposition from the court system. Maximum time limits for scheduling of a disciplinary meeting may be extended at the discretion of the Student Conduct Administrator.
4. Disciplinary meetings shall be conducted by according to the following guidelines:
   a. Disciplinary meetings normally shall be conducted in private.
   b. The accused student will meet personally with the Student Conduct Administrator and the assistant to the Student Conduct Administrator, for questioning and to provide their statement.
   c. In disciplinary meetings involving more than one accused student, the Student Conduct Administrator in his or her discretion, may permit the meeting concerning each student to be conducted either separately or jointly.
   d. The accused student may arrange for witnesses to present pertinent information to the Student Conduct Administrator. 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 disciplinary meeting. Witnesses will provide information to and answer questions from the Student Conduct Administrator and staff assistant. Questions may be suggested by the accused student to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Administrator with such questions directed to the Administrator, rather than to the witness directly. This method is used to preserve the educational tone of the meeting and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the Student Conduct Administrator.
   e. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by the Student Conduct Administrator.
   f. All procedural questions are subject to the final decision of the Student Conduct Administrator.

g. After the portion of the disciplinary meeting concludes in which all pertinent information has been received, the Student Conduct Administrator and staff assistant will determine whether the accused student has violated any section of the Student Code which the student is charged with violating.
h. The decision will 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 the internal disciplinary proceedings.

5. There shall be a single verbatim record, in the form of written/typed minutes of all disciplinary meetings The record shall be the property of the College.
6. If an accused student, with notice, does not appear at the disciplinary meeting, the information in support of the charges shall be presented and considered even if the accused student is not present.
7. The Student Conduct Administrator 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 of Student Development, to be appropriate.

B. Sanctions

(Sanctions are accumulative. They do not re-set every academic year.) A third violation of any institutional policy will result in immediate suspension for a minimum of 1 full semester. However, immediate suspension or withdrawal may occur for any violation if deemed appropriate by the institution due to the circumstances of the violation.

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 of Student Development may impose a college or residence hall suspension prior to the scheduled disciplinary 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 of Student Development 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 Disciplinary meeting, if required.

D. Appeals

The student or organization may appeal the decision made by the Student Conduct Administrator in the Disciplinary meeting. Appeal information will be included with the written decision issued to a student or at the end of the disciplinary 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 Discipline and Appeals committee. There may be times, however, when the appellant body requests a meeting in order to gather further information relative to the matters associated with the appeal.

Appeals must be based on substantive or procedural errors that are allegedly or believed to be prejudicial and were committed during the process or if new evidence not presented at the disciplinary 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 disciplinary process were not followed, and the error(s) egregiously violated the student's rights.
2. Substantive errors - when the evidence presented at the disciplinary 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 disciplinary meeting, was not avail able or known to exist at the time of the meeting.

When an appeal is received in the Office of Student Development, the Vice President of Student Development will convene the Discipline and Appeal Committee. In addition to the written appeal, the Vice President of Student Development will provide all documents and evidence presented at the hearing or pertinent information to the case, to the committee for review.

The Vice President of Student Development will chair the Discipline and Appeal Committee and 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 Vice President of Student Development will notify the student, in writing, of the committee's decision. The case materials, including a copy of the decision, will be filed in the Office of Student Development. The decision of the Discipline and Appeals Committee is considered final and, if applicable, all imposed sanctions take effect.

All decisions of the Discipline and Appeals Committee are final.

ARTICLE V: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Conduct Code shall be referred to the Vice President of Student Development or his/her designee for final determination.
B. The Student Code of Conduct shall be reviewed every year under the direction of the Vice President of Student Development.

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 or department 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

Offense	Consequence
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 underage
- 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 Erskine students, 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.

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 Division 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 other Assistance Animals to individuals with disabilities and has established the following policy regarding Service Animals and other 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. An Assistance Animal does not necessarily 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 that has been individually trained 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, 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 Develop-

ment 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. In some cases, the student may be asked to provide proof of insurance for the service animal. You can check with the Office of Residence Life to see if that would be applicable with your animal.

