
PRESBYTERIAN COLLEGE

2023-2024
GARNET BOOK



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STUDENT CODE OF RESPONSIBILITY

I. GENERAL PRINCIPLES

A. Purpose

Presbyterian College is proud of its strong community of students, faculty, staff, administration, alumni, and friends of the College. As vital members of Presbyterian College's community, students are expected to balance their autonomy with regard for other members of the community, and responsibility and respect for the policies and procedures of the College. These policies and procedures are intended to preserve community and foster civility and an environment that is conducive to the educational mission of the College.

As responsible members of this community, students must familiarize themselves with and abide by the tenets of the Honor Code, the Code of Responsibility, the Sexual Misconduct Policy, and the policies and procedures of the College. Honor, which is the foundation of Presbyterian College culture, should inform student conduct at all times.

Presbyterian College's mission is to develop the student mentally, physically, morally, and spiritually. To support this mission, each student must adhere to the policies and procedures governing conduct, or he/she may be subject to sanctions, including separation from the College and its community. Even where sanctions are appropriate to help maintain community and civility, it remains part of the College's goal to educate individual students and to help them grow concerning their responsibilities as members of a community.

B. Responsibilities and Authority

1. The **President** of Presbyterian College is responsible to the Board of Trustees for the overall operation of the College. As the chief executive, the President is vested with the authority to take independent disciplinary action or to set aside, to overrule, or to modify the penalty imposed by a College conduct body when in the President's judgment such action is required by the best interests of the College.
2. The **Dean of Students** is responsible to the President for the overall development and supervision of student life including the administration and enforcement of student judicial policies. As the chief student affairs officer of the College, the Dean of Students is vested with the authority to take independent disciplinary action or to set aside, to overrule, or to modify the penalty imposed by a College conduct body when in the Dean of Student's judgment such action is required by the best interests of the College.
3. The **Director of Residence Life** is responsible to the Dean of Students for directing and implementing student judicial processes. As the chief conduct officer, the Director of Residence Life has the authority to impose interim sanctions upon students and/or student organizations pending the outcome of a conduct hearing, when the Director of Residence Life determines such sanctions are in the best interests of the College.

The Director of Residence Life appoints and trains other members of the Student Affairs staff to serve as **Conduct Officers** to assist in the implementation of the student conduct processes. Additionally, the Director of Residence Life interviews, selects, and trains students, faculty, and staff to serve as members of the **Student Conduct Boards** to hear cases of alleged violations and implement sanctions as outlined in Section IV of the Student Code of Responsibility.

4. The **Vice President for Human Resources and Title IX** is responsible for coordinating the College's compliance with Title IX, which prohibits sexual discrimination at the College. This responsibility includes overseeing the handling of all complaints of sexual discrimination and identifying and addressing any patterns or systemic problems of this nature that come to the attention of the College. If the Title IX Coordinator determines that alleged conduct has Title IX implications (for instance, it involves sexual harassment, sexual discrimination, or sexual assault), the Title IX Coordinator has the authority to divert the matter to the College's separate Sexual Misconduct Hearing Process to ensure compliance with Title IX regulations. That process is set forth in the College's Sexual Misconduct Policy. Suspected Title IX violations may be reported directly to the Title IX Coordinator.
5. The **Student Conduct Committee** is a group of faculty, staff, and students who develop training for Student Conduct panel members, propose education programs for new students, faculty and staff, review and revise the Garnet Book annually, and evaluate alignment of past precedent and current expectations for sanctioning purposes.

C. Jurisdiction

Students are expected to uphold the values expressed in the Honor Code, the Code of Responsibility, and the Sexual Misconduct Policy whether on or off College premises. Students and student organizations may be sanctioned for behavior that occurs on College premises, as part of a College-sponsored or College-run event, or for other off-College premises conduct if, in the judgment of the Dean of Students, the alleged conduct adversely impacts the College's interests, the College community, or its members, or the College's culture of honor and responsibility.

Proceedings for violations of this Code may be instituted with respect to conduct that may also constitute a violation of law, or that may be subject to civil suit. College proceedings will not normally be delayed pending any civil or criminal trial concerning the same conduct, although the Director of Residence Life may determine in exceptional circumstances that such a delay is appropriate. Determinations made or sanctions imposed under this Code will not be subject to change because of the outcome of any civil or criminal proceeding.

