



CHARLESTON  
SOUTHERN  
UNIVERSITY

**STUDENT HANDBOOK**  
**2009-2010**



**Charleston Southern University**  
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**2009-2010**

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

As a student at CSU, whether a commuter or resident, part time or full time, you are responsible for the contents of the CSU Student Handbook. The student handbook is located on the CSU Web site at  
HYPERLINK <http://www.charlestonsouthern.edu>  
[www.charlestonsouthern.edu](http://www.charlestonsouthern.edu)  
Under the student's category, select Handbook.  
We are looking forward to your success at CSU.

*Promoting Academic Excellence in a Christian Environment*

*A message from the President...*

Dear Buccaneer:

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

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

Dr. Jairy C. Hunter, Jr.  
President

### **Administration**

Dr. Jairy C. Hunter, Jr. - President  
Dr. James Colman - VP for Academic Affairs  
Dr. Rick Brewer - VP for Student Affairs and Athletics  
Mr. Luke Blackmon- VP for Business Affairs  
Mrs. Debbie Williamson - VP for Enrollment Management  
Mr. Stovall Witte- VP for Institutional Advancement  
Mr. Bill Ward - Ex. Director for Development  
Mrs. Lindsey Walke - Assistant to the President  
Mr. Rusty Bruns - Chief Information Officer  
Mrs. Jan Mims - Associate VP for Business Affairs

### **Student Government Association**

Jordan Pace - President  
Omar Montes de Oca -Secretary/Treasurer

Christine Hart - Vice President

### **Campus Activities Board**

Jessica Dericott - President  
Jasmine Chapman - Secretary

Krystal Hanson - Vice President

### **Panhellenic**

Danielle Jenkins - President  
Adrian Crawford - Secretary

Maurice Sellers - Vice President

### **Board of Trustees**

Mrs. Mary Ann Bishop	Mr. Doug Reeves
Mr. Ron Brantley	Mr. Charlie Rhodes
Mr. Carl Burrell	Mr. Malcolm Robinson
Mr. Jason Caskey	Mr. Alan Rogers
Mr. Sonny Clardy	Dr. Johnny Rumbough
Dr. Darrell Coulter	Dr. Ken Sandifer
Judge Wayne Creech	Dr. Timothy Spurling
Mr. Bucky Drake	Dr. Gloria Thiem
Mr. Bob Edwards	Dr. Bert Welch
Dr. Terry Ezell	Mr. Earl Wheeler
Dr. Daniel Inabinet	Mr. Jerry Williams
Dr. Dale Lusk	Mr. Scott Woods
Dr. Mark Redwine	

### **CSU Office Phone Numbers**

Academic Advising	7159	Criminal Justice	7199
Academic Affairs Office	7504	Education	7555
Accounting, General	8052	History Department	7133
Accounts Payable	8055	Horton School of Music	7966
Administrative Services	8053	Information Center	7004
Admissions Office	7050	Institutional Research	7921
Aerospace Science	7149	International Services	8009
Alumni Affairs	7516	Intramurals	7888
Art Department	7141	Job Line	7043
Assistant Dean of Students	8009	Library-Audiovisual	7949
Athletic Trainer	7681	Library-Circulation	7938
Balcony Dining Room	8027	Library-Ref./Gov. Doc.	7946
Band	7967	Loan Office	8056
Baseball	7591	Lost and Found	7103
Basketball - Men's	7690	Maintenance	7576
Basketball - Women's	7684	Math Department	8091
Behavioral Science	7141	NCAA Compliance	7078
Biology Department	8091	HR/Payroll	8070
Brewer Wellness Center	7888	Physical Plant	7576
Business Affairs Office	8000	Political Science Dept.	8091
Cable TV	7929	Pool	7560
Campus Minister	7912/7218	Post Office	8015
Campus Safety Office (on campus)	7103/7105 #20	President's Office	7500
		Psychology Dept.	7141

(off campus)	553-5896	Publications	8042
Career Planning & Student Emp.	8019	Purchasing Office	8054
Cashier/Depository	8046	Registrar's Office	8060
Chemistry Department	8091	Religion Department	7972
College of Arts/Sciences	7133	Residence Life Office	7104/7102
Computer Institute	8091	ROTC (Air Force)	7149
Counseling Services	8010	School of Business	8082
Convocation Information	8008	School of Education	7555
Criminal Justice Dept.	7199	School of Nursing	7075
Cross Country	7111	Sefer Office	7900
Dean of Students	8008	Social Science Suite	7133
Degree Checks	8060	Sociology Department	7141
Denominational Relations	7014	Soccer	7931
Development	7513	Softball	7686
Disability Services	8010	Speech Department	7141
Edwards Express Snack Bar	8026	Sports Information	7688
English Department	7900	Student Affairs	8008
Enrollment Services	7050	Student Accounts	8050
Evening College Office	7525	Student Activities Office	8031
Events Manager	7980	Student Conference Room	8024
Financial Aid Office	7050	Student Gov. Office	7888
Food Services	8012	Student Success Center	8025
Football	7119	Switchboard Operator	7004
Foreign Language Dept.	7141	Telephone Repairs	6666
Foundation Studies	7900	Telephone Services	7929
Geology Department	8091	Tennis	7145
Golf	7122	Track	7174
Graduate Studies:	5839	Tutorial Services	7091
MBA	7955	University Bookstore	8017
Volleyball	7680	Veteran Affairs	8035
Work-Study Coordinator	8067		

### **Student Development Personnel**

Dr. Rick Brewer, Vice President for Student Affairs and Athletics

#### **Dean of Students Office:**

Dr. Robert E. Ratliff, Dean of Students

Barbara Mead, Associate Dean for Student Development

Julia Ard, Executive Assistant to the Dean of Students

#### **Campus Security Office:**

Don Little, Director

Jennifer Murphy, Coordinating Officer

#### **Counseling Services:**

Glenda Nanna, Director of Counseling and Disability Services

Patti Lesslie, Staff Counselor

**Campus Ministries Office:**

Clark Carter, Campus Minister

Tam Odom, Director of Women's Ministries and Creative Arts

**Student Activities Office:**

Joyce Rea, Director of Student Activities

**Residence Life Office:**

Sandy Freshman, Office Assistant

Aaron Sonnefeld, Residence Life Coordinator

Mark Eckert, Residence Life Coordinator

Meghan Henderson, Residence Life Coordinator

Jenny Drizis, Residence Life Coordinator

Melissa Bell, Residence Life Coordinator

Corey Humphries, Director of Residence Life

**Brewer Center:**

Eric Burks, Director of Recreational Services

**Dining Services:**

Mr. Tom Morris, Director of Food Services

Ana Gubeli, Administrative Assistant

**Career Planning and Student Employment:**

Hester Young, Director

**Quick Find Phone Numbers**

**Emergency**-843-553-5896 (off campus) We recommend that you program your cell phones with this number.

20# (can be dialed from any CSU landline phone)

**Maintenance**-7576

**Cable**-7929

**Internet**-7762

**Phone**-6666

**Counseling**-8010

**Dean of Students**-8008

*Charleston Southern University*  
**Guiding Principles**

**Founding Principle: Matthew 28:19-20**

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

**Mission:** *Promoting Academic Excellence in a Christian Environment*

**Vision:** To be a Christian university nationally recognized for integrating faith in learning, leading and serving

**BIBLICAL CORE VALUES: WHAT WE BELIEVE ABOUT...**

**Scripture:** II Timothy 3:16 “All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness.” The Bible is the inerrant and infallible record of God’s revelation to humanity, and it is the only sufficient source of appeal on matters relating to the Christian faith.

**God:** Genesis 1:1 “In the beginning, God created the heavens and the earth.” John 1:3 “All things were made by him; and without him was not anything made that was made.” There is one and only one living and true God. The historical account of Genesis decrees that He is the personal and direct Creator of all that exists, including the first human beings Adam and Eve. To Him we owe the highest love, reverence, and obedience.

**Jesus Christ:** John 14:6 “Jesus said unto them, I am the way, the truth, and the life: no man cometh unto the Father but by me.” God made provision through Christ for the redemption of sinful humanity by His substitutionary atonement on the cross, and He alone is sufficient as Savior.

**Salvation:** John 3:16 “For God so loved the world that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life.” Salvation involves God’s gracious redemption of individuals and is offered freely to all who accept Jesus Christ as personal Lord and Savior by repentance and faith.

**Life of the Believer:** Romans 12:2 “And do not be conformed to this world, but be ye transformed by the renewing of your mind, that ye may prove what is that good and acceptable and perfect will of God.” Christians are to be consistent with Scripture in their character and conduct.

**Evangelism and Missions:** Acts 1:8 “But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all

Judea, and in Samaria, and unto the uttermost part of the earth.” It is the privilege and duty of every Christian to share the Gospel of Christ personally and by all other methods in harmony with the Gospel.

### **Strategic Themes and Goal Statements**

**Faith Integration:**

Establish a culture where biblical faith permeates all aspects of University life.

**Student Success:**

Prepare students to succeed intellectually, professionally, spiritually, and personally.

**Faculty/Staff Development:**

Develop a community of faculty and staff committed to integrating faith and work.

**Distance Education:**

Enhance learning opportunities through online programs.

**Institutional Identity:**

Build a distinctively Christian identity that highlights excellence.

### **STUDENT CODE OF CONDUCT**

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

#### **The CSU Oath**

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

As a member of the CSU community:

I will respect the CSU Christian Environment.

I will respect other people and their property.

I will display responsibility in my actions.

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

I will promote order and safety on campus.

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

### **Procedure**

Every student at Charleston Southern University, by virtue of enrollment, has agreed to abide by and uphold the policies of this institution. The University believes, as adults, students should assume responsibility for their conduct on and off campus. The administration, faculty, staff and students are charged with the responsibility of maintaining order on campus.

All incident reports initiated by Residence Life will be submitted to the Director of Residence Life and all incident reports initiated by Campus Security personnel will be submitted to the Director of Security.

Reports initiated by anyone else should be sent directly to the dean of students.

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

### **Honor Pledge**

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

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

### **Disciplinary Offenses**

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

1. Failure to respect the CSU Christian environment.
  - a. Disorderly, indecent, or improper conduct on or off campus
  - b. Premarital or extramarital sexual activity on campus
  - c. Possessing alcohol containers, full or empty, in the room, car, or on the person of the accused or being under the influence of, possessing, selling, using, distributing consuming or knowingly being in the presence of alcoholic beverages on or off campus
  - d. Possessing drug paraphernalia in the room, car, or on the person of the accused or being under the influence of, illegally possessing, selling, using, distributing or knowingly being in the presence of any narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on or off campus. Further, the University prohibits the unlawful use or possession of drugs whether or not on

- University property.
  - e. Visiting the residence hall of members of the opposite sex or having visitors of the opposite sex in other than designated lounge areas (exceptions may be made at the beginning and end of each term for the transporting of luggage)
  - f. Gambling on campus
  - g. Possessing, showing, or distributing material, or using language of a lewd, profane, or pornographic nature on or off campus
  - h. Exhibiting behavior disruptive to the academic process
2. Failure to respect other people
    - a. Acts of hazing, placing someone under threat of physical harm, or physically or verbally abusing any person on campus
    - b. Misuse of campus telephones by fraudulent, annoying, or obscene phone calls or charging collect calls to the University
    - c. Smoking on-campus
    - d. Showing disrespect for or refusing to follow the lawful instructions of a University official.
  3. Failure to respect others' property
    - a. Intentionally stealing, borrowing without permission, damaging or selling, without authorization, University property or the property of others
    - b. Fraudulent use or abuse of any coin-operated machine on campus
    - c. Littering
    - d. Entering the room of another student without authorization
    - e. Unauthorized use and/or possession of a University key
  4. Failure to display responsibility and integrity
    - a. Knowingly furnishing false information to the University
    - b. Misusing identification cards or University records
    - c. Failing to respond to the official summons of a University official or disciplinary body
    - d. Violating disciplinary sanctions as handed down by the appropriate disciplinary body
    - e. Forgery
    - f. Attempting the foregoing, or aiding or encouraging the commission of any of the foregoing by another
  5. Failure to promote order and safety
    - a. Possessing firearms, ammunition, fireworks, explosives, or weapons of any kind on campus
    - b. Using fireworks on campus unless authorized by the dean of students
    - c. Setting off a false alarm or tampering with the fire alarm system or equipment
    - d. Arson
    - e. Breaking into or entering a building that has been secured
    - f. Being present in an unauthorized area or aiding and abetting unauthorized occupancy or entry
    - g. Disrupting the normal flow of traffic, vehicular or pedestrian, or the disruption of University sponsored functions
    - h. Entering any area including classrooms, offices, and laboratories after normal class/office hours without permission of the appropriate faculty or staff member
    - i. Commercial solicitation without prior written authorization from the Vice President for Business Affairs