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 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 animal does not qualify as a disability.)
- 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.
- Whether ample time has been present for an animal to be appropriately trained.
- Whether time for a relationship, nexus, or bond with the animal has occurred.

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;[3]
- 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.
- If the specific animal is not owned by and/or connected to the student for at least one year.

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 information shared will be limited to notice about the animal's presence and will not include information about the student's disability nor 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.

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.

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. Additionally, animals will be registered with an animal accountability program.

<u>Injury or Damage Caused by Service and Assistance Animals</u>

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 be-

yond reasonable wear and tear, at the time of repair or move-out, whichever is first. The student is fully responsible for any costs associated with animal accountability programs or assessments.

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) any Assistance Animal, including Service Animals, (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.

Erskine College Anti-Hazing Policy, Prevention & Awareness

Erskine College is committed to fostering a safe and inclusive environment for all students, faculty and staff. In alignment with the Stop Campus Hazing Act (SCHA) and best practices from peer institutions, Erskine College has established the following comprehensive Anti-Hazing Policy. This policy aligns with the Stop Campus Hazing Act.

Definition of Hazing

Hazing is defined as any intentional, conscious, or reckless act committed by a person, whether individually or in concert with others, against another person, regardless of consent, that:
Is associated with initiation into, affiliation with, or maintenance of membership in any student group, organization, team, or academic department; and
Contributes to a substantial risk of physical injury, mental harm, or degradation beyond what is reasonably expected during participation in the institution or organization.
Examples of hazing include but are not limited to physical acts (e.g., beatings), psychological abuse (e.g., humiliation), forced substance consumption, or any activity that endangers physical or mental health.

Reporting Hazing Incidents

Erskine College encourages prompt reporting of any hazing activities. Reports can be made through the following channels:
Online Reporting Form: allows for confidential submissions
ECPD: Contact at
Student Development: Visit in person at Watkins Student Center, second floor or call 864-379-8701.
All reports will be handled with discretion to protect the privacy of individuals involved.

Investigation Process

Upon receiving a hazing report, Erskine College will:
Initiate a Preliminary Assessment: The purpose of the assessment is to determine the credibility and severity of the allegation.

Conduct a Formal Investigation: If warranted, a thorough investigation will be led by the Division of Student Development in collaboration with the Erskine Campus Police Department (ECPD).

Implement Interim Measures: Interim measures such as no contact orders, adjustment of class schedules, or temporary suspension may be implemented to ensure the safety and well-being of students during the investigation.
Conclude with any Findings and Action to be taken: Based on the investigation, appropriate disciplinary action will be taken, which may include suspension or expulsion of individuals, groups or organizations found to be responsible.

Reporting to law Enforcement: In cases involving potential criminal conduct, Erskine College may refer the matter to local law enforcement while continuing the internal investigation.

Hazing Awareness and Prevention Programs
Erskine College is committed to proactive hazing prevention through:

- Mandatory Educational Workshops: All student athletes and members of student organizations must complete the hazing awareness and prevention training.
- General Awareness Campaign: All students will receive hazing prevention information via email and will be invited to attend hazing awareness sessions in person.
- Primary Prevention Strategies: Emphasizing the development of positive organizational cultures, peer leadership, and bystander intervention training to prevent hazing before it occurs.
- Transparency and Accountability
- Publish an Annual Hazing Report: Detailing reported hazing incidents and outcomes, made publicly available on the Erskine College website.
- Maintain a Campus Hazing Transparency Report: Regularly updated to include information on hazing incidents and prevention policies, ensuring community awareness and institutional accountability.

Continuous Improvement

Erskine College will regularly review and update this policy to ensure effectiveness and compliance with federal and state laws, incorporating feedback from the campus community and evolving best practices in hazing prevention. Students, staff, and faculty are encouraged to provide feedback on the Anti-Hazing Policy to foster continuous improvement and inclusivity.

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. Prohibited items also include, ammunition, gun clips, and any other "accessories" associated with the gun.