Proceedings for violations of this Code may go forward even if the student referred for the violation has withdrawn from the College, if in the judgment of the Director of Residence Life there are good reasons (including but not limited to determination of the accused student's ability to apply to return) to complete the process.

D. Amendments

The Dean of Students has the authority to amend the Code of Responsibility. The Dean of Students will normally review and update the Code of Responsibility as needed prior to the beginning of each academic year. However, amendments may be made at any time, and the College community will be expressly notified of any amendments made during a given academic year.

E. Student Conduct Records

Student conduct records are maintained by the Residence Life Office and are generally treated as confidential. The individual student identified in the record, College conduct officers, and officials necessary to implement or supervise sanctions have access to the file, subject to the terms of the Federal Education Rights and Privacy Act (FERPA). A student may authorize the College to reveal the contents of the file that concern that student to other College departments, employers, schools, and others. Access to the student’s file would also be required when subpoenaed by a court or federal agency, as otherwise required by law, or allowed under FERPA. Student conduct files are generally maintained for seven years following a student’s graduation. Conduct records involving a student who has been suspended or expelled may be kept on file indefinitely.

II. STUDENT REGULATIONS

Any student, student group or student organization found to have committed, to have attempted to commit, to have encouraged others to commit, or to have aided others in committing, any of the following acts is subject to the disciplinary sanctions set forth in Section IV of this Code.

A. Alcohol

1. Consuming or possessing alcoholic beverages in any public area on the College premises except at functions, registered in advance, and approved by the Dean of Students, and in accordance with College rules and applicable law.
2. Violating any law concerning the consumption, manufacture, possession, distribution, or dispensing of alcoholic beverages.
3. Purchasing or procuring alcoholic beverages for, or selling or providing alcoholic beverages to, a person under the legal age limit (currently 21 years of age).
4. Possessing, selling, purchasing, or consuming hard liquors (that is, a distilled beverage, or one with alcohol content of 20% or more) on College premises. Members of National Interfraternity Council (NIC) chapters may not possess or use alcohol with an alcohol content of 15% or higher.
5. Being publicly intoxicated.
6. Possessing alcohol in or consuming alcohol from common containers on College premises: including but not limited to kegs, pony kegs, party balls, coolers, or other containers that are meant to serve multiple people.
7. Consuming in competition or using alcoholic beverages as a prize or penalty in a contest, drawing, or lottery. “Table toss” may be played using sand (or a similar substance) only in cups, and provided consumption of alcohol is not a prize or

penalty.

8. Possessing or consuming alcohol in any residential room where no student assigned to the room is of legal age to possess alcohol.

For additional information regarding the use of alcohol on campus, please see the College Alcohol Policy listed in the Additional Campus Life and College Policies section.

B. Residence Life Policies

Violating any element of Presbyterian College's Residence Life policies starting on page 27 of The Garnet Book or in the Residence Life Housing Contract.

C. Computer and Technology Misuse

Violating any element of Presbyterian College's Information Technology Acceptable Use Policy set forth on the College's website, www.presby.edu/it.

D. Damage to Property/Vandalism

1. Damaging or defacing property belonging to the College or to a member of the College community, or that is present on College premises or at a function or event authorized or sponsored by the College. This prohibition extends to both intentional conduct and to reckless conduct (that is, conduct undertaken with substantial disregard for its likely consequences).
2. Littering inside College facilities or on College premises.

E. Discrimination and Harassment

1. Discriminating or engaging in harassment with respect to any individual member or collective membership of a group of the College community on the basis of legally protected characteristics, including race, national origin, religion, creed, ancestry, citizenship, age, gender, sexual orientation, physical or mental disability, genetic information, or past or present service in the military.
2. Engaging in harassment with respect to any member of the College community. "Harassment" means unwelcome conduct that is severe and/or pervasive enough to interfere with the ability of the target to work, learn, live in the community, perform assigned functions, or otherwise participate normally in the College's programs and life.
3. Additionally, harassment may include the promoting, boasting, or flaunting of symbols, messages, or markers of personal identity in a way that intimidates or demeans members of a legally protected group or community.

