

STUDENT HANDBOOK 2012-2013



**CHARLESTON
SOUTHERN
UNIVERSITY**



Table of Contents

WELCOME	6
ADMINISTRATION	7
BOARD OF TRUSTEES	7
Guiding Principles	8
Strategic Themes and Goal Statements	9
Student Code of Conduct	9
The CSU Oath	9
Procedure	10
Honor Pledge	10
Academic Integrity Policy	10
Academic Dishonesty	10
Withdrawal from the University	13
Withdrawal by Request of the University	14
Satisfactory Academic Progress (SAP), Academic Probation, Suspension & Expulsion	14
Probation	14
Suspension	14
Expulsion	15
REGISTRAR'S OFFICE	15
Class Cancellation/Withdrawals	15
Class Cancellation	15
Withdrawal from a Course	15
Final Grades	15
Midterm Grades	16
Incomplete Grade	16
Grade Changes/Appeals	16
Appealing a Final Course Grade	16
Guidelines for the Research Paper	17
Repeating a Course	17
Transcript Fee	18
Graduation Information and Requirements	18
Applications for Graduation and Degree Checks	18
Commencement Awards	18
Graduation with Honors	19
Chapel	19
Bachelor Degree	19
Residency Requirements	19

TECHNOLOGY SERVICES	20
E-mail	20
Computer Labs	20
Printing	20
Social Networking Policy	20
STUDENT LIFE OFFICES & RESOURCES	21
Student Affairs and Athletics	21
Campus Life Student Involvement	21
Clubs and Organizations	21
LIVING ON CAMPUS	21
Residence Life	21
Residence Halls	22
Residence Hall Check In/Check Out	22
Residence Life Coordinators (RLCs)	23
Resident Directors (RDs)	Error! Bookmark not defined.
Resident Assistants (RAs)	23
Room Assignments	24
Room Changes	24
Room Design	24
Room Health and Wellness Inspection	25
Room Registration	25
Room Search and Seizure	25
RESIDENCE HALL POLICIES AND PROCEDURES	26
Air-Conditioning/Heating	26
Banking Services	26
Bicycles, Skateboards, Roller Blades, etc., Policy	26
Blinds	26
Cable	26
Cars/Parking	27
Change Machines	Error! Bookmark not defined.
Change of Address	27
Closures	27
Church Services	27
Conservation of Energy and Resources	27
Consolidation Policy	27
Cooking	28
Copiers	28
Crisis Intervention	28
Custodial Staff	28
Damage Policy	28
Dart Boards	29
Dress Code	29
Earthquake Procedures	29
Fire Prevention/Safety	29
Firearms and Explosives	29
First Aid	30
Furniture - Moving Of	30
Guests	30
Hanging Pictures and Posters	30

Hurricanes	31
Insects	31
Insurance, Personal Property	31
Items You May Want To Have Available	31
Items Not Permissible in CSU's Residence Halls	32
Keys	32
Laundry Rooms	32
Lost and Found	32
Lounges	32
Mail	32
Married Student Housing	33
Maymester Housing	33
Nonvisitation Policy	33
Open House Policy	33
Pets	33
Pregnancy	33
Private Rooms	34
Quiet Hours	34
Refrigerators	34
Residence Hall Security Policy	34
Roofs/Ledges	34
Solicitation	34
Speakers	34
Student Assessment	35
Student Employment	35
Tobacco-Free Policy	35
Vehicle Regulations	35
Withdrawal from Campus Housing	36
Campus Ministries	36
CAMPUS SECURITY	37
Campus Security Precautions	37
BUC ALERT EMERGENCY INFORMATION SYSTEM	38
Emergencies	38
Escort Policy	39
Fire Prevention/Safety	39
The Career Center	39
Counseling Center	40
Dining Services	40
Commuter Meal Deal	40
Declining Balance	41
Meal Equivalency	41
Health Information	41
First Aid	41
Health Insurance	41
Health Services/ Immunizations	42
STUDENT INVOLVEMENT	42
Buccaneer Athletics	42
Student Government Association	43
Clubs and Organizations	44

Club and Organization Policies	45
Contracts	46
Responsibilities of Club Officers	46
Initiations	46
Hazing	47
Penalties	47
Organization Reports	48
Policies	48
Chartering Procedure	49
Park/Pool Complex	50
Recreational Services	50
USEFUL SERVICES	51
Blackboard	51
Bookstore	51
Dining Services	51
Financial Information	52
Payment of Accounts	52
Billing	52
Refunds	52
Check Cashing	53
COLLEGE POLICIES & PROCEDURES	53
AIDS Policy for Students	53
Alcohol Policy	54
Minimum Penalties	54
Alcohol - First Offense	54
Alcohol - Second Offense	54
Alcohol - Third Offense	54
Visitation	55
Car/ Vehicle Regulations	55
Chapel Attendance	
Complaint Policy	55
Drugs	57
Safe Harbor	57
Criminal Sanctions for Drug and Alcohol Offenses	58
Substance Abuse Counseling	59
Disciplinary Offenses	59
Sanctions	61
Disciplinary Probation	61
Notification of Parent	62
Committee for Discipline	62
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION	62
Firearms and Explosives	64
Harassment-Sexual	65
HIPAA (Health Insurance Portability and Accountability Act)	66
Immediate Interim Suspension	66
Involuntary Administrative Withdrawal (Nonjudicial)	67
Student Code of Conduct-Disciplinary Procedures	67
Student Code of Conduct - Appeals	69
Student Rights	70
STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT	
Student ADA/ Section 504 Grievance Procedure	77

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 <http://www.charlestonsouthern.edu/docs/studenthandbook.pdf>

WELCOME

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. Jacqueline Fish – Interim VP for Academic Affairs
Faye Wood – Executive Assistant to the President
Ethel Croft – Executive Assistant to the VP of 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. David Baggs - VP for Advancement
Mr. Bill Ward - Ex. Director for Development
Ms. Cady Nell West – Executive Director for External Relations
Mrs. Jan Mims - Associate VP for Business Affairs

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Dr. Johnny Rumbough
Dr. Ken Sandifer
Dr. Brian Saxon
Dr. Tim Spurling

Mr. Johnny Ward
Mr. Earl Wheeler
Mr. Jerry Williams
Mr. Scott Woods

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."