- j. The public distribution of materials without prior written authorization from the office of the dean of students
- k. Participating in or encouraging participation in an unrecognized student organization as described in Section I of the organizational chartering procedure in the “Student Handbook”
- l. Planning or implementing a rally, forum, assembly, demonstration, protest, or similar gathering on or about the CSU campus without prior written notification of and written authorization from the office of the dean of students as required in Section G of the Student Activities Policies section in the “Student Handbook.”
- m. Violating University regulations relating to the use of specific campus areas or buildings
- n. Committing a criminal offense on campus
- o. Committing an offense off campus of such a nature that the student constitutes a danger to the University or to members of the University community

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

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

### **Sanctions**

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

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

### **Disciplinary Probation**

Disciplinary probation may be imposed for a specified period of time or an indefinite period, to remain in effect until such a time as the official in charge shall determine that

the probationary status should be lifted. While on disciplinary probation, a student may not hold a campus office, honor, or distinction and is subject to more severe sanctions if subsequent violations occur during the probationary period. The official placing the student on probation will define the additional limitations, if any, and the conditions applying during the probationary period. Limitations may be, among other things, in the form of denial to represent the University in any capacity or in limited capacities while on probationary status. Students on disciplinary probation risk suspension from Charleston Southern University if found guilty of additional violations of the Student Code of Conduct.

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

### **Notification of Parent**

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

### **Committee for Discipline**

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

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

The duties of the chairperson are as follows:

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

The duties of the secretary are as follows:

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

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

in connection with that case.

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

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

### **Student Rights**

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

- a. The student shall be afforded a fair hearing and the right to appeal
- b. A student is presumed innocent until he/she is found guilty
- c. A student has the right to obtain student counsel from within the student body (Attorney General/Assistant Attorney General)
- d. A student may present witnesses and evidence in his behalf
- e. The student has the right to cross-examine
- f. The student has the right to face the accuser

### **Immediate Interim Suspension**

In the event that a student’s actions on or off campus are of such a nature that the student constitutes a danger to property or to others on campus, the student may be immediately placed on interim suspension. Such a student may be suspended from the campus and all related activities until such a time as a disciplinary hearing may be held and concluded.

### **Involuntary Administrative Withdrawal (Nonjudicial)**

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

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

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

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

### **Disciplinary Procedures**

1. All persons affiliated with Charleston Southern University shall report violations of the Student Code of Conduct to the director of campus security or the dean of

- students.
2. An investigation which yields sufficient evidence to bring charges against a student will result in notification of the accused.  
The student Attorney General or Assistant Attorney General shall meet privately with the accused student to inform the student of the specific charge, the nature of the evidence, student rights, and the disciplinary hearing procedure. In the absence of these officials, the designee to the dean of students may fill this role. A student may choose to waive this meeting by signing a statement of waiver.
  3. The student will be entitled to a hearing on the disciplinary charge. The student may request to have the case heard before either the dean of students or the Committee for Discipline. The dean of students may at any time refer a case to the Committee for Discipline. If the student elects to have his hearing before the dean of students, the dean of students shall hear the case himself, refer the case to the Associate Dean for Student Development or other University staff member(s) for the hearing, or refer the case to the Committee for Discipline.
  4. For the purposes of this section, the term “University disciplinary officials” refers to the individuals before whom the hearing is held. Disciplinary hearings shall proceed in the following manner:
    - a. Hearings shall be private. The only persons permitted in the hearing room are University disciplinary officials, the accused student, the student Attorney General or the Assistant Attorney General, witnesses, and any other person(s) deemed by the University disciplinary official to have information relevant to the case. University disciplinary hearings are not criminal proceedings and are not subject to the rules or procedures of the American legal system. Accordingly, students are not permitted to bring legal counsel to a hearing.
    - b. At the commencement of the hearing, the student shall be informed once again of the charge against him.
    - c. The witnesses, if any, shall be called into the hearing and may be questioned by University disciplinary officials and by the student.
    - d. The student shall be permitted to present the testimony of witnesses and other evidence in his/her defense. Defense witnesses shall be subject to questioning by the University disciplinary officials.  
At the conclusion of the presentation of testimony and other evidence, all persons except university disciplinary officials may be excused from the hearing room. The University disciplinary officials shall then deliberate and render a decision.
  6. The University disciplinary officials first shall determine whether, in light of the evidence presented, the student is guilty of a violation of the Student Code of Conduct. If so, the University disciplinary officials shall impose punishment. In fashioning an appropriate punishment, the University disciplinary officials may consider all relevant factors, including, but not limited to, the nature and severity of the misconduct and the prior disciplinary history of the student.
  7. The decision of the University disciplinary officials shall, when possible, be rendered within 48 hours after the commencement of deliberations. If the disciplinary hearing is conducted by the Committee for Discipline, the Chairman shall promptly, in writing, notify the dean of students of the decision.
  8. The dean of students or his appointee shall send or deliver a letter to the student informing him or her of the decision and, if applicable, the punishment that was imposed.

## Disciplinary Appeals

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

- conducting the appeal shall not hear evidence relating to the guilt or alleged innocence of the student unless such evidence is otherwise relevant to the legitimate purposes of the appeal.
8. Within 48 hours after the conclusion of the appeal hearing, the officials conducting the appeal shall render a decision, which may:
    - a. Uphold the underlying decision in its entirety
    - b. Reverse the underlying decision and send the case back to the officials who conducted the underlying disciplinary hearing for: (1) a new disciplinary hearing; or (2) reconsideration and reimposition of punishment
    - c. Increase or lessen the punishment.

### **Minimum Penalties**

Students guilty of alcohol or visitation will receive the minimum sanctions as stated below, which automatically apply upon a finding of guilty by a CSU hearing panel or University official. At the discretion of the Dean of Students or the disciplinary committee, additional sanctions may be applied.

### **Alcohol - First Offense**

- **Minimum** \$250.00 fine.
- 10 hours campus service as prescribed by the Dean of Students
- Drug and alcohol counseling with an approved counselor
- Disciplinary probation (one full calendar year)
- For athletes, the person found responsible for this violation will not be allowed to represent CSU on the field of play for a term equal to one-fifth (20 percent) of the season's schedule. This suspension will be in effect for consecutive games, meets, matches, or tournaments.
- For all students, the person found responsible for this violation will not be able to represent CSU as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one-fifth (20 percent) of the semester's schedule of events. This suspension will be in effect for consecutive events.
- Notification of parents

### **Alcohol - Second Offense**

- **Minimum** \$500.00 fine
- Drug and alcohol counseling with an approved counselor
- Disciplinary probation for an **INDEFINITE** period of time
- ***Suspension*** from the residence halls
- For athletes, the person found responsible for this violation will not be able to represent CSU on the field of play for a term equal to one full season. This suspension will be in effect for consecutive games, meets, matches, or tournaments.
- For all students, this means the person found responsible for this violation will not be able to represent CSU as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one full semester of scheduled events. This suspension will be in effect for consecutive

- events.
- Notification of parents

**Alcohol - Third Offense**

- Suspension from the University for a minimum of one year. After one year, the person found responsible for this violation may reapply to the University and revocation of the suspension will be *considered* at that time.

**Visitation**

First Offense

- \$250.00 Fine
- Disciplinary probation for one full calendar year

Second Offense

- Suspension from the residence hall

***THE FOLLOWING ARE MINIMUM SANCTIONS***

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Alcohol</b>	*\$250.00 fine *10 hours campus service *Drug and alcohol counseling *Probation for 1 calendar year *Athletes – suspension of 20% events *All students- 20% suspension to represent CSU *Notification of parents	*\$500.00 fine *Drug and alcohol counseling *Indefinite probation *Suspension from residence halls *Athletes – suspension of 1 full season *All students – suspension of 1 full year to represent CSU *Notification of parents	*Suspension from University for 1 full year
<b>Visitation</b>	*\$250.00 fine *1 calendar year probation	*Suspension from residence hall	

\* Any students suspended from the University or the residence halls must meet all sanctions and consult with the Dean of Students prior to returning to the University and/or the residence halls.

**Drugs**

With the discovery of any illegal substance in the room, car, or on the person of the accused (including, but not limited to marijuana, cocaine, LSD, crack, or legal drugs used illegally), CSU officials will charge individuals involved with a campus violation and

notify the North Charleston Police Department. If found responsible by a CSU hearing panel or official, *regardless of the actions taken by civil authorities*, the individual **will be suspended** from the University. A student suspected of illegal drug use may be requested to provide a urine and/or hair sample for drug analysis testing. Refusal to supply a urine and/or hair sample will be considered a positive result for drugs.

### **SAFE HARBOR**

Safe Harbor is a program that permits students to refer themselves for help and treatment for the use of alcohol, illegal drugs, or legal drugs being abused or used illegally. If the student comes forward of his or her own free will, help is available and the student will not be subject to disciplinary sanctions provided **ALL** provisions of the Safe Harbor are strictly adhered to.

To enter into Safe Harbor, students should contact the Dean of Students. *At that point*, the student will enter into an agreement and sign a consent form outlining the guidelines and provisions of the Safe Harbor Program. The student is considered to be in Safe Harbor at that point and *all provisions of the program are applicable from that point on*.

Entry into the Safe Harbor Program affords students the opportunity to receive professional counseling, educational programming, and provides accountability. An individual treatment plan will be developed between the student and his or her counselor. The duration of the program will be determined by the counselor.

Students are advised that they will be subject to random drug testing while in the Safe Harbor Program. A positive drug test during Safe Harbor will result in applicable disciplinary sanctions being imposed. Students may **NOT** enter into the Safe Harbor Program after being notified of his or her participation in an impending drug test or after being charged with a drug or alcohol-related disciplinary offense. Students are still encouraged to seek free and confidential treatment and/or referrals from the Office of Counseling Services at any time.

### **Criminal Sanctions for Drug and Alcohol Offenses**

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

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

or worship, or any other public place in the city.

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

1. The purchase or possession of beer, wine or liquor by persons under 21 years of age carries a fine of up to \$200, and mandatory driver's license suspension of 90 days to six months.
2. Giving false information about your age in order to purchase alcoholic beverages or giving or purchasing alcoholic beverages to someone under 21 years of age is punishable by 30 days in jail and up to a \$200 fine, and mandatory driver's license suspension of 90 days to six months.
3. It is unlawful for anyone to have beer or wine in an open container in a moving vehicle. This offense is punishable by a fine of \$100 and/or 30 days in jail.
4. Public intoxication is punishable by a \$100 fine or 30 days imprisonment.
5. Driving under the influence of alcohol or illegal drugs can result in a two to 30 day jail term and a \$200 fine for the first offense and up to one to five years in prison for the fourth offense. In addition, driving under the influence may result in the temporary or permanent suspension of your driver's license.
6. Causing injury or death to another while driving under the influence of alcohol or illegal drugs carries a penalty of up to 25 years in prison and a fine of up to \$25,000.
7. Obtaining drugs through fraud or misrepresentation is punishable by a fine of up to \$2000 and five years in prison.
8. The distribution or possession of certain controlled substances including marijuana, cocaine, crack or heroin can be punishable by 15-40 years in prison and/or \$200,000 fine.
9. The distribution of illicit drugs or controlled substances to minors is a separate crime punishable by a fine of \$30,000 and/or a sentence of up to 20 years.
10. The distribution of illicit drugs or controlled substances within one-half mile of a school is a separate crime punishable by a jail term of up to 15 years and a fine of not less than \$10,000.
11. Anyone convicted of the distribution or transportation of illicit drugs or controlled substances is subject to forfeit all his or her money, equipment, or other personal property used in the distribution of the controlled substance.
12. The possession of drug paraphernalia is punishable by a fine of up to \$500.