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

Student Technology Acceptable Use Policy

Erskine provides students on-campus with Internet access. The service is intended to support students in their mission at Erskine College.

- While use of Erskine-provided Internet access is not limited to academic work, priority for Internet usage should be academic.
- Erskine reserves the right to block access to websites or applications that are found to be illegal, inappropriate, malicious, unethical, or otherwise conflict with the mission of Erskine College.
- In the instance a website or application is blocked, but is needed for academic purposes, it can be unblocked with approval by the Provost or his/her designee.
- Students are prohibited from joining any network device to the Erskine network that functions as a bridge or routing device. This includes routers, switches, bridges, wireless access points, and any other device that functions as such. Any unauthorized network device connected to the Erskine College network will be disconnected and the user may be subject to disciplinary action.
- Students may have wireless printers in their residence hall rooms provided such devices do not interfere with Erskine provided Wi-Fi service.
- Erskine College reserves the right to throttle bandwidth on certain networks and implement a network device limit.
- Students are not to manipulate or disrupt the Erskine College network in any way. This includes network performance, Internet access, user accounts, or other technology resources.
- Students are not to bypass or attempt to bypass any firewall or security measure in place on the Erskine College network.
- Students network devices should remain up-to-date on all patches and updates. This includes all network devices such as computers, printers, tablets, phones, and other devices.
- Students should understand the risk associated with use of IoT devices (smart devices) and recognize that Erskine College is not responsible for security issues associated with such devices.
- Students should maintain safe and secure passwords and account login information. The Erskine Information Technology Department recommends passwords should be updated every three months.
- Students should not attempt to access the account of a faculty member, staff member, or another student's account.
- Students should not attempt to access faculty or staff networks. Students who are found to be using a prohibited network may lose network access or face other disciplinary actions.
- Students are not to create or spread malicious software knowingly or willingly to any device connected to the Erskine College network.

Email and Account Use Policy

- Erskine email accounts are provided for all currently enrolled students of Erskine College. Creation of email accounts is the responsibility of the Erskine College Information Technology Department. All email accounts are property of Erskine College. Rights and access to email accounts can be revoked when deemed necessary by the institution for reasons including, but not limited to, events involving academic integrity investigations, withdrawal from the institution, criminal investigation, etc.
- Email is the official mode of correspondence of Erskine College. Students are expected to regularly check their email. Any communication containing Erskine-associated information should be communicated via Erskine email and not by private or non-Erskine email ac counts. Some emails are of a time sensitive nature and failure to check email is not a valid excuse for being uninformed.
- Erskine email may be used for personal purposes provided such use:
  - Does not cause undue burden on the Erskine email system
  - Does not interfere with the user's employment by Erskine
  - Does not conflict with the mission of Erskine College
- Erskine email users may not send emails purporting to be from another user or office of Erskine College. Violation will result in the immediate suspension of Erskine email access and/or other disciplinary actions.
- Attempting or succeeding in gaining access to another user's email account without per mission from the Erskine College Information Technology Department may result in the loss of Erskine email access and/or other disciplinary actions.
- Users should be cautious when communicating confidential or sensitive information by email. Emails should be sent to the intended recipient only. Emails containing confidential or sensitive information should be encrypted. Assistance with email encryption is available from the Erskine Information Technology Department.
- Erskine email accounts are required to have passwords compliant with current standards as set forth by the Erskine Information Technology Department. Furthermore, multi-factor authentication should be used for additional account security.
- As part of the Erskine email service, current students have access to Microsoft 365 tools. Alumni will have access to the Microsoft 365 tools revoked at the time of their departure from Erskine.

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.

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. **Operations** – matters relating to food service, bookstore operations, physical facilities and grounds including buildings, programs and policies.
7. **Finance Division** – 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.