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, 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 will attempt to notify the student. In the event, that the instructor cannot reach the student (such as when the student has gone home at the end of the semester), the instructor may either assign a grade of Incomplete or proceed with submitting the Academic Violation Form. In cases where the student is notified of a violation by mail or e-mail after the end of the semester, the student will have ten class days into the next major semester to lodge an appeal. The instructor then completes the "Academic Violation Form," attaching evidence and other documentation as necessary, and then submits the form and documentation to the department chair (or dean) and the registrar. 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 barred from membership in any honorary society and is permanently ineligible for any CSU honor list. The student may petition the Academic Integrity Appeals Committee to have the dishonesty notation (D) removed from the transcript after one year if no additional dishonesty offenses occur and the

student satisfactorily completes the Academic Integrity Program as approved by the Faculty Senate. The grade of F remains on the transcript. Upon receipt by the Registrar of a third offense, the Registrar will assign the grade of FD and then notify all parties. After all appeals are exhausted, if the third offense still stands, then the student will be permanently expelled from the University. The notice of expulsion will be forwarded to the student, department chair, appropriate academic dean, Dean of Students, 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 VP for Academics 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.

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 ID's and PIN's. 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.

Satisfactory Academic Progress (SAP), Academic Probation, Suspension & 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	1.4
31-60	1.8
61-90	1.9
91 or more	2.0

*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 probation 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 Charleston Southern University (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.

NC	No Credit (typically used for transfer credit not granted) – No affect on GPA
WIP	Work in Progress, or registered for a future term

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

A=	4.0 points
B+=	3.5 points
B=	3.0 points
C+=	2.5 points
C=	2.0 points
D=	1.0 point

All other grades = 0 points

Note: GPA is derived from credit attempted at Charleston Southern University only. GPA is calculated by dividing the total number of quality points by the total number of applicable credit hours.

Midterm Grades

The following grades are assigned as Midterm grades:

A, B, C, D, F, FA, I, W

Note: Students in "Pass/Fail" classes may receive grades of "P" (Pass).

Midterm grades are not assigned grade points and do not affect GPA. They are used simply as a progress indicator after midterm of the fall and spring semesters.

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 semester (fall or spring).

Grade Changes/Appeals

Based on individual student circumstances, a professor may change a grade within the six-month 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 Vice President for Academic Affairs must also approve the grade change. A grade change after one year must be due to clerical error.

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 an interview within 10 days of the posting on the final grade report from the registrar. The request must be made in writing to the professor (email is acceptable as well). 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.

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 Bridge Program, the attempts to earn a passing grade in the remedial courses must be consecutive. (For more information, these students may refer to the information listed under the Bridge Program in this 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 Admissions 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 this catalog.

Transcript Fee

The fee for each transcript request is \$5.00. In the event a student requests that a transcript be (1) generated for mailing and (2) generated for faxing, it is considered to be two requests. Fax requests require the generation of a transcript on special "Fax-Safe" paper and are subject to a separate \$5.00 processing fee. A transcript cannot be processed and released for a student with a "hold" on their records from any CSU office. Once all holds are removed, students who have requested transcripts must notify the Transcript Specialist in the Office of the Registrar to process any transcript requests which were denied due to the hold(s).

Transcripts received from other institutions become the property of Charleston Southern University and will not be released or copied for third parties. Any exception to this must be approved by the University Registrar, with the student's written consent.

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 two degree checks. The first degree check should occur once they have earned between 61 hours and 91 hours. The second and mandatory final degree check is required after the student is preregistered for their last semester. Students must complete an **Application for Graduation** available from the Office of the Registrar.

Commencement Awards

Each year at the Commencement Ceremony, these awards are made to outstanding graduates who meet the requirements.

The John Barry Christian Scholar Award

Presented each spring to the graduating senior who has achieved the highest scholastic ratio and who, in the judgment of the faculty, evidences the greatest promise for future scholarship.

The Myrtle K. Hamrick Award

A medal is awarded annually to the Charleston Southern University female graduate who possesses the highest virtues of Christian womanhood.

The Hunter Cup

The Hunter Cup is presented to a member of the graduating class who has best served the university and whose character, scholarship and athletic ability are deemed outstanding.

Graduation with Honors

Students who earn a Grade Point Average (GPA) of 3.9 - 4.0 will graduate Summa Cum Laude. Students who earn a GPA of 3.75 - 3.89 will graduate Magna Cum Laude. Students who earn a GPA of 3.50 - 3.74 will graduate Cum Laude.

To be eligible for graduation with honors, at least 60 hours of the coursework to be applied to the degree must have been earned at Charleston Southern University. For the purpose of calculating Grade Point Average (GPA) for graduation with honors, all coursework taken at Charleston Southern University will be included, and the calculation will be cumulative.

Chapel

All full-time day students are required to attend Chapel as a requirement for graduation. See Chapel.

Bachelor Degree

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

Residency Requirements must also be met (see below). Some departments have a requirement that all credit earned in one's major and/or minor must have minimum grades of "C." Refer to the appropriate section of this catalog for specific major/minor requirements.