Notes regarding discrimination and harassment:

Presbyterian College is committed to maintaining an atmosphere that is free from invidious discrimination on the basis of protected characteristics, and of harassment of members of the College community. Any student (or other member of the community) who believes that he or she is the victim of discrimination or harassment, or has witnessed discrimination or harassment, is encouraged to report the conduct to the Vice President for Human Resources and Title IX, the

Dean of Students, or the Director of Residence Life. This includes harassment and/or discrimination by any member of the community, including staff and faculty, and is not limited to conduct by students. Retaliation against any person making such a report in good faith is prohibited.

A single incident or even a few incidents may not necessarily rise to the level of pervasiveness required to constitute harassment, but even a single severe incident can constitute harassment.

If sufficiently severe or pervasive, the following types of conduct can constitute harassment: lascivious or insulting jokes, degrading comments or gestures, inappropriate touching, or display or transmission of offensive images. This list is illustrative only; other conduct may also constitute harassment.

The prohibition on harassment is designed to protect students from discrimination, not to regulate the content of speech. The offensiveness of a particular expression as perceived by some members of the College community, standing alone, is not sufficient to constitute harassment.

The foregoing definitions and comments apply to sexual discrimination, sexual harassment, and sexual violence (collectively, “Sexual Misconduct”). However, because of its concern for the issue and in compliance with federal law, Presbyterian College has additional policies and procedures concerning Sexual Misconduct, which are set forth in the College’s Sexual Misconduct Policy. Any incidents that may constitute Sexual Misconduct can and should be reported to the Vice President for Human Resources and Title IX; they may also be reported to the Dean of Students or the Director of Residence Life pursuant to this Code, who will inform the Vice President for Human Resources and Title IX of the report.

F. Disorderly Conduct and Disruption of College Activities

1. Exhibiting conduct that is disorderly, lewd, indecent, or a breach of peace on College premises or at a function or event authorized or sponsored by the College, or in a manner directed toward a member of the College community. Conduct prohibited by this provision includes but is not limited to making an audio or video recording, photograph, or transmission of a person without that person’s consent, and where such recording, photograph, or transmission is likely to cause injury or distress (as, for example, in a restroom, dressing room, or locker facility or where the person is not fully clothed).
2. Creating hazardous conditions including, but not limited to, actions such as dropping, throwing, or causing objects to fall from windows, doors, ledges, balconies, or roofs.
3. Obstructing the free flow of vehicular or pedestrian traffic on College premises or at an event authorized or sponsored by the College.
4. Intentionally interfering with or disrupting normal College or College-sponsored activities including but not limited to, teaching, service, administration, disciplinary proceedings, or research.
5. Participating in a demonstration, riot, or activity that disrupts the normal operations of the College or disturbs the academic pursuits of, or infringes

upon the privacy, rights, privileges, health, or safety of, members of the College community.

G. Drugs, Other Than Alcohol

1. Violating any state or federal law concerning controlled substances
2. Manufacturing, possessing, selling, providing to another, or using illegal drugs or substances of abuse (including but not limited to marijuana, cocaine, heroin, methamphetamine, PCP, and synthetic drugs).
3. Possessing, selling, purchasing, or using prescription drugs that are prescribed to another, or selling or distributing one's own prescription drugs to another.
4. Possessing, selling, using, or distributing on College premises any drug paraphernalia.

Note: Student-athletes who are members of NCAA sanctioned teams and who have positive results of illegal drug testing conducted by PC or the NCAA will be referred to the Director of Residence Life for processing as a violation of this policy.

H. Failure to Comply with Rule or Lawful Directive

1. Failing to comply with any lawful request or directive (verbal, written, or otherwise) made by any College official, including law enforcement officers, acting in the performance of their official duties. This includes but is not limited to:
 - a. Failing to present College ID and/or other official ID, or to identify oneself, upon request.
 - b. Failing to depart a location when directed.
 - c. Failing to appear before a College conduct official or board, as summoned, without proper excuse.
2. Violating any College policy, rule, or regulation that is published in hard copy, provided electronically, or available on the College website.