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

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

5. Working in cooperation with five or more other people in violation of one or more of the above stated federal laws can result in an additional penalty of 20 years to life in prison.

### **Health Risks Associated with Drug or Alcohol Use**

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

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

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

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

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

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

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

### **Substance Abuse Counseling**

Persons wishing to seek voluntary, confidential counseling and referral in regard to substance abuse problems should contact the University's counseling service at 863-8010.

### **Graduation Information and Requirements**

Applications for Graduation and Degree Checks

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

### **Convocation**

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

## Bachelor's Degree

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

## Residency Requirements

**Baccalaureate Degree:** All Baccalaureate Degree programs, including the Bachelor of Technology, require that 36 of the last 46 credit hours must be earned at Charleston Southern University to satisfy residency. All students must take at least 12 credit hours of upper level (300-400) courses in the major, or 15 upper level credit hours in the cognate for the Bachelor of Technology Degree program. At least six credit hours of upper level courses are required in the minor (when a minor is required), and 18 additional credit hours in major, minor, liberal arts core or electives at Charleston Southern University.\*

\* Approved courses taken at local consortium institutions may also be included.

Residency requirements are waived for an approved minor taken at Coastal Carolina University as part of a special Criminal Justice program. Contact the Criminal Justice chairperson for program details.

## GRADES

Grading System	Computed in Grade Point Average (GPA)	
A	Excellent	YES
B	Good	YES
C	Fair	YES
D	Poor, Passing	YES
F	Failure	YES
FA	Failure for Absence	YES
FD	Failure due to	
	Academic Dishonesty	YES
I	Incomplete	YES
NR	Grade Not Reported	NO

P	Pass	NO
WP	Withdrawn Passing	NO
W	Withdrawn (prior to Midterm)	NO
WF	Withdrawn Failing	YES
S	Satisfactory Progress	NO
AU	Audit	NO

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

A	=	4 points
B	=	3 points
B+	=	3.5 points
C	=	2 points
C+	=	2.5 points
D	=	1 point
All other grades	=	0 points

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

### **Incomplete Grade**

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

### **Grade Changes/Appeals**

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

## Repeating a Course

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

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

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

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

### Probation

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

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

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

Probation will not be applied to Maymester, Summer I or Summer II (minor terms).

While a student cannot be placed on probation as a result of coursework in a minor term, he/she can remove a probationary status as a result of coursework completed in a minor term. To remove a probationary status in a minor term, a student must take the courses in residence at CSU.

Once a student has been placed on probation 1 or 2, **the probation cannot be removed by taking classes at another institution.** However, students serving probation may request permission to earn credit (hours only) at approved out-of-town institutions when

our Fall and Spring semesters are not in session, and the student's permanent address is outside the greater Charleston area. Local resident students must attend CSU unless permission is given to earn credit at a local consortium institution due to special circumstances. Appropriate forms are available in the Office of the Registrar.

### **Suspension**

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

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

### **Expulsion**

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

### **Class Cancellation**

A class may be cancelled if its enrollment is ruled insufficient by the VP for Academics.

### **Withdrawal from a Course**

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

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

### **Withdrawal from the University**

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

A Withdrawal Form must be completed online to officially withdraw from CSU. The form is found in the "Student" section of "MyCSU" under "Forms." Students must first login using their student IDs and PINs. Students are responsible for appropriate tuition and fees for all courses attempted, regardless of grades assigned. Note that all financial and university property obligations must be satisfied to prevent "holds" from being

placed against the student's academic records. Such holds normally prevent transcript requests from being processed and can prevent future registration for classes. Other holds may apply.

CSU wishes to have student input regarding reasons for withdrawal, including any problems that may have caused the withdrawal decision. This information is requested during the online withdrawal process. Students may be contacted as part of an effort to improve student services.

### **Withdrawal by Request of the University**

Charleston Southern University reserves the right to require the withdrawal of a student whose conduct, general attitude, or influence is considered harmful to the University. Such administrative withdrawals or suspensions are generally handled through the Dean of Students Office.

### **Appealing a Final Course Grade**

- A. The first level of appeal for a student who is dissatisfied with a grade received is to the professor assigning the grade. In a direct, personal interview, the student should explain the basis of dissatisfaction, and the professor should explain the basis for the grade. The student must request this interview within 10 days of the postmark on the final grade report from the registrar. The request must be made in writing to the professor. Once the faculty member has received the request, an interview must be scheduled within normal working hours (8 a.m. - 5 p.m.), Monday through Friday within 10 days of the student's request (see item "D" below concerning requests that do not fall within a major term). Failure by the faculty member to schedule the interview within the established time will be considered a violation of the University policy. Failure of the student to appear at the scheduled interview ends the appeals procedure. If the student has not been contacted by the professor within 30 days of mailing the appeal, the student should file the appeal directly with the department chairperson.
- B. The student who, after such an interview, is still dissatisfied, should submit a written statement to the chair of the department within 10 days of the interview. This should contain the reasons for dissatisfaction and the specific changes the student regards as fair and desirable. The burden of proof lies with the student in such a case to show that an error of malfeasance has occurred. Within 10 days of receiving the written appeal, the department chair will notify in writing both the professor and the student of the chair's decision. When, in the opinion of the department chair, the student fails to show reasonable cause for further investigation, the chair may deny the appeal without taking further action.
- C. When, in the opinion of the department chair, a student's appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the chair shall appoint within 10 days, a committee of three faculty members whom the chair considers most nearly competent in the subject matter. This committee will meet and issue a decision in writing to the department chair, professor, and student within 10 days of the request.  
Both the professor and student should be asked to bind themselves in advance to

- accept the committee's decision. Neither may be required, however, to bind themselves.
- D. If the student files the initial request at a time other than during a major term and if the professor or department chair are not available during that time, all of the foregoing time requirements begin to run with the first day of class in the next major term.
  - E. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Faculty Appeals Committee. The student should be advised by the department chair that the Faculty Appeals Committee will not alter a grade under these circumstances, but if the student can show compelling evidence that the procedures outlined above have been violated, the Committee may recommend that a reexamination or other appropriate assignment be given to the student, that the appropriate academic dean investigate the entire matter, or other appropriate action be taken.
  - F. All results from these proceedings of the Faculty Appeals Committee should be reported to the appropriate academic dean and VP for Academics as information.

### **Guidelines for the Research Paper**

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

The following requirements are shared by all styles of documentation:

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

### **Academic Integrity Policy** **(Effective June 1, 2003)** **A Community of Honor**

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

### **Academic Dishonesty**

"Academic Dishonesty" is the transfer, receipt, or use of academic information, or the attempted transfer, receipt, or use of academic information in a manner not authorized by the instructor or by university rules. It includes, but is not limited to, cheating and plagiarism as well as aiding or encouraging another to commit academic dishonesty. "Cheating" is defined as wrongfully giving, taking, or presenting any information or

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

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

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

### **Procedure**

1. It is the responsibility of an instructor to certify that academic assignments are independently mastered sufficiently to merit course credit. The responsibility of the student is to independently master academic assignments, refrain from acts of academic dishonesty, and refuse to aid or tolerate the academic dishonesty of others.
2. If an instructor determines that the student is guilty of academic dishonesty, the instructor must discuss the matter with the student. In the event the instructor cannot reach the student in a timely manner, such as when the student has gone home at the end of a semester, the instructor may assign a grade of “I” (Incomplete) until the student can be contacted and the matter of academic dishonesty discussed. The instructor then completes the “Academic Violation Form,” which should include evidence and other necessary documentation. The instructor will determine the appropriate remedy: either a grade of zero on the assignment in question or a grade of “F” in the course. The student will designate whether he/she accepts the remedy for the violation of the dishonesty policy or wishes to appeal the instructor’s decision. If a student elects to appeal, the “appeal due date” line must be completed on the Academic Violation Form. (See the Appeals section below for more information regarding the appeals process)
3. Upon completion, the instructor forwards the Academic Violation Form to the Registrar’s Office for placement in the student’s permanent record. The Registrar will forward copies of the Academic Violation Form to the student, the faculty member, department chair, academic dean, dean of students, VP for Academics, and president. Not appealing when the form is first completed or by the appeal due date will be taken as an admission of guilt, except under compelling circumstances to be determined at the sole discretion of the VP for Academics.
4. Upon receipt of the Academic Violation Form if the Registrar determines that the student is guilty of a second offense, then a grade of FD (Failure Due to Academic Dishonesty) will be assigned by the Registrar for the course regardless of the remedy specified on the Academic Violation Form. Assigning the FD is to be done by the Registrar when the second Academic Violation Form is placed in the student’s record, and the Registrar will notify all parties in writing. The student is then permanently disbarred from membership in any honorary society and is permanently ineligible for any CSU honor list. The student may petition

the Academic Integrity Appeals Committee to have the dishonesty notation (D) removed from the transcript after one year if no additional dishonesty offenses occur and the student satisfactorily completes the Academic Integrity Program as approved by the Faculty Senate. The grade of F remains on the transcript. Upon receipt by the Registrar of a third offense, the Registrar will assign the grade of FD and then notify all parties. After all appeals are exhausted, if the third offense still stands, then the student will be permanently expelled from the University. The notice of expulsion will be forwarded to the student, department chair, appropriate academic dean, dean of students, VP for Academics, and president. A copy of the final report with the three offenses will become a part of the student's permanent record. The University reserves the right to expel the student after a first or second offense, depending on the circumstances and at the sole discretion of the VP for Academics.

### **Minimum Sanction for Academic Dishonesty**

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

**Second Offense** \*Disciplinary probation of at least one academic year. \*For all students, this means the convicted person will not be able to represent CSU as an office holder, club member, musician, ministry participant, or in any other extracurricular activity for a period equal to one-half (50 percent) of the semester's schedule of events. This suspension will be in effect for consecutive events. \*For athletes, this means the convicted person will not be allowed to represent CSU on the field of play for a term equal to one-half (50 percent) of the season's schedule. This suspension will be in effect for consecutive games, meets, matches, or tournaments.