Residency Requirements

Baccalaureate Degrees: 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 twelve 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 eighteen additional credit hours in major, minor, liberal arts core or electives at Charleston Southern University.*

Technology Services

E-mail

The students' official e-mail is csstudent.net or BUC Mail. There is no cost for this e-mail account. Contact Administrative Services at 843-863-8022 for more information.

Computer Labs

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

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.)

Printing

Printing in the computer labs is controlled by a program called PrintLimit Pro. To print, each student must login to the program using his/her MyCSU username and password. Once logged in, the print job will print to the chosen printer. Students will need to login to approve each print job they send to the printer. Students should use the Print Preview option to check their print job before logging in to print. Students can check their balance at any time by logging into PrintLimit Pro and clicking the details link. Students will then be able to login to their account balance page and check their balance. Each academic year, all students are given an \$11.25 credit to their print account. Computer labs have black and white printers that charge \$0.05 a page. Color printers can be found in the library, the charge for color is \$0.25 a page. Once the initial credit is depleted, students can buy print cards from the campus book store in \$5.00 increments. This card can be redeemed on their account balance page by clicking the Redeem Card link. Any unused credit will expire at the end of Summer II. For questions about printing, contact the Director of Computer Lab Services at 843-863-7035.

Social Networking Policy

Students are reminded to use extreme caution when visiting social-networking websites such as Twitter, MySpace, Facebook, etc. As a safety precaution, students

are strongly discouraged from providing personally identifiable information to such Websites 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.

STUDENT LIFE OFFICES & RESOURCES

Student Affairs and Athletics

Richard B. Brewer, Jr., B.S., M.B.A., Ph.D.

Vice President for Student Affairs and Athletics

Shirley Nuckolls

Executive Assistant to the Vice President for Student Affairs and Athletics

Clark Carter, B.A., M.Div.

Dean of Students

Julia Ard

Executive Assistant to the Dean of Students

Campus Life

Student Involvement

Clubs and Organizations

A wide variety of clubs and organizations are available for student membership. A listing of academic and service clubs is available online at the below web address.

http://www.csuniv.edu/campuslife/clubs_org.asp

Living on Campus

Residence Life

In keeping with the mission of CSU, the Office 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.

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.

Change in Full-Time Status: 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 retain full-time status during a major semester.

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 & Disability 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 has laundry rooms on the first and third floors.

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. 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. This lounge contains snack and drink machines, and a Security booth.

The Quads (Men)

- Quads 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.

Residence Hall Check In/Check Out

Each student must officially check in and out with the appropriate housing official at the beginning and end of each semester. Moving into a residence hall without going through the proper procedure will result in a \$100 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. Any items left behind when a student checks out for the summer, when not returning for the next session, or when student has not completed a waiver will be considered abandoned and discarded. The University will not be accountable for these items. If a student is required to stay on campus for

commencement, he or she must be checked out by 5 p.m. the day of commencement.

Housing

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.

Resident Advisors (RA)

The RA is a student member of the Resident Life Department, who is selected on the basis of his/her ability and desire to develop counseling, advising, and leadership skills necessary to create an effective learning environment. The RA is responsible with assisting student in making a smooth transition to campus life, enforcing rules and policies, providing answers to questions, handling student conflicts, facilitating residence hall activities, and other duties that may arise in the residence halls. The RA provides assistance and guidance by leading the residence hall in discipline and discipleship from a peer's perspective. The RA makes the commitment to love, pray for, and disciple every student he/she is.

Residence Life Coordinators (RLC)

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.

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, wireless internet access, 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 and venetian blinds. The windows are 65.5 inches long and 49.5 inches wide. Dimensions of the rooms are 11'5" to 15'5" by 18'7" to 22'.

When requested by a student, Charleston Southern University will activate a modular telephone jack in his/her residence hall room. Requests to activate the modular jack may be made via MyCSU.

Telephones

You can sign up to use the telephone "land line" in your residence dorm room for on campus, local and toll-free calls at no additional charge. If you want to use the land line for on-campus, local, toll-free and calling card phone service, you or your roommate must bring a telephone. You may also bring an answering machine; CSU does not provide voicemail service. (A personal calling card will enable you to use the land line for long-distance calls; no long-distance rate plans are available through the college.)

You will be responsible for connecting your personal telephone, and answering machine, to the campus phone service. The campus will provide dial tone to your room after receiving your request for phone service.

Instructions for using the campus land line:

- On-campus calls: Dial the 4-digit extension only.
- For 911 calls, just dial 911.
- All other calls: Dial 9, wait for the dial tone, and then simply dial as you would any other phone.

Questions about campus phone service can be answered by contacting the telephone communications service at 7929.

Room Health and Wellness Inspection

Room inspections are done once a month with additional ones as needed.

Penalties:

*1st = warning and re-inspection 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.
5. NOTE: Request for housing deposit refund must be made *60 days prior* to the first day of the semester.

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

Room 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 suspicion 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.

Residence Hall Policies and Procedures

Air-Conditioning/Heating

- Every residence hall room is equipped with an air-conditioning/heater unit.

Banking Services

Located nearby campus:

- First Citizens Bank with an ATM
- Bank of America ATM
- South Carolina Federal Credit Union ATM in CSU's Strom Thurmond Center

Bicycles, Skateboards, Roller Blades, etc., Policy

Failure to comply with this policy 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, including 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.

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 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 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.

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.

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 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 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 assessment by CSU Counseling Services or a local provider of his/her choice once an evaluation 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.

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, 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 CSU, 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, when a visitor is present during Open House 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.

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, airsoft guns, hunting knives, bottle rockets, roman candles, etc. Possession or use of firearms and explosives, including fireworks and bottle bombs, 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. Removal of 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 2020 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.