I. Failure to Supervise Guests

Failing to supervise guests: Students are responsible for the actions and behaviors of their guest(s) and may be held responsible for any damages or violations by their guest(s). Hosts must accompany their guest(s) at all times.

J. Fire Safety

All fire safety policies are to govern behavior that intentionally or unintentionally contributes to a hazardous environment.

1. Setting fires with the intention of destroying property (arson).
2. Storage or possession and/or use of fireworks, explosives, and inflammables.
3. Failure to secure a burning permit for outdoor burning on campus.
4. Reporting false fire alarms and tampering with fire safety or fire alarm equipment.
5. Failure to evacuate a building when the fire alarm is sounded.

K. Glass Bottles and Containers

Students may not Use or display glass bottles or containers in living and/or common areas of College buildings or facilities with the exception of apartment kitchens provided by the College. Students are prohibited from using or displaying glass bottles or containers in any outside areas on College premises.

L. Harm to Person/Threat to Safety or Well-Being:

1. Exhibiting intentional or reckless conduct resulting in physical harm to any person.
2. Threatening or menacing any person.
3. Exhibiting intentional or reckless conduct that threatens or endangers the health, safety, or well-being of any person.

M. Hazing

1. Participating in, acquiescing in, or condoning hazing. Hazing is defined for purposes of this provision as any conduct or act that results in or could reasonably be expected to result in fear, intimidation, physical exhaustion, mental or physical discomfort or anxieties, degradation, public humiliation, or destruction or removal of public or private property, for the purpose of or in connection to initiation, admission into, affiliation with, or membership in a group, organization, or club.
2. Violating South Carolina's statutory prohibition on hazing (S.C. Code Ann. 16-3-510, -520) whereas hazing is defined as "the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature."

Note: The express or implied consent of the victim of hazing shall not be a defense.

N. Improper Use of ID and Falsification of Records

1. Possessing or using any forged, altered, or falsified identification card or document, including attempting to present the legitimate identification document of another person as one's own.
2. Providing one's own College ID card to another individual for any purpose.
3. Possessing or using the College ID card belonging to another student; College ID cards are non-transferable.
4. Forging, altering, or misusing any College document or record.

Note: Students must carry their College ID at all times and be prepared to present this ID to College staff and faculty, upon request, acting in the course of their duties.

O. Interference with Student Conduct or Honor Code Proceedings

1. Knowingly presenting false information in a student conduct or honor code investigation or proceeding.
2. Disrupting or interfering with the orderly conduct of a student conduct or honor code proceeding.
3. Failing to obey a notice pertaining to a student conduct or honor code proceeding.
4. Attempting to exert improper influence over a witness or a member of a panel concerning a student conduct or honor code proceeding.
5. Attempting to discourage institution of or participation in a student conduct or honor code proceeding, including but not limited to by means of threats, harassment, or retaliation.
6. Failing to comply with sanctions imposed by a conduct officer or in a student conduct or honor code proceeding.
7. Instituting a student conduct or honor code proceeding in bad faith.

P. Retaliation

Taking any action intended to harm, humiliate, ostracize, or otherwise retaliate against any person for his or her role in reporting, serving as a witness concerning, or adjudicating any alleged violation of this Code, the Honor Code, any law, or any other College rule or regulation.

Q. Sexual Misconduct

Sexual Misconduct is addressed in the College's Sexual Misconduct Policy. Sexual Misconduct means any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without consent. Sexual Misconduct includes but is not limited to (i) Sexual Harassment, (ii) Sexual Exploitation, and (iii) Sexual Intimidation, as those terms are defined in the Sexual Harassment Policy.

Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following: (1) an employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct that would be deemed by a Reasonable Person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity (including conduct that constitutes Sexual Exploitation or Sexual Intimidation if such conduct reaches this level); or (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as those terms defined in the Sexual Misconduct Policy.