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

Finances

Regulations concerning finances (Charges, Fees, Payments, and Refunds) may be found in the College Catalog in the section entitled "Finances". Students with billing questions should begin at Erskine Central (Belk Hall, Admissions Suite), where staff can assist directly or connect you with the Finance Division as needed. Students who have any questions about these matters should inquire in the Finance Division. Special attention should be called to the following:

1. Any student whose check is returned to the Finance Division 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 fee per term.
3. There is an upcharge from the standard housing fee, for Honors Housing, the Erskine Apartments and the Fleet Village.
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 Office of Student Development located in Watkins.

6. Each year, students receive a 1098-T tax form, which may help them take advantage of education-related tax benefits. These forms are made available by January 31st annually. Taxpayer's identification numbers and mailing address are required for the forms to be sent out, and any updates should be handled through the Registrar's Office located in Belk Hall.
7. The College will not be responsible for any personal property of the students, nor does it carry insurance for that purpose.
8. Pay net balance in full before the beginning of the term.
9. Sign up for a payment plan. Students will sign up for an auto-payment program that pays their net balance in (5) payments using a credit card or automatic bank draft. Note: monthy payments will be automatically adjusted each month to incorporate any changes to the student's bills.
10. Pay net balance with government, parent plus or private loans. Note: loan paperwork must be submitted before the start of the term.
11. Any student who does not have an approved financial plan in place prior to the final day of drop/add will be withdrawn from enrollment.

Billings are subject to adjustment according to changes in applicable fees, deposits, grants, and scholarships. Students are responsible for checking their ebills for adjusted balances. Some billing adjustments can take place following a term (dorm room damage fees, unreturned book fees, etc.,). Registration will not be permitted for any student who has an outstanding financial obligation to the college.

The college reserves the right to request the withdrawal of a student at any time if the student's financial accounts have not been satisfactorily arranged. In the event of a withdrawal, there will be no refund of money previously paid.

Because economic conditions fluctuate, the college reserves the right to adjust tuition and other charges accordingly.

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 direct cost of attendance of the College.

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 2020 semester. If a student's status changes before the first day of classes for the fall 2020 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 2020-2021 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.

Fleet Fellowship

Fleet Fellowship is a time for the entire campus to come together for a variety of educational and community building opportunities. Attendance is required of all full-time students. Full time students must attend 12 Fleet Fellowship programs per semester, with a minimum of 8 being the spiritual growth programming held every Tuesday at 11am in Galloway. A fee of $100 is charged for every absence under the minimum requirement.

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. 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.

We will make institutional decisions pursuant to this gender identity policy regarding housing, student admission and retention, employment hiring and retention, and other matters. Please refer to the Code of Conduct (pages 35-40 of this document) for prohibited behaviors.

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, Director of Residence Life and Housing, Director of Student Engagement and Leadership, etc. Unresolved issues of a non-academic nature may then be submitted in writing to the Vice President for Student Success (VPSS). The

VPSD 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 disciplinary 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 Student Conduct Administrator. The Student conduct Administrator 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. The appeals process is also outlined in The Pilot. 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 Dean of Academic Administration who will then begin the process of mediation between the student and the professor.
4. HONOR CODE: The Dean or the Vice President for Student Development 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 a Service and Leadership Team (S.A.L.T.) representative. The Committee will appoint a chair from its membership. All revisions must be approved by the faculty and by the Dean.

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 Policy

Erskine College is a residential campus. In order to provide the experiences and opportunities for growth to meet the mission and goals of Erskine College, it is important that the Erskine student live, study, exercise, worship, and socialize in the atmosphere expressly created for that purpose. To promote this end, all Erskine students are expected to reside in the Residence Halls and eat in the dining hall during normal academic terms. All students will automatically be charged a room and board fee by the Business Office unless a statement is received from the Office of Student 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 21 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 on going 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 Senior Director 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 Director of Residence Life and Housing to the Vice President for Student Development. The appeal must be received in writing within five (5) days of the original decision.The decision of the Vice President for Student Success is final.

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 re sponse, 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

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 between one man and one woman.

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 Vice President of Student Development or the Senior Director 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.