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. University provides basic dormitory furniture (including but not limited to a bed, desk and dresser). Students are prohibited from bringing additional or replacement furniture for their room. Three-person rooms are furnished with one bunk bed set and one twin bed. The bunk bed set must remain bunked to meet fire code standards.

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 hall mates. No guests are allowed during exam week. Guests, including other CSU students will not be allowed to stay in any room unless the host 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.

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:

- Submit a maintenance request work order online
<http://www.charlestonsouthern.edu/workorders>
- Keep snacks in tightly covered containers
- 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.

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, DVD player, TV
- Personal computer
- 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 (including BB guns and airsoft 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

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 laundry facilities. Problems with machines should be reported to a link is provided on the Residence Life homepage under Laundry Facilities.

Lost and Found

Lost and Found is located in the Security office on the first floor of Russell West.

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 on-campus address. Most services of a regular post office are available on-campus at current U.S. postal prices. A \$15 charge will be incurred for lost keys.

Your mailing address is:

Your Name
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 athletic team to be here to participate in practice and/or competition;
2. They are registered for a Maymester class.

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, Friday and Saturday evenings. Complete rules are posted at each residence hall check-in station and lounge. 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.

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 (no larger than 3.5 cubic feet).

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.

Roofs/Ledges

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

Room Deposit Refund Policy

Request for housing deposit refund must be made 60 days prior to the first day of the semester.

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 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

Student Employment Office is located in Hunter Reception Center. 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.

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**.

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**. 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. 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.

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 1st. 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 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.

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 843-863-7218 or check out our Website on the CSU homepage.

ELEVATE is the weekly campus-wide 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.

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 holds a “Rally” the first Monday of every month at 8 p.m. in the Brewer Center where coaches, players, and friends gather for an inspirational time. All sports teams also have a team chaplain.

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.

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, 2020 may be called from any CSU landline phone. From your cell phone or an off-campus phone dial 843-553-5896 for emergencies. 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 Website.

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

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 e-mail 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.

Emergencies

Campus Safety is on call 24 hours a day and may be reached by either dialing 2020 from any campus landline or from off-campus, call 553-5896. Give your exact location and the nature of the emergency.

Emergency Phone Locations on Campus

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. Parking Lot 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 2020 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

The Career Center

The Career Center offers services to traditional and nontraditional students. Personality, skills and spiritual assessments, such as the Myers-Briggs Personality and the PLACE are provided to guide students through career planning decisions and match students' abilities to specific careers.

The Career Center provides a combination of in person and virtual services:

- career counseling
- portfolio critique (resumes, cover letters, references and graduate school essays)
- mock interviews
- job search assistance
- job fairs
- GNED 201 Career Planning Seminar class
- GNED 398/399 Applied Learning Experience Internships (APPLE) classes
- health professions night
- dress for success workshops
- free Kaplan practice professional testing.

A wealth of career development literature is available, and students may check out books from the center library. Center employees are available for class presentations and workshop presentations to student organizations. Visit the center online at charlestonsouthern.edu/careers or call 863-8019 to make an appointment. The doors are always open Monday through Friday from 8 a.m. - 5 p.m. on the first floor of the Strom Thurmond Center.

Counseling Center

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 non-urgent appointment online at www.charlestonsouthern.edu/counseling or by calling the counseling line at 843-863-8010. 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 to the dining hall.** 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. 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.

Meal Deal

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 made in increments of \$5.

Meal Equivalency

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

Health Information

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 2020 on CSU landline phones. In addition, Trident Regional Medical Center, with emergency room facilities, is located immediately across the street from the University.

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, 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.

Student Involvement

Buccaneer Athletics

As of the end of the 2009-10 school year, the athletics department at Charleston Southern University has captured 28 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 40 athletes on all-conference teams in 2009-10 with another four athletes earning all-freshman honors. 2008-09 Women's tennis Freshman of the year, Olga Makhova took home Player of the Year honors for the second year in a row, while women's golfer Olivia Jordan-Higgins was named the 2009 Big South Co-Golfer of the Year and won the individual title at the 2010 Big South Championship. Both helped their respective teams claim a Big South Championship in 2010.

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 defending national champion Florida Gators and South Florida Bulls, the team had its fourth winning season in the past five years, finishing third in the Big South. Over the past five years, the Charleston Southern football program has more wins than anyone else in the Big South Conference and has faced more FBS opponents than anyone else in the conference over that span.

The volleyball team has now put together their most impressive season back-to-back campaigns in the past 15 years, posting the most wins during that time and their first .500 record since 1993. They also snapped a 31-match losing streak against Winthrop, beating them in the first round of the tournament to give them the first appearance in the semifinals since 1990.

The soccer team led the Big South in goals, assists and points this season, finishing third in the regular season and tying the school record for the most wins in a single season with 12. After starting 4-0 for the first time in school history, CSU posted the best home record (5-2-1) in the Big South. The team was led by Marky Boyce, who finished as the Big South Player of the Year and was the first CSU player to ever earn NSCAA All-Region honors.

A team that has continued to raise the bar, men's track and field, made history as they qualified two athletes for the 2010 NCAA Indoor National Championships, the first time a CSU athlete has made it to the indoor national championships. The 4x200m relay team of Cornelius Tyler, Dantwan Spreads, Javon Young and Levi Brooks also ran the second-fastest time in collegiate history and the fifth-fastest time in U.S. track and field history. These performances followed up the incredible run by the women's 4x100m relay team (Dionne Gibson, Jessica Thomas, Misha Morris and Gabrielle Houston), who made history in 2009 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. Patria Norman and Gabrielle Houston also competed at the 2009 USTF Junior National Meet, while Levi Brooks competed against the reigning Olympic gold medalist in the 400m dash at the 2009 USTF National Championships.