Notes:

The general prohibitions in the Code, including those prohibiting (and defining) discrimination, harassment, stalking, and harm to persons, apply to conduct of a sexual nature or that is motivated by sex or gender. However, because of the

College's concern for sexual misconduct in all forms, and because of the application of federal law, specifically Title IX of the Education Amendments of 1972, the College has a separate express prohibition of such sexual misconduct, and separate procedures for the handling of any disciplinary proceeding that involves an allegation of sexual misconduct. Those procedures are set forth in the College's Sexual Misconduct Policy.

The College's prohibition on Sexual Misconduct extends beyond students to cover misconduct by all members of the College community, including faculty and staff. Anyone who believes they have been a victim of or a witness to Sexual Misconduct—including improper conduct by visitors to College premises or vendors—should report this to the Title IX Coordinator, who is the College's Vice President of Human Resources. Sexual Misconduct may also be reported to the Dean of Students or the Director of Residence Life. Any person who receives a report of Sexual Misconduct should relay this report to the Title IX Coordinator.

“Quid pro quo harassment” should also be reported to the Title IX Coordinator. An example of quid pro quo harassment would be a promise to a student of a good grade in exchange for sexual favors.

If the Title IX Coordinator determines that an allegation of a violation of the Code of Responsibility involves alleged Sexual Misconduct, that allegation will be subject to the procedures set forth in the Sexual Misconduct Policy.

R. Skateboards, Bikes, Motorized Scooters, and Other Wheeled Transportation Devices

1. Using skateboards, bicycles, mopeds, rollerblades, scooters, or other wheeled or similar transportation inside any building, in other unauthorized areas, or in a reckless manner, or in a manner that threatens physical safety of pedestrians or traffic.
2. Using a motorized transportation device (such as a scooter) within five feet of any building or in a fashion that disrupts instruction or other functions of the College.
3. Failing to register a motorized transportation device through Campus Police.

S. Stalking

1. Engaging in repeated or persistent words or conduct, without consent and without a legitimate purpose, that constitute an unreasonable intrusion into the life, privacy, or affairs of a person on College premises, or who is a member of the College community, and that are intended to or reasonably likely to cause mental or emotional distress or fear. Examples of conduct that may fit this definition if sufficiently persistent and/or severe include, without limitation, following, taping, photographing, surveillance, vandalism, and contact by mail, electronic device, or other means.
2. Engaging in conduct on College premises, or that is directed toward a member of the College community, that would constitute “harassment” or “stalking”

under South Carolina law (currently at S.C. Code Ann. § 16-3-1700).

3. Stalking on the basis of sex is also prohibited under the Sexual Misconduct Policy and addressed under the procedures of that policy.

T. Stealing

1. Appropriating money or property belonging to another person, an organization, or the College.
2. Borrowing money or property belonging to another person, an organization, or the College without the knowledge and permission of the owner.

U. Smoking, Vaping, and Tobacco Use Policy

Presbyterian College is a tobacco free and other smoking and vaping products free college. All possession or use of tobacco, and/or vaping products is prohibited in college buildings, in enclosed areas owned by the college, and on college property.

V. Unauthorized Use of Facilities, Keys, or Equipment

1. Gaining unauthorized or forcible entry into any College building, facility, or space.
2. Violating the rules relating to the use of any College premises.
3. Lending any College key to another; College keys are non-transferable.
4. Using or possessing a College key without proper authorization.
5. Copying any College key.

W. Violation of Local, State, or Federal Law

Violating any federal, state, or local law (i) on College premises; (ii) where the conduct in question impairs, interferes with, or impedes the processes, functions, or mission of the College; (iii) where the conduct materially affects College property; or (iv) where the conduct materially affects a member of the College community.

Note: For this and all other elements of the Code of Responsibility that prohibit a violation of law, a guilty plea or conviction is not required for a finding of a violation of the Code. The College's disciplinary process is independent of the criminal process and may reach its own conclusion that a law was violated. Such a conclusion may be reached by a preponderance of evidence; proof beyond a reasonable doubt is not required.

X. Weapons, Firearms, Explosives

1. Possessing, using, or manufacturing firearms, dangerous chemicals, explosives, or other weapons of any kind on College premises. This includes but is not limited to: guns, bb guns, paintball guns, potato guns, slingshots, archery equipment, ammunition, fireworks, swords, airsoft guns, machetes, and knives over six (6) inches.
2. Using a weapon or a facsimile of a weapon to threaten, intimidate, or frighten any person on College premises, or any member of the College community.