**Third Offense** \* The student will be permanently expelled from the University.

### **Appeals**

- A. The student who wishes to appeal an academic violation charge should submit his/her appeal in writing to the chair of the appropriate department by the appeal due date indicated on the Academic Violation Form, which is normally within 10 regularly scheduled class days after the completion date of the Academic Violation Form. This statement should contain the reasons for which the student is appealing the instructor's decision. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within 10 regularly scheduled class days of receiving the written appeal, the department chair will notify in writing both the instructor and the student of the chair's decision. If the department chair is also the instructor who files the Academic Violation Form, then the student must appeal to the appropriate academic dean.
- B. When, in the opinion of the department chair, the student fails to show reasonable

- cause for further investigation, the chair may deny the appeal without taking further action. When, in the opinion of the department chair, a student's appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the chair will meet with the faculty member and with the student and render a decision within 10 regularly scheduled class days of the receipt of the appeal. If the decision favors granting the student's appeal, the department chair may request that the Registrar remove the Academic Violation Form from the student's record. The chair will notify both the student and the instructor of this action.
- C. If the student files the initial appeal or elects to appeal the chair's decision during Maymester, Summer I, Summer II or during final exam week of the Fall or Spring semesters and if the instructor or department chair is not available during that time, all of the foregoing time requirements begin to run with the first day of class in the next major term. In extreme or unusual circumstances regarding the timeliness of the appeals process, the provost will make the final determination.
  - D. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Academic Integrity Appeals Committee in writing within 10 regularly scheduled class days of receiving the response from the department chair. Upon receipt of the appeal, the Academic Integrity Appeals Committee will review the matter and issue a decision within fifteen (15) regularly scheduled class days. The Academic Integrity Appeals Committee has the authority to deny the appeal, reduce the penalties in the event of extenuating circumstances, or direct the registrar to remove the record of the Academic Violation Form from the student's permanent record. The results of the Academic Integrity Appeals Committee are final.
  - E. All results from the proceedings of the Academic Dishonesty Appeals Committee should be reported to the appropriate academic dean, dean of students, vp for academics, and president as information.
  - F. The Academic Integrity Appeals Committee will be composed of five members: three faculty and two students. Faculty members must be full-time faculty and are elected by the general faculty: one from the College of Humanities, one from the College of Sciences and one from the Professional Schools. Faculty members are elected for three-year terms. Service dates are staggered, so only one position is up for election each year. The two student members are appointed by the Student Government Association officers for one-year terms. If a member of the Academic Integrity Appeals Committee is unavailable, is involved in the matter being appealed, or feels that he/she must excuse himself/herself, then that member will be replaced. If the member being replaced is a faculty member, then the vp for academics will select the replacement. Similarly, if the member being replaced is a student, then the Student Government Association officers will select the replacement. The Academic Integrity Appeals Committee is distinct from the Faculty Appeals Committee that hears appeals of final grades as defined in policy R-45 of the CSU Policy and Procedure Manual.

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

### **BUCCANEER ATHLETICS**

Entering the fall of 2009, the athletics department at Charleston Southern University has captured 26 Big South Conference Team Championships in its history. The Buccaneers continue to make strides in their attempt to become a power in the Big South Conference placing more than 50 athletes on all-conference teams in the 2008-09 with another four athletes earning all-freshman honors. Women's tennis player Olga Makhova took home the Big South Freshman and Player of the Year honors, while women's golfer Olivia Jordan-Higgins was named the 2009 Big South Co-Golfer of the Year. Both teams finished as runners-up in the League. Men's golfer Herve Gevers earned the top academic award, being named Co-Scholar-Athlete of the Year for men's golf in the Big South.

The football team had one AP All-American selection after 2008 in junior Philip Ashley, while Justin Witzmann was named to the ADA Academic All-Star Team and one of six finalists for their postgraduate scholarship. Despite starting the season with two road games against FBS teams in the Miami Hurricanes and Miami (Ohio) Redhawks, the team had its third winning season in the past four years, finishing second in the Big South.

The volleyball team put together their most impressive season in the past 15 years, posting the most wins during that time and their highest finish in the conference since 2002. Sophomore Amanda Hill set the school record for kills in a single-season, leading the Big South in total kills.

During the summer of 2009, CSU sent 12 athletes to the NCAA East Regionals. After posting the highest finish by any CSU Athlete in 2008 with a 12<sup>th</sup>-place finish at the NCAA Championships, Dionne Gibson and her 4x100m relay team (Jessica Thomas, Dionne Gibson, Misha Morris, Gabrielle Houston) made history by becoming the first relay team in the history of the Big South to qualify for the NCAA National Championships. They went on to make the finals and earn All-American status by finishing eighth in the nation. The 2008-09 indoor track and field teams broke a combined eight school records, one Big South overall record and one Big South meet record while crowning eight conference champions. Freshmen Patria Norman and Gabrielle Houston also competed at the USTF Junior National Meet, while Levi Brooks competed against the reigning Olympic gold medalist in the 400m dash at the USTF National Championships.

On the hardwood, the men's team played one of their toughest schedules in recent memory, including Virginia Tech in the first-ever televised home game. Giedrius Knysas earned ESPN the Magazine/CoSIDA Academic All-District honors for the second time and Jamarco Warren broke the school record for three pointers made in a season. The women's team doubled their conference wins from the previous season, and captured eight weekly honors by the Big South, including Ali Schwagmeyer, who was named Big South Freshman of the Week five times and finished runner-up in the Freshman of the Year voting.

The women's golf team owns the most recent championship, claiming their fifth in school history during the 2008 season (1997, 1999, 2000, 2001, 2008). The football

team won their first conference title in school history in 2005. The men's tennis team leads the charge with six championships (1996, 1998, 1999, 2000, 2001, 2002), while the men's basketball team has won four titles in school history (1986, 1987, 1995, 1997). The volleyball team has three championships to their credit, coming in 1986, 1988 and 1999. The men's cross country team won a title in 1984, while the softball team won in 1988. CSU's baseball team won in 1996 and the men's soccer team won the Big South crown in 1997. The men's golf team won titles in 2001 and 2003.

The baseball team, which won the 1996 Big South Conference tournament, became the first program in school history to advance to national championship play when it participated in the NCAA tournament. The men's basketball team followed in the spring of 1997, playing against UCLA in the NCAA Tournament. Men's soccer reached the NCAA tournament in the fall of 1997, and the men's tennis team has made four appearances in the national tournament. In 2001, the men's golf team made their first-ever appearance,, while the women's golf team became the first women's program to advance to NCAA championship play.

CSU has a long and storied history in track and field, having produced a silver medalist, Charlie Simpkins, in the 1992 Olympic Games. The men's track program has produced numerous All-Americans since its inception. The track program again sent a number of athletes to the national championships.

### **BLACKBOARD**

CSU now provides access to Blackboard. Students can log in to their Blackboard account by using the following user name: Student ID number without leading zeros and password: pin number. The Blackboard and MyCSU passwords are linked. Students cannot change their password on Blackboard. Password changes must be made within MyCSU. Once the password has been changed in MyCSU, please allow 30 minutes for the change to take effect on Blackboard. If you are having trouble accessing your Blackboard account, please contact Administrative Services at 843-863-8093. Professors who augment their instruction with Blackboard will provide students with an overview of how to use Blackboard.

### **BOOKSTORE**

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

## **BULLETIN BOARDS**

Students are responsible for reading all notices on the bulletin boards located throughout the campus. Announcements and other pertinent information are listed on these boards. All signs, banners, flyers, or posters must be approved by the student activities office before posting. Posters, flyers, advertisements, etc. are not to be posted on windows, glass areas or walls in any building on campus.

## **CAMPUS MINISTRIES**

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

**ELEVATE** is the weekly campuswide ministry designed to minister to all students. Join students from all denominations for dynamic worship and a relevant message. It is an exciting hour featuring student-led praise and worship followed by Bible teaching that is real and relevant to where you are as a student. Elevate is also a great opportunity to meet new friends and build better relationships with old ones. Elevate meets each Thursday night at 8 in the cafeteria.

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

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

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

**CAMPUS CRUSADE for CHRIST** is a nondenominational group that serves students on campus through worship, discipleship, and fellowship. They meet on Tuesdays at 8 p.m. in the Brewer Center.

**ONE ACCORD GOSPEL CHOIR** is a ministry committed to praise and worship, evangelism and discipleship through music and Bible studies. The One Accord Gospel

Choir also provides students opportunities to minister in churches throughout the region. The One Accord Gospel Choir Scholarship is awarded to students meeting certain requirements including spiritual maturity, Christian conduct, minimum grade point average, and auditions. For more information please call Campus Ministries at 863-7218.

**MINISTRY TEAMS** is open to all students interested in sharing their faith through teaching and discipleship. This group rotates throughout the semester so that every student is not away every weekend. It ministers to youth at various churches throughout the semester for the purpose of discipleship and ministry and is open to those students with a commitment to discipleship and youth ministry outreach in regional churches.

**FELLOWSHIP OF CHRISTIAN ATHLETES** exists “to present to coaches and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the Church.” (FCA Playbook) FCA meets the first Monday of every month at 8 p.m. in the Brewer Center.

**SPRING BREAK MISSION TRIP** The Spring Break Mission Trip provides opportunities for Christian students to be challenged to integrate faith in learning, leading and serving. Many students return with renewed commitment to serving and sharing Christ at home.

**PRAYER MINISTRY**, the most critical of campus ministries, exists to provide prayer and encouragement for faculty, staff, and students of the CSU community and beyond. The Hamrick Prayer Room, located at the entrance to Lightsey Chapel, is open 24 hours a day for prayer and meditation. H.O.P.E. (Helping Others through Prayer and Encouragement) cards are available for prayer requests and other concerns. Contact Campus Ministries at 863-7218 or visit our Web site at :  
HYPERLINK <http://www.csuniv.edu/campusministry/hope.htm>  
[www.csuniv.edu/campusministry/hope.htm](http://www.csuniv.edu/campusministry/hope.htm) for more information. H.O.P.E. cards can be picked up from various locations around campus. These cards remain strictly confidential and can be left in provided boxes or given personally to the Campus Ministries Office or turned in at Convocation.

### **CAMPUS SECURITY**

Charleston Southern University provides 24-hour security patrols on campus. Coverage utilizes a combination of trained professional University and contracted security officers. Although the University makes every reasonable effort to provide a safe and secure environment, it is up to each individual to exercise due care at all times to protect his/her personal safety. For on-campus emergencies, 20# may be called from any CSU landline phone, or from your cell phone or an off-campus phone dial 843-553-5896. A crime-stopper’s program has also been implemented to give students the opportunity to share information regarding campus crime without being identified. Anyone may submit a crime-stoppers report anonymously through the Web site.

## **CAMPUS SECURITY PRECAUTIONS**

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

## **CAREER PLANNING & STUDENT EMPLOYMENT**

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

## **CLUBS AND ORGANIZATIONS**

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

### **Panhellenic Council Information**

Panhellenic Council is the governing body for all club/organizations at Charleston Southern University. The purpose of the council is to improve the general condition of all clubs/organizations through cooperation and by coordinating the scheduling of the various activities and projects of CSU clubs/organizations.

- A. To work together to establish better relationships with the administration, staff, and faculty at CSU.
- B. To strive in a united way to be an asset to the University and the community at large.

For a club or organization to be recognized and declared active, participation in Panhellenic Council is required. The club consists of a president, secretary, and a representative from each active club/organization (preferably the president or officer). Information on rules/regulations and guidelines for establishing new clubs/organizations are also found in the handbook.

### **Club and Organization Policies**

These policies are prepared to serve as a guide for all approved student organizations at

Charleston Southern University concerning their responsibilities and as a help in planning, scheduling and conducting fellowship functions:

- A. All CSU student activities conducted on campus by a student organization functioning at CSU must be approved by the following; Director of Student Activities, Director of Residence Life, Dean of Students and Events Coordinator. An event form must be picked up in Student Activities and taken to each area for approval before the event can be publicized.
- B. **Student organizations conducting organizational functions off campus must abide by all regulations governing on-campus behavior. Student organizations are expected to uphold the same standards of Christian behavior off the CSU campus as are required on campus.**
- C. Only approved student organizations may hold functions on campus. All approved student activities and social events must be scheduled and registered two weeks in advance in the student activities office. All fund-raising projects and service projects must be recorded on the proper form and turned in to the student activities office. Activities must be approved before plans are made for food, location, etc. **A fund-raising or service project may not begin until approved by the director of student activities.**
- D. Any changes must be reported immediately to the director of student activities.
- E. Every activity or event must have an approved chaperon present for the entire length of the event including cleanup.
- F. In order to provide appropriate security measures for the safety and well-being of the campus community, and to ensure that the educational and business functions of the University will not be disrupted, any person or organization wishing to plan or implement a rally, forum, assembly, demonstration, protest, or similar gathering on or about the CSU campus must provide prior written notification of the gathering to the office of the dean of students and receive from that office written authorization to proceed, at least two business days in advance of the gathering.
- G. **An organization may not plan functions for the same night as a school sponsored or student activities sponsored event. It is the club's responsibility to check the student activities calendar.**
- H. All clubs are required to complete at least 2 on-campus service projects and 2 off-campus service projects per semester. Failure to do this may result in suspension of Panhellenic benefits and use of CSU facilities. In order to receive credit, a "community authorization letter" must be signed at the completion of the project by the project director.
- I. Any announcements for Convocation must be typed and submitted to Dr. Rick Brewer by noon each Monday. Announcements may be e-mailed to [rbrewer@csuniv.edu](mailto:rbrewer@csuniv.edu) or dropped off in the office of the Vice President for Student Affairs/Athletics on the 2<sup>nd</sup> floor, Strom Thurmond Center.
- J. Organizations are reminded that all persons invited to speak on campus must be cleared by the office of the dean of students.
- K. Infractions of the student activities policies will be referred to the director of student activities.