On the hardwood, the women's team made history by qualifying for the first postseason tournament in program history, hosting the first round of the Women's Basketball Invitational. The team finished one win away from a program record for wins in a season, but set the school record for Big South wins in a season with nine, finishing in third place. Junior Katie Tull set a school record with 100 three pointers, placing her seventh in the nation. Tull joined teammate Kelsey Wasmer on the all-conference second team, the first guard duo to earn the honor in school history. The men's team showed a number of improvements, including an 11-3 home record, tying the school's mark for home wins in a season. The team also had the Big South Freshman of the Year (Jeremy Sexton), while Kelvin Martin finished second in the Defensive Player of the Year voting.

The women's golf and women's tennis teams each claimed a Big South Championship in 2010, with tennis claiming the regular season title. It was the sixth championship in women's golf history, and the second in the past three years (1997, 1999, 2000, 2001, 2008, 2010). 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.

Student Government Association

Students who are enrolled fulltime at Charleston Southern University are considered members of the Student Government Association and are entitled to the rights and privileges therein.

Representatives from the students are elected or appointed to serve in the three branches: executive, legislative, and judicial. The Association enables students to participate in achieving the goals of the institution and to receive training for citizenship and leadership. For information on getting involved in Student Government, see Student Activities.

Clubs and Organizations

A wide variety of clubs and organizations are available for student membership. A listing of academic and service clubs is available in the Student Activities office.

Academic Clubs

Academic clubs in each major area offer opportunities for co-curricular enrichment. The University encourages and supports these programs and projects.

Service Clubs

The service clubs strive to develop future leaders and citizens, as well as sponsor college and community service projects. There are many excellent service clubs available to students at Charleston Southern University.

Honor Societies

Marshals - The marshals are chosen on the basis of academic scholarship, exemplary character, and leadership ability. They represent the ideals and principles for which the University stands. The marshals act as official hosts and hostesses for University academic functions.

Alpha Chi - Founded in 1922, Alpha Chi is a coeducational society whose purpose is to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. As a general honor society, Alpha Chi admits to membership students from all academic disciplines. To be eligible to join Alpha Chi, a student must be a junior or a senior and have a GPA of 3.5 or higher.

Alpha Kappa Delta - Alpha Kappa Delta is the International Sociology Honor Society. This honor society serves to recognize academic excellence and interest in the study of sociology. To be eligible for lifetime membership in Charleston Southern University's Zeta Chapter of Alpha Kappa Delta, students must be at least junior status, have a cumulative and sociology Grade Point Average of 3.0, and have completed at least four catalog courses in sociology at Charleston Southern University.

Psi Chi - Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. Membership is open to students who are making the study of psychology one of their major interests and who meet the minimum qualifications. Psi Chi is a member of the Association of College Honor Societies (ACHS) and is an affiliate of the American Psychological Association (APA) and the American Psychological Society (APS).

Sigma Beta Delta - Sigma Beta Delta is an international honor society recognizing scholarship and achievement in business and promoting personal and professional improvement and a life distinguished by honorable service. The Business School invites qualified juniors, seniors, and second year MBA students to become members. Sigma Beta Delta is a member of the Association of College Honor Societies (ACHS).

Sigma Delta Pi - Sigma Delta Pi is a national honor society of Spanish which seeks to honor those who seek and attain excellence in the study of the Spanish language, and the study of

the literature and culture of Spanish speaking people: to honor those who have made Hispanic contributions to modern culture known in the English speaking world: and to encourage college and university students to acquire a greater interest in, and a deeper understanding of Hispanic culture. Membership is open to all students who have completed at least three years of a third-year course in Hispanic literature or Hispanic culture or civilization. They must have grades averaging at least 3.0 on a 4.0 scale in all Spanish courses and rank in the upper thirty-five percent of their classes.

Sigma Theta Tau - Sigma Theta Tau is the International Nursing Honor Society. Its purpose is to recognize superior achievement and leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. Nursing students selected for membership must have completed at least one-half of the required nursing courses, have at least a 3.0 GPA, rank in the upper 35% of their nursing class, and demonstrate academic integrity and professional leadership potential.

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 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 representative of CSU 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 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 Tam Odom by noon each Monday. Announcements may be e-mailed to todom@csuniv.edu.

J. Organizations are reminded that all persons invited to speak on campus must be cleared by 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 1: 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.

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 Rec. Services in the Brewer Center. For information, hours of operation and usage policies call 863-7880. 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 rec. services office for current hours.

Recreational Services

Charleston Southern University is dedicated to 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 CSU I.D. 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 with a current CSU 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 recreation office. Recreational Services offers many fun and social intramural sports designed for on-campus and commuting students. Intramural activities emphasize group spirit and the enjoyment of sports in a less competitive atmosphere. This is a great opportunity for students to have fun, meet new people, try new sports and get physically fit.

It's very easy to get involved. Intramural sports are available throughout the year. Help us support these events by sharing your ideas and encouraging others to have fun.

To be eligible to play, participants must be current CSU students, faculty or staff. Only registered students or staff/faculty are eligible to participate.

For more information about intramural programs and events, call the Brewer Center at 843-863-7888 or stop by the recreation office.

Useful Services

Blackboard

CSU 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.

Dining Services

Dining hall meals are automatically included for CSU student residents. Remember to take your I.D. card to the dining hall. 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. 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.

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 student's 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.