III. STUDENT CONDUCT PROCEDURES

A. Handling of Alleged Violations

1. **Reporting.** All reports of alleged violations by students of the Code of Responsibility or other policies will be sent to the Director of Residence Life in a timely manner. These reports may come from any student, or any member of the faculty, staff, or College community. The Director of Residence Life will make an initial evaluation of the information in the report and assign each incident to a College conduct officer or perform the function of the conduct officer himself/herself.
2. **Title IX Compliance.** The Director of Residence Life will consult with the Title IX Coordinator with respect to any alleged violation that may constitute Sexual Misconduct (including sexual discrimination, harassment, and/or violence). If the Title IX Coordinator determines that the charge involves Sexual Misconduct in whole or in part, those allegations involving Sexual Misconduct will be processed pursuant to the separate procedures in the Sexual Misconduct Procedures Policy. The Title IX Coordinator may determine that a disciplinary proceeding should be processed under the Sexual Misconduct Procedures at any point. If the Title IX Coordinator determines that fairness and accuracy will be better served if the entire matter (and not just the allegations of Sexual Misconduct) is subject to the Sexual Misconduct Policy, the Title IX Coordinator may so direct.
3. **Notification of Student.** The Director of Residence Life will notify a student accused of a violation (the "referred student") in writing of the nature of the alleged violation and the necessity to meet with a College conduct officer as outlined below.
4. **Interim Sanctions and Suspension.** The Dean of Students or his/her designee may impose interim sanctions, up to and including suspension, prior to the beginning of the conduct process. The interim sanction/suspension may be imposed in cases where the alleged action of a student(s) or organization may pose a threat to the well-being of the College, any members of the College community, or the student himself/herself, or if there is substantial evidence that the continued presence of the student or operation of the organization on campus will disrupt the College. Following the imposition of an interim sanction/suspension, the opportunity for a conduct hearing as described below will be provided as expeditiously as possible.
5. **Standard of Proof.** The standard for determining a student's responsibility for policy violation will be a preponderance of the evidence. In other words, the determination shall be made on the basis of whether it is more likely than not that the referred student violated the Student Code of Conduct.
6. **No-Contact Directives.** The Dean of Students or his/her designee may also direct students involved in an alleged incident not to have contact with one another pending completion of the conduct process concerning that incident. Such a directive is not a sanction, but is designed to maintain civility and avoid escalating tensions.

B. Conference with a College Conduct Officer

Each referred student will attend a meeting with a College conduct officer to discuss the alleged violation.

1. The student and the conduct officer will review the information concerning the incident, and the student will have the opportunity to respond to the allegations. If the conduct officer determines during the conference that the student did not violate policy, the case and any judicial charges will be dismissed.
2. If the conduct officer determines there is not enough information to determine whether the student violated policy, he/she will take appropriate steps to obtain additional information and will schedule a follow-up appointment with the student to continue the conference.
3. If the conduct officer determines that there is some credible evidence that a policy has been violated, the student may either accept responsibility for violating policy and the sanctions imposed by the conduct officer, or the student may request a Student Conduct Board hearing.
 - a. Accepting Responsibility and Sanctions – The student may accept responsibility for violating policy, have the conduct officer impose disciplinary sanctions, and waive the right to a Conduct Board hearing. The student will be informed of the proposed sanctions before making this decision. If the student accepts responsibility and sanctions, the student may not appeal the outcome of the conference, and the case will be considered to be resolved.
 - b. Requesting a Student Conduct Board Hearing – Any student who denies responsibility for violating policy or does not accept the sanctions proposed by the conduct officer may complete a form to request a Student Conduct Board hearing.
 - i. The student may request a “Sanctions-Only” hearing, indicating that he/she accepts responsibility for violating policy and requests that the Board impose sanctions.
 - ii. The student may request a “Full Hearing,” indicating he/she does not accept responsibility and requests that the Board determine responsibility and any sanctions.
 - a) If the Board finds the student responsible, the Board will also determine the appropriate sanctions.
 - b) If the Board finds the student not responsible, the case and any judicial charges will be dismissed.
 - iii. Student Conduct Board decisions may be appealed to the Student Conduct Appellate Panel as outlined below.