### **Contracts**

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

### **Responsibilities of Club Officers**

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

### **Initiations**

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

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

### **Pledge Activities**

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

### **Hazing**

Initiations or other activities may not involve hazing, which is defined by state law as "intentionally or recklessly engaging in acts which have foreseeable potential for causing physical harm to any person for the purpose of initiation or admission into or affiliation with any chartered student, fraternal or sorority chartered organization." The criminal sanctions for hazing, assisting in hazing, or failing to report hazing include a fine of up to \$500 and/or imprisonment for up to 12 months where consent is not a defense (Cumulative Supplement, Code of Laws of SC 1976 - Article 6; 16-3-540). Hazing is not limited to, but may include the following:

1. Actions that recklessly or intentionally endanger the physical and mental health or safety of students.
  2. Forced or required consumption of any food, liquor, drug or other substance
  3. Forced or required participation in physical activities such as calisthenics, exercise, or so-called games
  4. Exposure to the weather
  5. Excessive fatigue resulting from sleep deprivation, physical activities or exercise
  6. Assignment of activities that would be illegal or unlawful, or might be morally offensive to individual pledges
  7. Physical brutality, including but not limited to paddling or striking with fists, open hands, or objects
  8. Branding
  9. Verbal abuse
  10. Kidnapping, transportation, or stranding of individual
  11. Forced or required conduct that could embarrass or adversely affect the dignity of the individual
  12. The wearing of unusual dress that has not received prior approval from the dean of students
  13. The performance of public stunts and activities that would embarrass the individual
  14. The denial of sufficient time to study
  15. Nudity or lewd behavior
  16. Forced or required actions that are inhumane to animals or others
- Any infraction of these rules may lead to immediate Senate action of varying lengths of probation or loss of charter and use of CSU facilities.

### **Penalties**

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

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

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

- projects, etc.
  - c. The club will not be allowed to participate in any school activities during the probation time.
  - d. Removal of Charter - Removal of charter may be applied to any club that does not adhere to conditions of its probation. This is the most severe penalty an organization can receive. It means that the organization may not function on the CSU campus for at least five years.
3. The procedure for removal of charter shall be as follows:
- a. Recommendation for action by the dean of students
  - b. Investigation and recommendation by the Senate student organization committee
  - c. A  $\frac{3}{4}$  vote of Senate will be required to impose the penalty
  - d. An organization's first appeal shall be to the student life committee. This appeal must be filed within one week after the rendered decision. A final appeal may be made to the Dean of Students.

### **Organization Reports**

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

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

#### **B. Financial Reports**

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

#### **C. Annual Reports**

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

### **Policies**

A. Officers of all organizations must be elected in the spring semester so the new officers may begin their term as soon as possible after the spring semester ends.

B. A student may not hold an office in the Student Government Association or any organization if he/she is on academic or disciplinary probation.

## Chartering Procedure

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

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

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

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

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

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

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

8. Statement of the organization's financial condition
9. If the organization is an academic club, a letter of recommendation from the department head in which department the organization is located

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

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

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

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

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

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

### **BUC ALERT EMERGENCY INFORMATION SYSTEM**

The University uses an emergency response system to alert students, parents, faculty, and staff when a credible threat has been identified. This is a reminder that all students should register to receive these notifications if you have not already done so. You may register for alerts to be sent to your room phone, your cell phone, your parent's home phone or cell phone, your email account, or text messages. To register or to update your information, go to MyCSU on our website and log in with your CSU Identification # and your PIN.

### **COMMUTERS**

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

Information on upcoming events and activities is available by calling the student activities office at 863-8031. Commuter students may eat in the dining hall on an

individual basis. A commuter meal plan is available in the dining hall. Contact the food services office at 863-8012 for more information.

### **COMPLAINT POLICY**

Complaints should be addressed to the Dean of Student's Office, Strom Thurmond Center, 2nd floor. Complaints may be submitted by letter or by e-mail, but must be signed. The Dean of Students will determine the appropriate channel for addressing the complaint and forward it on, if need be, to the relevant department.

The appropriate department will provide the student with acknowledgment of receipt of the complaint within 15 business days of the receipt of the complaint. This acknowledgment may take written or verbal form based on the nature of the situation. Within 30 business days after receipt of the complaint, the appropriate department of the University will provide the student with an institutional response to the complaint. In addition, students may also submit suggestions, concerns, or complaints through one of the suggestion boxes and have the option of requesting a written response. These boxes are located in the Cafeteria, Lightsey Chapel, Norris/Wingo Hall Lobby, and the Brewer Center.

The University recognizes the sensitive and confidential nature of many student complaints and as a result documentation and correspondence about written student complaints are kept in the office of either the Dean of Students or the department issuing the institutional response. This information is shared with other departments only on a need-to-know basis.

### **COMPUTER LABS**

#### **COMPUTER LABS**

There are several computer labs available for student use on campus. These labs are provided to aid students with coursework, conduct research, and to communicate with others. They are to be used in a considerate and responsible manner. **NO FOOD OR DRINKS ALLOWED.** Please keep paper waste to a minimum. For operation hours, please contact the Director of Computer Lab Services at 843-863-7035.

Ashby Hall Lab Room 203 (Networking Lab)

Ashby Hall Lab Room 207 (Networking Lab)

Ashby Hall Lab Room 208

Norris Hall Lab Room 203

Norris Hall Lab Room 210

Brewer Center Lab (20 Machines)

DPW Nursing Lab Room 129 (reserved for nursing students)

Nursing Clinical Lab (reserved for nursing students)

Bibliographic Instruction/Library Tech.

(BILT) Center-Library 2nd floor (Available when library classes, workshops, and training sessions are not being held. Hours of operation are posted on the doors, or call the library at 843-863-7951.)

## CONTAGIOUS DISEASE POLICY

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

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

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

## CONVOCATION

All full-time day students (with 12 day credit hours or more) are required to fulfill the convocation attendance requirement (this includes students who have recently converted to full-time day status after having attended Charleston Southern University as part-time or evening students).

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

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

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

Religion 417 - History of Religion in America

Religion 423 - Christian Ethics

Religion 329 - World Religions

Sociology / Religion 324 - Sociology of Religion

Psychology/ Religion 340 - Psychology of Religious Experience

Religion 323 - Philosophy of Religion

These courses are not offered every semester. Check schedule offerings for details. This graduation requirement is not waived for any reason. Questions about Convocation attendance may be directed to the Dean of Student's Office. You also may check on your convocation credits by logging onto your MyCSU account. H.O.P.E. (Helping Others through Prayer and Encouragement) cards are currently provided at various locations around campus. These cards remain strictly confidential and can be returned through campus mail, given personally to the Campus Ministries Office or turned in at the

conclusion of convocation. Convocation attendance is recorded via hand-held scanners. I.D. cards are required in order to receive attendance credit.

### **CONVOCAATION ANNOUNCEMENT**

A Convocation Announcement is presented via PowerPoint at each Convocation. These slides contain information regarding campus activities and information relevant to students. The deadline for placing an announcement is noon Monday, before each Convocation. Announcements should be submitted in writing to the student activities office or via e-mail at [jrea@csuniv.edu](mailto:jrea@csuniv.edu)

### **COUNSELING SERVICES**

Counseling services are available to all enrolled CSU students free of charge. The Counseling center provides individual and group counseling as well as workshops, screening and special events to promote student wellness. Information is kept confidential according to the American Counseling Association standards. Students can request a nonurgent appointment online at [www.charlestonsouthern.edu/counseling](http://www.charlestonsouthern.edu/counseling) or by calling the counseling line at 863-8010. A counselor will respond to the request within 24 hours during normal business hours. In case of an emergency, students are directed to call 9-1-1 or to go to the nearest emergency room hospital.

### **DINING SERVICES**

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

**Students requiring special diets should submit a written request to the director of disabilities and special needs services accompanied by a doctor's recommendation and specified diet by the first week of each session.** The request will be evaluated, and a special diet will be provided by the dining hall, or an exception to the meal requirement will be granted. In case of illness, permission for a sick tray, usually picked up by a friend, must be obtained from the Dean of Students Office prior to the meal. Otherwise, all food is to be consumed in the dining hall. Please do not abuse your unlimited seconds privilege by taking food from the dining hall. Please bus your own tray to the dish return area. This not only helps the dining staff, but it is also a courtesy to your fellow students. Please do not borrow china, glasses, or silverware. Though you may take these with the intention of returning them, quite often these items never make it back to the cafeteria.

Replacing them results in additional cost to you.

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

### **Commuter Meal Deal**

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

### **Declining Balance**

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

### **Meal Equivalency**

Every student receives 21 meals per week plus \$25 declining balance. This offers students 21 all you care to eat meals weekly for breakfast, lunch and dinner.

#### **Dining Hall**

Monday - Friday:

Breakfast 7 a.m. - 9:30 a.m.

Lunch 11:00 a.m. - 1:30 p.m.

Dinner 4:30 p.m. - 7:15 p.m.

Friday Dinner 4:30 p.m. - 6:30 p.m.

Saturday - Sunday:

Breakfast 8 a.m. - 9:30 a.m.

Lunch 11 a.m. - 1:30 p.m.

Dinner 4:30 p.m. - 6:30 p.m.

#### **Java City**

Monday - Thursday:

8 a.m. - 12 a.m.

Friday: 8 a.m. - 8 p.m.

Saturday - Sunday

1 p.m. - 8 p.m.

### **DISABILITY SERVICES**

Students with disabilities or special needs are encouraged to contact the Disability Services Office at 863-8010. The office is located on the second floor of Russell Hall West with Counseling Services. Information is also available on the CSU Web site under Student Services.

## **DISCRIMINATORY HARASSMENT**

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

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to expulsion. Those who have a complaint regarding harassment should contact the director of residence life at 863-5505.

## **E-MAIL**

The University's official e-mail is csustudent.net or BUC Mail. There is no cost, and the e-mails can be forwarded from BUC Mail to one's preferred e-mail. There are several free e-mail providers that you may choose to use. Contact Administrative Services at 843-863-8059 for more information.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION**

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

- 1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The appropriate University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend a record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without

- consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting school officials in performing legitimate tasks including assignments while working under a Federal Work-Study (FWS) program agreement. A school official has a legitimate interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the University may disclose records without consent to officials of another school in which a student seeks or intends to enroll. Information may be disclosed to parents of dependent children enrolled at CSU if the student is under 23 years of age and is listed as a dependent on the parent's federal tax returns. Our procedure is to verify the student's dependent status through our financial aid office by requiring documentation before information is released.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Charleston Southern University to comply with the requirements of FERPA.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

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

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

- name, address, telephone listing
- e-mail address
- date and place of birth
- field(s) of study
- participation in officially recognized activities and sports
- weight and height of student-athletes
- dates of attendance
- degrees and awards received
- photographs
- most recent previous school attended
- enrollment status (full time, part time, undergraduate, graduate)

Directory information cannot include a student's social security number, student I.D. number, race/ethnicity or gender. Directory information may be disclosed by the University for any purpose considered legitimate without student consent. Students have the right, however, to refuse the disclosure of any or all of the information designated as directory information. Students refusing to have any or all of the designated directory information disclosed without consent must submit written notification to the office of the registrar. To properly enforce a refusal request, written notification should be filed no later than one week from the beginning of a term in which a student has enrolled. However, refusal notifications will be accepted, processed and enforced as soon as possible anytime they are received. Careful consideration should be given before any disclosure refusal is submitted. The University's enforcement of a refusal notification may have unexpected or undesirable ramifications.