Refund Checks Issued in Error

The Business Office makes every effort to issue refund checks as quickly as possible. Due to this emphasis, on rare occasions, amounts are refunded in error. The University has the right and will reclaim these funds. Electronic refund is the required method at CSU and students must sign up for this service through MyCSU. CSU does not have access to this information and therefore cannot take this information directly from the student. Refunds begin processing after final aid and charges have posted; approximately 3-5 weeks into each semester.

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.

College Policies & Procedures

AIDS Policy for Students

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.

Alcohol Policy

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. Students who have not satisfied their sanctions/fines by the due date are subject to immediate suspension from the residence hall.

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

* 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.

Car/ 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 1st. 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.

Chapel Attendance

The purpose of Chapel is to promote spiritual enrichment among the CSU community. The objectives of Chapel are to:

- provide Christ-centered programs through music, drama, and message;
- provide an atmosphere conducive to the growth of Christian fellowship;
- lead the CSU community through significant times of personal and corporate worship;

- provide opportunities for evangelism challenging the campus community to experience God's love and forgiveness through a personal relationship with Jesus Christ;
- complement the discipleship programs sponsored by CSU Campus Ministries;
- introduce examples and techniques of personal faith development; and
- encourage an overall enthusiasm for campus life at CSU.

All full-time students (with 12 credit hours or more) are required to fulfill the Chapel attendance requirement (this includes students who have recently converted to full-time status after having attended Charleston Southern University as part-time or evening students). The system for meeting the Chapel requirement is as follows:

All Students must earn an average of six (6) Chapel Enrichment Units (nonacademic credit), to a maximum total of 48, 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 online and nontraditional programs). 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 Chapels offered eight Wednesdays per semester at 11:00 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 credit hours and get three Chapel units for each of the three courses selected.

Religion	<u>323 - Philosophy of Religion</u>
Sociology/Religion	<u>324 - Sociology of Religion</u> / <u>324 - Sociology of Religion</u>
Religion	<u>329 - World Religions</u>
Psychology/Religion	<u>340 - Psychology of Religious Experience</u> / <u>340 - Psychology of Religious Experience</u>
Religion	<u>417 - History of Religion in America</u>
Religion	<u>423 - Christian Ethics</u>

For instance, a student who is graduating after attending Charleston Southern University for four years as a full-time student would need forty-eight (48) Convocation Enrichment Units to graduate.

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 this link: <http://www.csuniv.edu/webforms/contactus.asp>

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.

Drugs

Charleston Southern University has a zero tolerance policy for the use, possession and /or distribution of illegal drugs on or off campus. When a violation of the CSU drug policy occurs (see Disciplinary Offenses) 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 immediately 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. Students knowingly in the presence of any illegal drugs may be suspended or receive a lesser penalty based upon individual circumstances.

Drug Testing

1. A student suspected of illegal drug use may be requested to submit to a drug test. Samples collected for testing may include urine, hair, blood, saliva, fingernails, toenails, or any other acceptable means of testing for drugs. Failure to provide the requested sample will be treated as a positive result, and the individual will be immediately suspended.
2. Students who have been charged with a drug offense under the Student Code of Conduct may be requested to submit to a drug test at any point in the disciplinary process. This includes the investigative process and the actual hearing. Samples collected for testing may include urine, hair, blood, saliva, fingernails, toenails, or any other acceptable means of testing for drugs. Failure to provide the requested sample will be treated as a positive result, and the individual will be immediately suspended.

Disguises/Masks

Mask or facial coverings of any type that serve as a disguise including full or partial painting of the face are inappropriate on campus, except at CSU sporting events. For security reasons, CSU personnel must be able to indentify you. Anyone who is in violation of this policy will be subject to student code of conduct disciplinary procedures.

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 a.m. and 7 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 for 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.

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.

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 or off 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, or distributing 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. Knowingly in the presence of any narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on or off campus.

- f. 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)
 - g. Gambling on campus
 - h. Possessing, showing, or distributing material, or using language of a lewd, profane or pornographic nature on or off campus
 - i. Exhibiting behavior disruptive to, or creating a risk of disruption to, the University's learning environment
- 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 Dean of Students or Director of Student Activities
 - 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

NOTE: Suspensions and expulsions are annotated on the official transcript.

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) or Dean of Students 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.

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 – An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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, airsoft guns, hunting knives, bottle rockets, roman candles, etc. Possession or use of firearms and explosives, including fireworks and bottle bombs, 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. Removal of 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.

Harassment-Sexual

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. Confidential individual 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
Title IX Coordinator - 7503	
Dean, College of Arts/Sciences-7169	
Director of Campus Security-7102	

[Sexual Harassment Brochure](#)

A copy of the University's policy on Sexual Harassment can be obtained from the Dean of Students office or found online here:

http://www.csuniv.edu/docs/Sexual_Harassment_policy.pdf

If you observe any sexual activity involving a minor on campus, you are instructed to contact law enforcement immediately (North Charleston Police Department – 843-740-2800 or 843-554-5700)

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 2020 ; 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	843-863-8010
Campus Security, Russell West 1st Floor	843-863-7103
Dean of Students, Strom Thurmond Center	843-863-8008
A trusted friend, faculty or staff member	

*** MEDIATION WILL NEVER BE USED TO RESOLVE SEXUAL ASSAULT COMPLAINTS.**

HIPAA (Health Insurance Portability and Accountability Act)

On 14 April 2003, the HIPAA final regulations went into effect, and Charleston Southern University 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.

Immediate Interim Suspension

The Dean of Students may place a student on Immediate Interim Suspension without the benefit of a disciplinary hearing under the following circumstances:

1. 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.

2. In the event a student is charged with a serious crime by civil authorities, the Dean of Students may place the student on immediate interim suspension until such time as the case is fully adjudicated by the courts. A decision regarding the student's ability to return to the University will be made once court documents detailing the outcome of the case are provided to the Dean of Students for review.