C. Student Conduct Board Hearing Process

The following procedures will be followed in any case which results in a hearing before the Student Conduct Board. (As noted above, allegations of Sexual Misconduct are processed under separate procedures.) The College’s conduct

hearings and appeals are not legal proceedings; therefore, neither the student nor the College may have legal counsel present at the meeting, and rules of evidence and similar courtroom procedures do not apply. Moreover, the proceedings are not adversarial, and shall be conducted in a manner that preserves the educational tone of the proceedings.

1. The referred student will receive written notice of the hearing at least 48 hours prior to the hearing. The notice will include:
 - a. A statement of the alleged charges of policy violation(s);
 - b. A summary of the information upon which the alleged violations are based;
 - c. Time, date, and place for the hearing;
 - d. A copy of these procedures.
2. If a charge involves more than one referred student, the Director of Residence Life may determine whether the proceedings as to each student shall be conducted separately or jointly.
3. Hearings will normally be recorded for use during Board deliberations and any appeal. Any recording is the property of the College. At the conclusion of a case (that is, after the resolution of the final appeal or the expiration of the time to appeal), recordings will be discarded.
4. Hearings and deliberations are confidential, and participants should not discuss these matters, except as is reasonably necessary or desirable as part of the student conduct process, including training.
5. Hearings are closed except to the members of the Board hearing the case, the referred student, the student's adviser from the College community, and the person presenting the College's case. In cases involving alleged violence, threat of harm, or stalking, the victim(s) and his/her/their adviser(s) from the College community will also be allowed to be present during the entire hearing.
6. The referred student may invite a faculty, staff, or student member of the College community to attend the hearing as an adviser. The adviser's role is limited to communicating directly with the referred student, and the adviser may not directly participate in the hearing or ask questions of the student, witnesses, or Board members.
7. The referred student will appear before the Student Conduct Board for the hearing. If the student elects not to appear (including by withdrawing from the College), the Board will proceed and make its decision in the absence of the accused student, with the information available to it.
8. Student Conduct Board members are interviewed, selected, and trained each year by the Director of Residence Life and experienced Board members from prior years. The Student Conduct Board for the hearing of a particular matter will be selected by the Director of Residence Life and will consist of two student members (voting), and one faculty member (voting). The faculty/staff member will serve as the chairperson for the hearing. (Trained staff members may be substituted when trained faculty members are not available to serve.) The chairperson oversees the hearing, maintaining order and making certain that the process is followed. The chairperson shall interpret and apply these rules in the interests of truth, justice, order, and the College's overarching goals of education and character building. The voting members of the Board have the right to question any and all witnesses, will deliberate to determine responsibility (in "Full Hearings"), and will determine appropriate sanctions.

9. On behalf of the College, or at the request of the complainant, the facts, circumstances, and evidence will be presented by the /Director of Residence Life or his/her designee.
10. The College, Student Conduct Board members, and the referred student shall have the opportunity to present and examine statements, facts, and any relevant information regarding the case. The College and the referred student shall have the opportunity to present and question their own witnesses. The College and the referred student shall have the opportunity to present any questions for the witnesses to the chairperson of the Board in order to refute or respond to the testimony.
11. The student may present up to five competent witnesses to give testimony related to the specific charges in a Full Hearing. In both a Full Hearing and a Sanctions-Only Hearing, the student may present up to three character witnesses to offer information concerning the referred student's character. Witnesses will be present only during the portion of the hearing in which they are providing information to the Board and should maintain confidentiality concerning the proceedings. The witnesses may appear in person before the Board to testify. Written or tape recorded statements, rather than personal testimony by the witnesses, may be permitted at the chairperson's discretion when extenuating circumstances prevent the witness from appearing. Failure of a witness to be present at the time of the hearing, except in extenuating circumstances, will not be grounds to delay the hearing.
12. In cases where there are concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing, the Board may provide separate facilities by using a visual screen, and/or by permitting participation by telephone, videophone, videoconferencing, videotape, audiotape, written statements, or other means, where and as determined by the Director of Residence Life (his/her designee) or by the Board to be appropriate. The chairperson may also direct that some or all witnesses be questioned only by the Board, and not directly by interested parties; in that case interested parties may suggest questions to the chairperson for such witnesses, but the chairperson shall have full discretion in deciding what questions to ask.
13. The referred student may decline to answer questions posed by the Board. However, the Board shall make its decision based on the information available at the hearing and may draw inferences from any refusal to respond.
14. In a "Full Hearing," after all information has been presented, the Student Conduct Board will go into closed deliberations to determine whether the student has violated the College policy which the student is charged with violating. The determination shall be made on the basis of whether it is more likely than not that the referred student violated the policy. A vote of the majority of the Board members with a vote shall be required to find the referred student to be in violation of College policy. Where feasible, the Chairperson will render the Board's decision orally to the referred student.
15. If the Student Conduct Board finds the student has violated the College policy (or if the Board is conducting a "Sanctions-Only Hearing"), the Board will consider information presented by the College to determine appropriate sanctions for the referred student's violation of policy. The referred student may then present his/her character witnesses. After all character witnesses have