Health and Safety Exception – Institutions are permitted some degree of flexibility to share information in potentially dangerous situations. School officials may disclose relevant information with appropriate parties whose knowledge of the information is necessary to provide immediate protection to the health and safety of the student or other individuals.

When it has been determined that an *imminent risk* exists to health or safety, FERPA permits CSU officials to use their judgment that a *rotational basis* exists for disclosure of and their basis for the subsequent decision to share private information. This exception should be applied conservatively so as to avoid its application to situations where a clear and imminent threat to safety and security does not exist.

## **FINANCIAL INFORMATION**

### **Payment of Accounts**

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

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

### **Billing**

Students will be billed according to their tuition classification. Tuition classification will be determined by the student's official registration form (including all official drop/adds) processed through the registrar's office by the last due date for adding a class).

Bills for each semester are posted online through the students' MyCSU account.

Preliminary bills are posted online approximately two weeks prior to the semester. This bill reflects charges and aid as they are at that time. These items are subject to change.

Final bills are posted online after the drop/add period ends. The bill will reflect total charges and financial aid for the semester based on registration.

### Refunds

The CSU catalog specifies which charges, fees and deposits are refundable and procedures necessary to obtain refunds. A student who has a credit on his/her account must sign up for e-refunds through his or her MyCSU account. The refund deposits directly into the bank account of the student's choosing. The refund will be issued within 15 working days of the request.

### Check Cashing

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

### Financial Aid

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

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

### COMMUNITY MEETINGS

Community Meetings are facilitated by RAs to highlight upcoming events and to inform students about information from administration. Community Meetings are held on the first Monday of every month. Residents are required to attend every Community Meeting. Meeting times and locations will be posted by RAs.

### HEALTH INSURANCE

Charleston Southern University requires health insurance only for athletes, athletic training students and international students. However, **the University strongly recommends that all other students obtain at least major medical insurance and advises that the institution will bear no financial responsibility for medical treatment(s) required while at the University.** If an athletic insurance plan is desired while attending the University, the Head Athletic Trainer may be contacted at 843-863-7681. If an international insurance plan is desired while attending the University, the Dean of Students Office may be contacted at 843-863-8008 or 843-863-8009. We have several people in the area who can assist students in purchasing health insurance policies. International students will automatically be billed semiannually by the business office for the required health insurance purchased by the University on their behalf. This insurance has been carefully selected to compare to coverage normally available to U.S. citizens

through their parent's or employer's group plan. It provides coverage for illness, office visits, and accidents. Additionally, it provides repatriation or medical evaluation to the home country if necessary. **Refusal of this insurance by international students will result in denial of admission to the University or continuation if already admitted.** Questions on international insurance and all, other international matters may be directed to the Dean of Students Office, 843-863-8008 or 843-863-8009. Health insurance is also required for all students admitted to the nursing program (those actually taking nursing courses and not prenursing). If you do not have insurance coverage, call 843-863-8004 for more information.

### **HEALTH SERVICES/IMMUNIZATIONS**

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

### **HIPAA (Health Insurance Portability and Accountability Act)**

On 14 April 2003 the HIPAA final regulations went into effect, and Charleston Southern University had developed an internal process for complying with the security of Protected Health Information for all our students. This information will be kept confidential and only divulged in the event you become ill or injured or a threat to yourself or someone else while you are attending Charleston Southern University. To obtain these forms, please contact the Residence Life office; and they will supply you with one. You are not required to execute the form; but if you do not, we are only permitted by law to seek medical assistance for you in the event of an emergency. If you have any questions concerning this, please contact Payroll at 843-863-8070 or via e-mail [whousand@csuniv.edu](mailto:whousand@csuniv.edu).

### **HIV/AIDS**

The University AIDS Response Team consists of the dean of students, the athletic department trainer, a faculty member, and in the event that an employee is infected, the vice president for business affairs. If a student or employee confides to a campus official that he/she believes he/she may be HIV positive or have AIDS, the University official will confidentially advise the student or employee to accept referral to medical testing and counseling and request the individual notify the University in the event of a positive test. Individuals with AIDS and/or HIV will not be excluded from the University or from campus housing solely because of this condition. Individuals who have AIDS or are HIV positive may be excluded from the University or from campus housing for behavior

which violates the Student Code of Conduct, or if the health or safety of that person or others is threatened. Decisions regarding the type of educational setting for students with AIDS and/or HIV (upon adequate documentation from the student's physician), will be made on a case by case basis by the president, with recommendations from the University's AIDS Response Team. The president and the AIDS Response Team will take into account the student's physical condition and behavior, using a team approach which includes the student's physician, personnel from the local health department or Center for Disease Control, and others as deemed necessary.

### **IDENTIFICATION CARDS**

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

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

Identification cards are not transferable. Any misuse of the I.D. card by its holder, or attempted use by another person, will result in the cancellation of the privileges provided and will result in disciplinary action for the holder as well as the other person. Report loss or theft of this card to the residence life office, Russell West. A \$10 fee will be charged to replace a lost card.

### **INSTITUTIONAL DECISION MAKING/STUDENTS' ROLE AND PARTICIPATION IN**

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

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

### **INTRAMURALS**

Charleston Southern University has an extensive intramural program of both team and individually oriented activities. Participation, fun and fellowship are stressed over winning. Call 863-7880 for details.

## **LIBRARY**

The services provided by the library and the general regulations for borrowing materials, using Internet stations, viewing AV materials, accessing electronic databases from off campus, etc. may be found on the library's Web page

HYPERLINK <http://www.csuniv.edu/library/index.html>

[www.csuniv.edu/library/index.html](http://www.csuniv.edu/library/index.html)

and on printed handouts available in the library. A validated student I.D. card enables a CSU student to check out books from the library, and from the libraries at The Citadel, College of Charleston, Medical University, and Trident Technical College. In addition, CSU is part of a statewide library borrowing agreement with the public and private colleges and universities in South Carolina. Students wishing to check out books from academic libraries outside the Charleston area may request a borrower card at our library's Circulation Desk.

### Library Hours

#### Fall and Spring Semesters

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

#### Maymester and Summer Sessions

Monday - Thursday:	8 a.m. - 10 p.m.
Friday:	8 a.m. - 5 p.m.
Saturday:	1 a.m. - 5 p.m.
Sunday:	6 p.m. - 10 p.m.

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

## **NONDISCRIMINATION STATEMENT**

In compliance with applicable state and federal laws, Charleston Southern University does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service, or veteran status in its education policies, programs, or activities or in admissions. Inquiries or complaints should be directed to the director of affirmative action at 863-8007.

## **PARK/POOL COMPLEX**

The University park and pool complex is available for the use of any CSU student. Students are required to show a current I.D. Each student is allowed one guest, and the

guest must have a picture I.D. The facilities are maintained by the residence life office and the Brewer Center. For information, hours of operation and usage policies call 863-7104. For special event reservation information contact the campus events coordinator at 863-7980. Pool hours vary depending upon the season and who may be on campus. Check with the residence life office for current hours.

### **RECREATIONAL SERVICES**

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

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

*Intramural Sports/Activities* - All students/faculty & staff of Charleston Southern University with a current Charleston Southern University I.D. card can participate in Intramural Sports/Activities. Sign-ups for intramural sports or activities are done at the front desk of the Brewer Center. Calendars for the dates and times of all Intramural Sports/Activities may be picked up either at the Brewer Center or in the student activities office.

Any questions/comments about Recreational Services related issues, please call 863-7880.

### **RESIDENCE LIFE**

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

In keeping with the mission of Charleston Southern University, the Department of Residence Life strives to create an environment that is conducive to the intellectual, emotional, spiritual, and relational well-being of each residential student. Integration of faith in learning, leading, and serving are elements that produce opportunities for Residence Life to partner in building a thriving learning community within our dorms.

### **Air-Conditioning/Heating**

Every residence hall room is equipped with an air-conditioning/heater unit. Turning the thermostat control clockwise will provide a cooler room temperature; turning it

counterclockwise will provide a warmer room temperature. Adjusting the thermostat to the midsetting (vertical) will set the room temperature at approximately 75 degrees.

### **Banking Services**

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

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

### **Bicycles**

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

1. Any student who chooses to operate these conveyances does so at his/her own risk.
2. Although not mandatory, the use of protective gear such as helmets, knee and elbow pads, and wrist guards is highly encouraged to avoid bodily injury.
3. The use of these conveyances is strictly prohibited inside all buildings on CSU property. This includes Littlejohn Parlor, the lobby of the Strom Thurmond Center, lobbies of classroom buildings, and the breezeway connecting Russell East and West.
4. Parking of bicycles is limited to bicycle racks located near the buildings or inside individual dorm rooms. Bicycles found parked in public access buildings will be removed. It is permissible to park bicycles under the stairs in the Quads. Bicycles parked in such a way that they may endanger pedestrians will be removed.
5. Operators must yield the right-of-way to pedestrians.
6. Operation on the roads should be limited to essential travel, such as crossing or short-term travel from one destination to another. Recreational skateboarding or roller-blading is not permitted on the roads.

### **Blinds**

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

### **Cable**

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

### **Cars/Parking**

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

### **Change Machine**

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

### **Change of Address**

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

### **Campus Closures**

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

### **Check In/Check Out**

Each student must officially check in and out with the appropriate residence life official at the beginning and end of each semester. Moving into a residence hall without going through the proper procedure will result in a \$50 fine. Improper check out will result in a \$100 fine.

These fines apply to early or late check ins/check outs without prior approval. All students must be properly checked out 24 hours after THEIR last exam. If a student is required to stay on campus for commencement then they must be checked out by 5 p.m. the day of commencement.

### **Church Services**

All students are encouraged to attend the church of their choice. There are many churches of all denominations within a few minutes driving time. Many have special programs for college students. Representatives from area churches will be on campus during the first week of school to meet students and make arrangements for those who

need transportation. If you have any questions about transportation to church, you may contact the campus ministries office at 863-7218.

The University also provides a Sunday church service on campus periodically throughout the year. Elevate, a program sponsored by the Campus Ministries, is available each Thursday at 8 p.m. In addition, the campus ministry program sponsors several bible study groups.

### **Conservation of Energy and Resources**

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

### **Consolidation Policy**

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

### **Cooking**

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

### **Copiers**

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

### **Crisis Intervention**

In order to maintain the integrity of the residence halls, students are expected to conduct themselves in a considerate manner with regard to the rights, obligations and safety needs of others. Accordingly, students are obliged to live in a cooperative manner with their roommate and other resident community members. Trained and caring staff members provide assistance to the students experiencing temporary emotional crisis or psychological need. Long-term assistance cannot be expected in the residence hall setting and must be obtained through local, private sources or community agencies. Students requiring long-term assistance may be evaluated as to their suitability for continued residence status. In order to provide students with timely and quality assistance, residence hall staff are required to follow standardized procedures whenever a student alludes to or engages in self-destructive or disruptive behavior. This behavior

includes but is not limited to remarks about suicide, threats of suicide, suicidal gestures or attempts, etc. All potential suicide situations will be reported by hall staff, so that arrangements for psychiatric consultation can be made. Similar behavior which disrupts the residence hall community may result in disciplinary action. Should a student refuse to consult with the counseling center staff once an appointment has been deemed necessary, the residence life office may deny the student's continuance either as a resident or University enrollee.