Marketing and Communications Office Photo Use Policy

POLICY PURPOSE

Enrolled students are required to abide by all College policies, including the Photo Use Policy. With this policy, Erskine College and Theological Seminary notifies you that your image may be used for marketing purposes. Photos may be taken at any time in public spaces on campus.

DEFINITIONS

For the purposes of this policy the terms below have the following definitions:

Department: an office, department, institute, program, or academic or administrative entity of the College

College: Erskine College and/or Erskine Theological Seminary

Marketing or Promotion: communication(s) for the purpose of increasing engagement, raising general awareness or eliciting participation in any form, whether through attendance, enrollment, or any form of volunteerism or philanthropy

News: a factual account about an individual, initiative, event, body of work, etc. that would be "new" to the reader for the purpose of relaying information for advancement of knowledge

PHOTOGRAPHY AND VIDEO

To represent the College most authentically, its students, staff, and faculty are used in photography, videography, interviews, and audio recordings. The College focuses on taking images that can be used broadly across multiple communications channels and that represent the campus community or environment.

College Visitors

For any purposes beyond personal use, explicit permission to photograph or video must be obtained from the Marketing and Communications Office, or, in the case of athletic events, the Sports Information Office. The appropriate Department will review the request and provide any specific guidelines or restrictions for photography or filming.

Those who have been granted permission to photograph or video will be issued a media pass. Only individuals with an approved media pass are authorized to take photographs or to film in non-spectator areas at events. Media passes must be visible at all times during the event.

For questions about obtaining a media pass, contact the Marketing and Communications Office at communications@erskine.edu.

Events

Because events may not be limited to the campus community, it is recommended that signs addressing photography and videography be posted at activities and events where feasible. It is recommended that event assets such as flyers, programs, or web pages also reference that photography and videography will be collected.

The following statement is suggested:

Please be advised that by attending this event you are agreeing to being filmed and/or photographed, and the resulting assets may be used for college marketing or promotional purposes. If you do not wish to be included in videos or photographs, please notify an event photographer or videographer.

Minors

When photographing or filming non-students younger than 18 years old, a release from the child's parents or guardian is required. The sponsoring department should keep the release on file.

CONSENT AND RELEASE

The College may copyright and/or publish any and all video, audio, and photographs in print (including but not limited to brochures, direct mailers, postcards, and advertising) or electronic format (including but not limited to social media, websites, advertising, and email campaigns) in which students, staff, or faculty appear or speak.

The College may use, edit, or reproduce such assets or share them with others for any purpose related to the Marketing and Promotion of the College and its related programs and activities. The College may use such assets for Marketing or Promotion without compensation to you.

According to federal law, there is no reasonable expectation of privacy in public; therefore, it is within the rights of the College to take photos of things and subjects visible in public spaces. The Photo Use Policy applies to students, faculty, staff, alumni, and all other campus visitors.

The Marketing and Communications Office does not practice substantive manipulation of images. Minor edits may be applied. Professional-grade photo presets are used.

The Marketing and Communications Office does not ordinarily obtain specific photography consent release forms, as there is no reasonable expectation of privacy in public spaces on campus, including but not limited to:

- The Mall
- Classrooms
- Moffatt Dining Hall
- Watkins Student Center
- Athletic Facilities
- McCain Library

Withdrawal

The College will honor, to the extent reasonable, any request to cease the use of an image for Marketing or Promotion from the individual whose image is being used. Written notification must be sent to the Office of Student Development and the Marketing and Communications Office.

EXCEPTIONS

Images used for news do not adhere to this policy and are instead governed by fair use laws and guidelines.

Intellectual Property Rights

Erskine College encourages scholarship, creativity, innovation, and the responsible development and use of intellectual property. As a general rule, students retain ownership of the original works they create through coursework, independent study, research, artistic activities, and other educational experiences at Erskine College. Such works may include papers, projects, artwork, musical compositions, photographs, software, and similar creative or scholarly works.