Involuntary Administrative Withdrawal (Nonjudicial)

Involuntary Withdrawal applies to cases in which there is a concern about the safety of others and/or when a student's behavior results in, or creates a risk of, a disruption to the learning environment. Thus, the Dean of Students or his/her designee may require a student who has been involuntarily withdrawn to be reevaluated before he/she is readmitted in order to assure that he/she presents no direct threat to others and/or does not exhibit current behavior which would be disruptive to the learning environment.

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 others; (b) behavior which would cause significant property damage or directly impede the normal activities of others; or (c) exhibiting behavior which disrupts or creates a risk of disrupting the University's learning environment.

The determination will include an assessment of whether any reasonable modification of the University's policies, practices or procedures will significantly mitigate the risk posed by the mental state of the student.

Procedure for readmission to the university following suspension or involuntary withdrawal.

Students seeking readmission to the University after suspension or involuntary withdrawal must receive authorization to return to the University and/or University housing from the Dean of Students in consultation with members of the Behavioral Intervention Team (BIT). The Dean of Students may also consult any other person he/she deems appropriate in making the readmission decision.

Protocol for addressing threat of harm to self

The University reserves the right to require a student who presents as a threat to self, but not to others, to undergo an assessment from a mental health provider who may disclose to the university the outcome of the assessment. Counseling Services may conduct a triage assessment with such an individual. Pending the outcome of this assessment, an area Mobile Crisis unit may be called upon to conduct a further assessment and the person may need to be hospitalized. Such a decision may be made by counseling services staff and/or Mobile crisis professionals. Hospitalization may be voluntary, or involuntary in some cases.

When an individual is hospitalized for this reason, the Vice President of Student Affairs and the Dean of Students Office and other pertinent staff may be notified. Examples of pertinent staff include but are not limited to campus security and residence life director and coordinators. In general, the Dean of Students' office will indicate to the person's professors that he/she has been hospitalized. The Dean of Students or other pertinent staff will generally protect confidentiality by not revealing to professors why a student has been hospitalized, but in some cases there may be a need to inform professors of the reason for hospitalization.

In general, a student who has been hospitalized due to a threat of harm to self does not need to present any documentation from the hospital regarding his/her release in order to return to the University and resume attending classes or residing in the residence halls.

Student Code of Conduct-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 designated alternate 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 of 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 designated alternate as appointed by the Dean of Students, 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.

5. 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.
6. 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.

7. 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.

Student Code of Conduct - 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 if the underlying disciplinary hearing was conducted by the Committee for Discipline;
 - c. The student Attorney General (if requested) or designated alternate.
 - 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.

Student Code of Conduct – Nonappealable Disciplinary Offenses

While the University is fully committed to a disciplinary process that is both fair and expeditious, it is recognized that some disciplinary offenses are of such a severe nature that they may threaten the campus community and/or the safety of students, faculty and staff.

Therefore, the following offenses have been designated as nonappealable. This means the finding of the original disciplinary hearing will be imposed immediately without the right to appeal. These include:

- a. Illegally possessing, using, selling or distributing any type of narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on or off campus.
- b. Possession or use of any weapon, i.e. guns, knives, explosives. A "weapon" may be defined as any object that is used with the intent to inflict harm.
- c. A positive result on a University mandated drug test.

This policy applies regardless of whether the original disciplinary hearing is held by the Dean of Students or the Committee for Discipline.

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 (except for those offenses outlined in the Nonappealable Disciplinary Offenses policy.)
- b. A student is presumed innocent until he/she is found guilty
- c. A student has the right to obtain student counsel (Attorney General or designated alternate)
- 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

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. A copy of CSU graduation rates may be obtained from the office of institutional research.

Student ADA/ Section 504 Grievance Procedure

I. POLICY

Charleston Southern University, in compliance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (ADA; as amended 2008) and Section 504 of the Rehabilitation Act of 1973 (Section 504), does not discriminate on the basis of disability in administration of its education-related programs and activities, and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified.

Students who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, have the right to use this grievance procedure.

II. APPLICABILITY

The grievance procedure set forth below is applicable to undergraduate and graduate students of the University. In general, it is designed to address disputes concerning the following:

1. Disagreements regarding a requested service, accommodation, or modification of a University practice or requirement;
2. Inaccessibility of a program or activity;
3. Harassment or discrimination on the basis of disability;
4. Violation of privacy in the context of disability;
5. The University's Involuntary Administrative Withdrawal (Nonjudicial) policy.

As a general proposition, this grievance procedure supplants the current Disciplinary Appeals Procedure with respect to disability-related grievances. Questions of applicability will be decided by the Director of Disability Services.

III. COMPLIANCE OFFICERS

Charleston Southern University's Compliance Officers are responsible for administering this grievance procedure as well as ensuring compliance with applicable laws. The Director of Disability Services is the designated ADA/Section 504 Compliance Officer. That office is located in the Student Success Center, Strom Thurmond Bldg.

Additional Compliance Officers may be designated from time to time by the Vice President for Student Affairs from those faculty and staff members knowledgeable concerning disability issues and the legal mandates of state and federal disability statutes.

IV. INFORMAL RESOLUTION

Prior to initiating the formal complaint procedure set forth below, the student should, in general, first discuss the matter orally or in writing with the individual(s) most directly responsible. If no resolution results, or if direct contact is inappropriate under the circumstances, the student should then consult with the Compliance Officer who will attempt to facilitate a resolution. (The information resolution process may involve consultation with the Dean of Students and/or Associate Dean of Students; see Additional Resources below.)