### Custodial Staff

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

### Curtains

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

### Damage Policy

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

**\*No food shall be placed down the dorm room sinks. Students will be charged for the cost of repairs and could be fined between \$75 and \$100 if it is determined that the plugged drainpipe was caused by food being put down the drains.**

### Dart Boards

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

### Dress Code

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

**student must be appropriately dressed when using the hallways, stairwells, or when room doors are left open.**

### **Earthquake Procedures**

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

### **Emergencies**

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

#### Emergency Phones

1. Physical Plant Side of Art Lab
2. Back Side of Quad 1
3. Front Side of Quad 3
4. Back Side of Library
5. Reflection Pond Side of Science Building
6. Back Side of Science Building
7. Parking Lot Side of Wingo/Norris
8. Parking Lot Side of Ashby/Jones
9. Parking Lot Side of Wingo Nursing Building
10. Parking Lot Side of Hunter Reception
11. Communications Building by Pool
12. Reflection Pond Side of Strom Thurmond
13. Softball Field End of Russell West
14. Russell Side of Women's North
15. Parking Lot Side of Women's North
16. Softball Field Side of Women's South
17. Baseball Field Press Box
18. Parking Lot Side of Field House
19. Stadium Center

### **Escort Policy**

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

### **Fire Prevention/Safety**

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

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

### **Firearms and Explosives**

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

**Exceptions:** The above restrictions do not apply to **Sworn Police Officers** and to persons authorized to carry concealed weapons pursuant to Section 16-23-430, Article 4, Chapter 31, Title 23, Code of Laws of South Carolina, 1976, when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. Anyone bringing weapons to campus may be asked to produce their legally issued "Concealed Weapons" permit. Everyone is reminded that to remove the weapon from the security of the vehicle while on campus regardless of the reason is a felony violation of the law and a violation of Charleston Southern University's Student Code of Conduct.

### **First Aid**

CSU does not have a medical staff or a first aid dispensary. However, for minor injuries like cuts and abrasions, we do maintain a well-stocked first aid kit in the Residence Life office located on the first floor of Russell West. Also, all residence life and campus security personnel are trained in basic first aid and CPR.

First aid assistance may be obtained anytime by dialing 20# on CSU landline phones. In addition, Trident Regional Medical Center, with emergency room facilities, is located immediately across the street from the University. Please notify your RA/RD whenever you seek medical treatment.

## **Residence Halls**

### Russell West (Men and Women)

- Russell West first and second floors are designated for returning women. The first floor, short hall is also designated for Residence Life offices as well as Campus Security offices. The short hall on the second floor houses Counseling Services and U.S. Air Force ROTC. The third floor houses new male residents. Laundry rooms are located on the first floor, long hall and the third floor, short hall. Russell West has two lounges: a social lounge on the third floor and a study lounge on the second floor.

### Russell East (Women)

- Russell East has three floors designated for new students. There are two social lounges located on the second and third floors. Russell East also has laundry rooms on the first and third floors.

### The Learning Center

- The breezeway connecting Russell East and Russell West houses The Learning Center. Free tutoring is available to all current CSU students.

### Women's North and Women's South (Women)

- North and South are designated for freshmen, returning, and transfer residents. There are social lounges located on the second and third floors of each residence hall. The second floor lounges are attached to kitchens equipped with sinks and microwaves. Laundry rooms are located on the third floors of each building.

### Littlejohn Parlor

- Littlejohn Parlor is the largest social lounge in the residence halls and connects Women's North and Women's South.

### The Quads (Men)

- Quad 1, 2, and 3 are designated for housing men. Each quad has a laundry room. Quad 1 is designated new male students. Quad 2 is designated for freshmen, returning, and transfer residents. Quad 2 also has two social lounges and an outdoor volleyball court. Quad 3 houses returning residents.

## **Furniture - Moving Of**

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

## **Guests**

Guests must be of the same gender as the occupant. A Guest Registration Card from the

residence life office must be completed at least 24 hours prior to the guest's arrival on campus. Overnight guests may spend a weekend night (Friday and Saturday) provided satisfactory sleeping arrangements have been worked out with your roommate, suitemates, or hallmates. No guests are allowed during exam week. Guests will not be allowed to stay in any room unless one of the occupants of that room is present. Exceptions to this policy may be granted by the Director of Residence Life. No babysitting is allowed in Residence Halls.

### **Hanging Pictures and Posters**

Pictures and posters on the walls of residence hall rooms may not: contain advertisement for alcoholic beverages, be pornographic in nature or offensive to others, or present subject matter that contradicts CSU's Christian mission. Due to hall construction, nails are not permitted. The resident assistant can provide guidance on the most effective means of hanging pictures and posters.

### **Housing Policy**

Living within the campus community is an important aspect of a student's personal development and education. Research continues to demonstrate that students who live on campus benefit in a number of ways. In fact, students who live on campus beyond their freshman year:

- Are more likely to persist and graduate
- Gain more interpersonal contacts with faculty and peers
- Experience greater personal growth and development
- Have higher academic engagement and grade point average
- Have higher social-interpersonal engagement
- Participate more in out-of-class activities
- Have more positive and inclusive attitudes and openness to diversity
- Find more satisfaction with their undergraduate experience

(Source: How College Affects Students: A Third Decade of Research by Ernest Pascarella and Patrick Terenzini. San Francisco: Jossey-Bass Publishers, 2005)

For this reason, all students under 20 years of age who are enrolled as full-time students and classified as dependent (except veterans and married couples) must live on campus.

Students must reach the age of 20 *prior to* the start of a major semester to reside off campus.

Students may reside with their parents, grandparents, or aunts/uncles provided their permanent address is in the Charleston area for tax purposes. Relatives must be of a reasonable parental age. Also, students who have lived in the residence halls for four (4)

consecutive major semesters, but who still have not reached 20 years of age will be considered for an exception.

These are the only exceptions that will be considered and other requests that do not meet the above criteria *will not be approved*.

Failure to follow this policy will result in the student being billed for the cost of the room and board.

For further questions about this policy, contact the Dean of Students office at 843-863-8008.

### **FOR STUDENTS UNDER 20 YEARS OF AGE**

1. All students under 20 years of age who are enrolled as full-time students and classified as dependent (except veterans and married couples) must live on campus.
2. Students must reach the age of 20 prior to the start of a major semester to reside off campus.
3. Students may reside with their parents provided their parents' permanent address is in the Charleston area according to tax records.
4. Failure to follow this policy will result in the student being billed for the cost of the room and board.

### **FOR STUDENTS OVER 20 YEARS OF AGE**

1. Students over 20 years of age must have Dean of Student's approval to reside on-campus.
2. However, students who are already residing in the residence halls who are over 20 years of age and wish to continue living on-campus **do not** require Dean of Student's approval.

### **Hurricanes**

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

### **Insects**

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

- Call the Physical Plant at x7576 for a pest control appointment
- Keep snacks in tightly covered containers
- Do not leave food in the hall kitchen
- Do not allow damp or dirty clothes to accumulate
- Do not allow trash to remain in rooms longer than one week

## **Insurance, Personal Property**

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

## **Internet Access**

CSU provides, at no charge, Internet service. To access Internet service at any location on campus including residence hall rooms, computer labs, and the library the student must sign an Electronic Code of Conduct. This form may be mailed to the college before the semester starts; or the student can complete the form in the Administrative Services Office on the second floor of the Strom Thurmond Center.

Internet access for residents of the residence hall rooms is provided through a wireless connection. In order to use this service, all desktop computers must have a Universal Serial Bus (USB) connection, and all laptop computers must have an open PCMCIA/ PC card slot. You may contact Administrative Services for information regarding USB installation, if required. The cost will depend on the type of service needed. Students need to provide their own equipment and download clean access. For further information please contact the administrative services office at 863-7762.

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

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

## **Keys**

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

## **Laundry Rooms**

Each residence hall is equipped with coin-operated laundry facilities. Problems with

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

### **Long Distance/Telephone Service**

Modular phone jacks are provided in each room. Phones are not provided; however, local service is free. Accepting collect calls on any campus phone is strictly prohibited. Any student found guilty of accepting collect calls will be subject to disciplinary penalties. Students receiving harassing or obscene phone calls should call the campus security office at 7103 or 20# to report such calls. Appropriate action will be taken.

### **Lost and Found**

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

### **Lounges**

There are lounges located in Russell East and West, Women's North and South, and Quad 2. Anyone visiting a lounge must show a picture I.D. to the desk attendant, and the visitor's name will be logged in. Lounges are open daily for coed visitation from 8 a.m. until 3 a.m. Students are responsible for ensuring that their guests comply with University policy and will be held accountable for the behavior of their guests. Public display of affection and lying on the furniture are not allowed. Sitting on the backs and arms of chairs and sofas and on the tops of tables is prohibited. Profanity and rough or loud play will not be tolerated. Anyone who violates the residence hall lounge policy will be subject to sanctions determined by House Council.

### **Mail**

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

Your mailing address is:

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

### **Married Student Housing**

Married student apartments are limited and are available on a first-come basis. One of

the tenants must maintain full-time status during the fall and spring semesters for the contract period. Married students with a child will only be granted housing privileges until the child reaches nine months of age.

### **Maymester Housing**

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

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

### **Items You May Want To Have Available**

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

### **Items Not Permissible in CSU's Residence Halls**

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

### **Nonvisitation Policy**

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

### **Open House Policy**

Charleston Southern University makes available an Open House program from 6 p.m. until 11 p.m. on Monday, Wednesday, and Saturday evenings. Complete rules are posted at each residence hall check-in station. Failure to comply with the Open House program will result in the loss of Open House privileges. Open House days and times are subject to change.

### **Pets**

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

### **Pregnancy**

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

### **Private Rooms**

If space is available, students not on disciplinary probation may apply for private rooms on a first-come basis. First priority will be given to students with documented medical conditions. The private room fee is \$500.00 per semester and must be paid in full to the business office cashier prior to room registration. The receipt must be given to the student's residence life coordinator during the room registration period each semester. The residence life department reserves the right not to guarantee the availability of private rooms.

### **Programs**

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

### **Quiet Hours**

Reasonable quiet should be maintained at all times in the residence halls and public lounges. Reasonable quiet means that noise in one's room or area should be maintained at a level which cannot be heard by persons in another room or area. Quiet hours are in effect from midnight - 8 a.m. nightly.

### **Refrigerators**

Students may bring their own refrigerator.

### **Residence Hall Security Policy**

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

### **Residence Life Coordinators (RLCs)**

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

### **Resident Directors (RDs)**

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

### **Resident Assistants (RAs)**

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

### **Roofs/Ledges**

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

### **Room Assignments**

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

### **Room Changes**

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

Further, if a student wants to change his/her room assignment during the academic year he/she must do it through a written request. Requests must be given to the requestor's RLC. The RLC and RA will then make a recommendation to the Director of Residence Life. The Director of Residence Life will only entertain the request after peer mediation exercises have been attempted.

### **Room Design**

Residence hall rooms are arranged in spacious suites. Each room is joined by a bathroom and has cable TV/Internet access, a private telephone line with voice mail and heating and air-conditioning.

Each room has a tiled floor, a window and two closets. The room is furnished with beds, chairs, desks, a dresser, a modular phone jack, cable/internet connections and venetian blinds. The windows are 65.5 inches long and 49.5 inches wide. Dimensions of the room are 11'5" to 15'5" by 18'7" to 22'.

### **Room Inspection**

Frequency based upon class standing-i.e., Freshmen, Sophomores, etc.

\*Freshmen - twice a month.

\*Sophomores-Minimum once a month - poor performance = twice a month

\*Juniors-Once a month- poor performance may require additional inspections.  
\*Seniors-Once a semester- poor performance may require additional inspections.  
Occupant with highest class standing determines level of inspection.

**Penalties:**

\*1st = warning and reinspection within 24 hrs.  
\*2nd = \$50.00 fine & more frequent room inspections.  
Students notified 24 hours in advance of scheduled inspections.