Exceptions may apply when a work:

Is created by a student within the scope of employment with Erskine College;

Is commissioned by Erskine College under a written agreement;

Is developed through substantial use of institutional resources beyond those ordinarily available to students;

Is produced as part of a sponsored research project, grant, contract, or other externally funded activity;

Is created collaboratively under an agreement establishing shared or institutional ownership; or

Is otherwise governed by a written agreement signed by the student and an authorized representative of Erskine College.

Ordinary use of classrooms, laboratories, studios, libraries, computer systems, software, equipment, and other resources generally available to students does not, by itself, constitute substantial use of institutional resources.

Students are responsible for respecting the intellectual property rights of others and complying with applicable copyright, patent, trademark, trade secret, licensing, and attribution requirements. The

unauthorized reproduction, distribution, publication, or commercial use of another person's work may also constitute a violation of Erskine College's academic integrity or student conduct policies.

Erskine College may use student work for ordinary instructional, assessment, accreditation, and institutional recordkeeping purposes. When the College wishes to publish, publicly display, distribute, or otherwise use identifiable student work beyond these purposes, it will obtain the student's permission unless the proposed use is authorized by law or by a written agreement.

Questions concerning ownership, substantial use of institutional resources, sponsored projects, collaborative work, or commercial development should be directed to the Office of the Provost. Disputes will be reviewed in accordance with the procedures established in Erskine College's complete Intellectual Property Rights Policy.

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 sub stantial 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, mono graphs, 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

Each student will receive a Student ID Card that contains a fob with access to certain buildings on Erskine's campus. Student ID Cards are issued by IT services on the top floor of Belk. If you misplace your Student ID Card, the fob will need to be deactivated to ensure security of campus buildings. The cost for a replacement Student ID Card is $20. Students will also receive a physical key to their specific dorm room. If you misplace your dorm key, contact the Student Development office for a replacement key. The charge for a replacement dorm key is $75.

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-Disparagement Policy

Students shall not make, publish, or communicate to any person or entity, or in any public forum any maliciously false defamatory or disparaging statements concerning Erskine, its students, faculty, staff, or other employee of the College. This includes any statements to any person or entity or in any public forum, written or oral, including but not limited to statements made via social media, on websites, or in blogs.

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

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 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 Vice President for Operations and Planning (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 Vice President for Operations and Planning 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 an ap-

pointed committee 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 appointed committee 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 appointed committee 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 appointed committee shall deliberate in closed session. Such deliberations shall not be recorded. The appointed committee will determine the out come 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 appointed committee's written decision regarding the grievance, including any remedies or disciplinary action specified by the appointed committee (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 appointed committee's written decision with the Discipline and Review Committee 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 appointed committee's decision, the decision of the appointed committee will be final and will not be subject to appeal.

Generally, the Discipline and Appeal Committee will limit its review of the appointed committee's decision to determining whether the appointed committee considered the proper facts and whether there were any procedural irregularities; the Discipline and Appeal Committee will not substitute its

judgment for that of the appointed committee. The Discipline and Review Committee 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 Discipline and Appeal Committee will provide the Grievant and the individual(s) against whom the grievance is filed a written decision regarding the appeal. The decision of the Discipline and Appeal Committee 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 appointed committee or the Discipline and Appeal Committee 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, the appointed committee or the Discipline and Appeal Committee, 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 appointed committee, or the Discipline and Appeal Committee has made the final decision regarding the grievance, the records submitted to the Non-discrimination Coordinator, the appointed committee, and/or the Discipline and Appeal Committee 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 ECPD or 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 Ms. Erin Barrick, and her contact information is:

Ms. Erin Barrick, Title IX Coordinator
Watkins, 2nd Floor
erin.barrick@erskine.edu

Students' rights 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 Division of Student Development for disciplinary action. A student who is found responsible for tampering with, blocking the view of, damaging, destroying, or stealing video camera equipment, will be held responsible for any damage to the property. The Student Conduct Administrator may impose additional sanctions in its discretion as permitted by College policy, including suspension or dismissal in cases of repeated offenses. . 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).
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.