If the Compliance Officer is not successful in quickly achieving a satisfactory resolution (that is, generally within seven calendar days), the Compliance Officer will inform the student of his or her efforts and the student's right to file a formal complaint.

V. FORMAL COMPLAINT

If the procedure set forth above for informal resolution does not yield a successful resolution, then the student may file a complaint in the following manner:

A. When to File Complaint

Complaints must be filed as soon as possible, but in no event later than 10 days after the end of the quarter in which the concern arose.

B. What to File

A complaint must be in writing and include the following:

1. The grievant's name, address, e-mail address and phone number;
2. A full description of the problem;
3. A description of what efforts have been made to resolve the issue informally;
4. A statement of the remedy requested.

C. Where to File Complaint

The complaint is to be filed by delivery to the Compliance Officer at The Dean of Students Office.

D. Notice of Receipt

Upon receipt of the complaint, the Compliance Officer reviews the complaint for timeliness and appropriateness for this grievance procedure, and provides the grievant with written notice acknowledging its receipt.

E. Investigation

The Compliance Officer or his or her designee (hereafter collectively referred to as the "grievance officer") will promptly initiate an investigation. In undertaking the investigation, the grievance officer may interview, consult with and/or request a written response to the issues raised in the grievance from any individual the grievance officer believes to have relevant information, including faculty, staff, and students.

F. Representation

The grievant and the party against whom the grievance is directed each have the right to have a representative. The party shall indicate whether he or she is to be assisted by a representative and, if so, the name of that representative. For purposes of this procedure, an

attorney is not an appropriate representative and will not be allowed to participate on behalf of a grievant.

G. Findings and Notification

Upon completion of the investigation, the grievance officer will prepare and transmit to the student, and to the party against whom the grievance is directed, a final report containing a summary of the investigation, written findings, and a proposed disposition. This transmission will be expected within 45 calendar days of the filing of the formal complaint. The deadline may be extended by the Compliance Officer for good cause including for reasons related to breaks in the academic calendar. The final report may also be provided, where appropriate, to any University officer whose authority will be needed to carry out the proposed disposition or to determine whether any personnel action is appropriate.

H. Final Disposition

The disposition proposed by the grievance officer will be put into effect promptly. The grievant or any party against whom the grievance or the proposed disposition is directed may appeal. The appeal to the Vice President for Student Affairs (as set forth below) will not suspend the implementation of the disposition proposed by the grievance officer, except in those circumstances where the Vice President for Student Affairs decides that good cause exists making the suspension of implementation appropriate.

VI. URGENT MATTERS

Whenever the application of any of the time deadlines or procedures set forth in this grievance procedure creates a problem due to the nature of the complaint, the urgency of the matter, or the proximity of the upcoming event, the Compliance Officer will, at the request of the grievant, determine whether an appropriate expedited procedure can be fashioned.

VII. REMEDIES

Possible remedies under this grievance procedure include corrective steps, actions to reverse the effects of discrimination or to end harassment, and measures to provide a reasonable accommodation or proper ongoing treatment. As stated above, a copy of the grievance officer's report may, where appropriate, be sent to University officer(s) to determine whether any personnel action should be pursued.

VIII. APPEAL

Within ten calendar days of the issuance of the final report, the grievant or the party against whom the grievance is directed may appeal to the Vice President for Student Affairs the grievance officer's determination.

An appeal is taken by filing a written request for review with the Compliance Officer at The Dean of Students Office.

The written request for review must specify the particular substantive and/or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the proposed disposition. Furthermore, the appeal must be directed only to issues raised in the formal complaint as filed or to procedural errors in the conduct of the grievance procedure itself, and not to new issues.

The Compliance Officer will forward the appeal to the Vice President for Student Affairs and also provide copies to the other party or parties. If the grievance involves a decision that is being challenged, the review by the Vice President for Student Affairs or his or her designee usually will be limited to the following considerations:

1. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?
2. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?
3. Given the proper facts, criteria, and procedures, was the decision a reasonable one?

A copy of the Vice President for Student Affairs' written decision will be expected within 30 calendar days of the filing of the appeal and will be sent to the parties, the Compliance Officer and, if appropriate, to the University officer whose authority will be needed to carry out the disposition. The deadline may be extended by the Vice President for Student Affairs for good cause including for reasons related to breaks in the academic calendar. The decision of the Vice President for Student Affairs on the appeal is final.

Additional Resources

Clark Carter, Dean of Students
Barbara C. Mead, Associate Dean of Students
Annie Watson, Director Student Success Center
Dr. Rick Brewer, VP of Student Affairs & Athletics

- OCR Complaint

Although students are strongly encouraged to attempt to resolve disability-related complaints through the above-mentioned grievance procedures, they have the right to file a complaint directly with the United States Department of Education, Office for Civil Rights (OCR):

United States Department of Education
Office for Civil Rights, DC
Enforcement Office
400 Maryland Avenue, SW
Washington, DC 20202-1475
Tel: 1-202-245-8300

- Retaliation

Charleston Southern University prohibits retaliation against any student based upon the student's filing of a grievance under the above-mentioned grievance procedures, or, based upon the student's participation in the investigation of any grievance. Any act of retaliation may result in disciplinary action up to and including retaliation or expulsion from the University. Any student, or University employee, who has filed a grievance, or participated in the investigation of a grievance, may file a complaint with the University's EEO Officer if they feel that they have been subjected to retaliation.

- Confidentiality

A student's confidentiality shall be maintained by all University personnel involved in the informal or formal investigation or resolution of a grievance filed under the above-mentioned grievance procedures. Any disclosures regarding the student, the investigation or the resolution shall be limited to those reasonably necessary to facilitate the investigation and any resulting resolution.