**Room Registration**

Students are required to:

1. Be sure that all accounts with the business office are clear.
2. Register for Fall/Spring semester classes and retain proof of registration via class schedule.
3. New students pay a \$200 room deposit; \$100 will be applied to your housing bill each semester. Returning students pay \$100.00 room deposit to the business office and retain the receipt. This deposit will be applied to your Fall housing bill upon occupancy.
4. Bring both your class schedule and deposit receipt to your RLC's office when you register for housing.  
CSU's residence life office will post a schedule with date, time and location for room registration (by academic class) accordingly.

**Search and Seizure**

Authorized representatives of CSU shall have the right to enter any space at any time for the purpose of: inspecting for cleanliness, orderliness, maintenance of space and equipment, assessing damages, investigating possible infractions and enforcement of University rules and regulations. No one, other than authorized representatives of the University, shall enter a student's room without the resident student's permission. Individuals are responsible at all times for articles or substances present, whether brought to their room by themselves or others. Neither students, nor their personal belongings, vehicles, or residence hall rooms shall be subject to arbitrary searches. If, however, reasonable suspicion exists to believe that a search will reveal that University regulations or public laws are being violated by the presence on campus of a prohibited substance, article, or individual, a search for such substance, article, or individual may be conducted by any member of the University administration or staff, including resident assistants and security personnel. Reasonable cause includes, but is not limited to, words, actions, or anonymous tips, which are suspicious in the opinion of an official. Charleston Southern University reserves the right to use drug detection canines to preserve the safety, health and welfare of the University campus.

**Sexual Assault**

Rape is a general term used to describe any sexual act against your will or without your consent. About half of all rapes and sexual assaults are committed by someone known to the victim. Many of these are termed "date rapes" (when a woman is coerced into unwanted sexual activity by her date). Just as in the case of preventing or stopping rape

by a stranger, common sense and assertiveness are important. Rape is rape; and whether or not you know the rapist doesn't make it any less a rape. If someone you know makes unwanted advances, don't be afraid to resist strongly. If you say "NO," do whatever is necessary to get the point across. If you are going out on a blind date, or with someone you met casually, you might ask yourself a few questions such as: Do I know anything about this person? Where are we going? Do I have enough money to get back home and/or to campus by myself? Will other people be around? Does anyone else know where I am going? A little advance thought may prevent you from finding yourself in a vulnerable situation later.

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

Counseling Center, Russell West, 2nd floor                      863-8010

Campus Security,  
Russell West 1st Floor    863-7103

Dean of Students, Strom Thurmond Center                      863-8008

A trusted friend, faculty, or staff member

A copy of CSU's campus sexual assault policy and procedures can be obtained from the dean of student's office or campus security office.

### **Tobacco-Free Policy**

*CSU is a South Carolina DHEC Model Smoke-free Campus.*

According to the U.S. Surgeon General's Report of 2006, the Environmental Protection Agency Report of 1992, the South Carolina Clean Indoor Act of 1990, and the Federal Pro-Children Act of 1994, tobacco use and exposure to secondhand smoke are hazardous to the health of human beings. The EPA reports that secondhand smoke is responsible for an estimated 53,000 deaths per year in nonsmokers.

In light of these findings, and in keeping with the University's mission and vision, Charleston Southern University became entirely Tobacco-free effective **August 1, 2009**.

1. Tobacco use is prohibited on all university grounds, both outdoors and indoors and within business-owned or leased vehicles. This includes all offices, hallways, waiting rooms, restrooms, meeting rooms, and all other grounds and properties of Charleston Southern University. This policy is in effect **24 hours a day, seven days per week**.
2. Charleston Southern University prohibits the use of all tobacco products or paraphernalia, including but not limited to, cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco and snuff *by all students, faculty, staff, and visitors*.
3. The sale of tobacco products is prohibited on Charleston Southern University campus, as is the delivery of any tobacco product by any means of a delivery service of any kind.
4. The free distribution of any tobacco product on Charleston Southern University campus, including all clubs and organizations, is prohibited.
5. Charleston Southern University and all campus organizations are prohibited from accepting contributions or gifts, money, or materials from the tobacco industry, or distributing free, reduced-price, or fully priced tobacco gear (hats, T-shirts, etc.), or

- from participation in any type of services that are funded by the tobacco industry.
6. All tobacco advertising in public space on Charleston Southern University campus is strictly prohibited. Tobacco advertisements are prohibited in all university publications. In addition, any gear, paraphernalia, clothing, etc. that advertises tobacco use or tobacco products will not be allowed on campus grounds or in the possession of students, faculty, or staff at school-sponsored events.
  7. All advertisements for employment and recruitment of students will denote that “Charleston Southern University is a tobacco-free campus.”
  8. “Tobacco-Free” signs will be posted throughout the campus.

### **Storage Rooms**

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

### **Summer Employment**

There typically are summer jobs available on campus; the pay and benefits associated with these jobs are dictated by the nature of the job.

### **Telephone Services**

Each residence hall room is equipped with a modular telephone jack. Students are responsible for providing their own telephone, however, 2.4 ghz phones are not allowed on campus due to interfering with the wireless internet service. Local service and voice mail is available at no charge. CSU will no longer be offering Long Distance services. Students may buy phone cards from the bookstore, Wal-mart, etc.

### **Termination of Housing**

If a student does not occupy his/her room by the first day of classes each semester, or does not notify the residence life office in writing of a late check in, the residence life office reserves the right to assign another student to that room. CSU also reserves the right to deny housing in subsequent semesters to any student who, after warning, persists in behavioral patterns and attitudes which prove disruptive to other resident students. If a resident is found guilty of prohibited conduct, University officials may require the resident to relinquish the room. If a student refuses to move to a room assigned by the residence life office after receiving advance notice (written or verbal) the student may be denied housing or withdrawn from the University. If a student is asked to withdraw from campus housing no refund on the room will be made.

### **Tornado Procedure**

In the event of a tornado, proceed to the interior hallway of the lowest floor of the residence hall. Stay away from windows, doors, and outside walls. Protect your head

and do not panic.

### **Vacuum Cleaners**

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

### **Vending Machines**

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

### **Visitation**

Coed visitation areas are located in Littlejohn Parlor, the second and third floor lounges in Women's North and South, Russell East and West and in Quad 2 lounge. Coed visitation lounges are open daily from 8 a.m. until 3 a.m.

### **Voice Mail**

Each residence hall room is equipped with a modular telephone jack. Students are responsible for providing their own telephone. Basic local service and voice mail is available at no charge. To access voice mail dial 30#. To set up voice mail, dial 30# and follow the instructions.

### **Windows/Doors**

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

### **Withdrawal from Campus Housing**

If a student moves into campus housing then chooses to move out prior to drop/add a prorated daily charge will be assessed.

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

1. Make an appointment with the RLC to complete the residence hall withdrawal form. A charge will be assessed for any and all damages found in the room. The room must be emptied of all personal belongings prior to check out.
2. Any student failing to return the key upon checking out will be charged \$100.
3. No refund is made if the occupant vacates before the end of the semester. A

prorated refund will be made for meals not taken after official withdrawal from the residence hall. The refund will become effective the first Friday after withdrawal.

## **SEXUAL HARASSMENT**

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

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

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

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

Affirmative Action Officer-8007  
Dean, School of Education-7914      Dean, School of Nursing-7075  
Dean, School of Business-7914      Dean of Students-8008  
Dean, College of Arts/Sciences-7169  
Director of Campus Security-7102

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

## **SOCIAL NETWORKING WEB SITE POLICY**

Students are reminded to use extreme caution when visiting social-networking Web sites such as MySpace and Facebook. As a safety precaution, students are strongly discouraged from providing personally identifiable information to such Web sites or blogs. In addition, please be advised that offensive or inappropriate material posted by CSU students to such sites, which brings discredit to Charleston Southern University will not be tolerated. Offensive and/or inappropriate material includes, but is not limited to, photographs, audio or video streams and abusive, profane or threatening language.

**Material that violates the student Code of Conduct and constitutes a disciplinary**

**offense as outlined in the Student Handbook will be dealt with accordingly.** Student Code of Conduct violations will lead to disciplinary action being taken through the campus judicial process.

### **SOLICITATION**

No person or organization, excluding Charleston Southern University students and/or properly chartered student organizations, shall be allowed to solicit on campus without prior approval from the Vice President for Business Affairs.

### **SPEAKERS**

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

### **STUDENT ACTIVITIES**

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

### **STUDENT ASSESSMENT**

At Charleston Southern University assessment consists of the ongoing, systematic collection of data and information across the institution that can be used to validate the accomplishment of our mission and facilitate improvement of programs and services. The university routinely conducts campus-based surveys and evaluations of student attitude, achievement and satisfaction. Such studies are grouped under the heading of student outcome assessment. Various types of outcome assessments are used to measure the correspondence between the claims CSU makes for its programs and services and what is actually achieved. While every student is not selected for participation in every assessment activity, it is likely that an individual student will be involved in one or more assessment activities while at CSU. Although student participation in a survey completion will often be voluntary, it is only through cooperative participation in the assessment process that students can help us make the CSU experience the very best we can offer for all of our students.

### **STUDENT EMPLOYMENT**

The Career Planning and Student Employment Office is located in the Strom Thurmond Center, first floor. This office provides placement services for students in a variety of campus employment opportunities. This office will also assist students with any questions concerning student employment payroll. Call 863-8067 for further information.

## **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

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

### **STUDENT SUCCESS CENTER**

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

### **STUDENT PUBLICATIONS**

Charleston Southern University has three student publications: an online newspaper (Buc Online), yearbook (Cutlass), and literary magazine (Sefer). Buc Online and Cutlass are advised by the director of publications in the university relations office. The Sefer is advised by a member of the English department.

### **TRAFFIC APPEALS**

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

All appeals are made to the house council, and their decision is final. Appeal forms are available from the Director of Campus Security.

### **TRAFFIC FINES**

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

Traffic violations include:

- |   |           |
|---|-----------|
| 1. Current parking sticker improperly displayed or not displayed  | \$20.00   |
| 2. Improper Parking in Visitor, No parking, Faculty/Staff, or more than 30 minutes in a 30-minute parking zone. | \$20.00   |
| 3. Obstructing Traffic  | \$20.00   |
| 4. Parking in driveways, loading zones, on grass or sidewalks, or unauthorized area.                            | \$20.00   |
| 5. Parking in a fire lane.  | \$40.00   |
| 6. Failure to yield to a pedestrian   | NCPD Fine |
| 7. Speeding   | NCPD Fine |

- |                                 |                        |
|---------------------------------|------------------------|
| 8. Parking in a handicap zone   | \$100.00               |
| 9. Careless or reckless driving | \$50.00                |
| 10. Driving on the grass        | (plus damages) \$20.00 |

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

### **TUTORIAL SERVICES**

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

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

### **VOICE MAIL**

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

### **VEHICLE REGULATIONS**

University regulations require that all motor vehicles owned and/or operated by students on campus display vehicle permits obtained during the first two weeks of any given session and immediately thereafter as other vehicles are acquired. The permit period extends for 12 months beginning August 1<sup>st</sup>. The permit must be displayed on the windshield on the driver's side.

The cost of a permit is \$10.00 annually. A copy of vehicle regulations will be provided when vehicle is registered.

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

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

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

Vehicle Maintenance is not allowed on campus at anytime.

Registered drivers are responsible for any violations involving their vehicles.

### **WITHDRAWAL FROM THE UNIVERSITY**

A Withdrawal Form must be completed online to officially withdraw from CSU. The form is found in the "Student" section of "MyCSU" under "Forms." Students must first login using their student IDs and PINs. Students are responsible for appropriate tuition

and fees for all courses attempted, regardless of grades assigned. Note that all financial and university property obligations must be satisfied to prevent "holds" from being placed against the student's academic records. Such holds normally prevent transcript requests from being processed, and can prevent future registration for classes. Other holds may apply.

CSU wishes to have student input regarding reasons for withdrawal, including any problems that may have caused the withdrawal decision. This information is requested during the online withdrawal process. Students may be contacted as part of an effort to improve student services.