been heard, the Student Conduct Board will go into closed deliberations to determine appropriate sanctions for the referred student. A vote of the majority of the voting Board members shall be required to impose the sanctions.

16. No record will be made of Board deliberations, and the Board will not issue a written decision, beyond reporting its results. The vote of individual Board members will not be reported.
17. The Director of Residence Life shall be responsible for communicating the Board's decision in writing to the referred student. The decision shall include a statement of each policy found to have been violated and the sanctions imposed. In cases involving a victim of violence, the victim will also be notified of the outcome of the hearing.
18. Decisions of the Student Conduct Board may be appealed to the Student Conduct Appellate Panel following the process described below.

D. Appeals

1. **Appealing Student Conduct Board Hearing Decisions.** Students may appeal the outcome of Student Conduct Board hearings to the Student Conduct Appellate Panel, chaired by the Dean of Students or his/her designee, and consisting of two additional Student Conduct Board members not previously involved in the case appointed by the Dean of Students.
 - a. To initiate the appeals process, the student must submit a written request to the Dean of Students within 48 hours (not counting weekends or holidays) of the receipt of the decision of the Student Conduct Board.
 - b. An appeal must contain, in writing, detailed specification of all bases on which the student is appealing.
 - c. In order for an appeal to be reviewed by the Student Conduct Appellate Panel, the appeal must make some reasonable showing that at least one of the following criteria is present:
 - i. A substantive procedural error occurred that significantly affected the outcome of the hearing.
 - ii. There is new evidence that was not available at the time of the hearing which, if introduced, would significantly affect the outcome of the hearing.
 - iii. The sanction is significantly inconsistent with institutional guidelines and/or past practices.
 - iv. The totality of evidence presented at the hearing does not support the decision.
 - d. If the Dean of Students determines the appeal does not meet one of those criteria, the Dean of Students may dismiss the appeal. Otherwise, the Dean of Students will convene the Appellate Panel for a hearing to consider the appeal.
 - e. An appeal is not a rehearing, and the Appellate Panel will not, other than in exceptional circumstances as determined by the Panel, receive testimony. The Panel will base its decision on the record of the Student Conduct Board hearing.
 - f. The Appellate Panel will take one of the following four actions:
 - i. Affirm the decision of the Student Conduct Board.

- ii. Uphold the finding of responsibility of the Student Conduct Board but make changes to the sanctions.
 - iii. Overturn the decision of the Student Conduct Board and find no violation.
 - iv. Remand the case to the Student Conduct Board for further appropriate proceedings (such as, for example, consideration of additional evidence).
- g. All decisions not resulting in suspension or expulsion made by the Appellate Panel are final.
2. **Appealing Student Conduct Appellate Panel Decisions.** If the Appellate Panel imposes or upholds a sanction including suspension or expulsion, the referred student may appeal to the College President.
- a. To initiate the appeals process, the student must submit a written request to the College President within 48 hours (not counting weekends or holidays) of the receipt of the decision of the Appellate Panel.
 - b. An appeal must contain, in writing, detailed specification of all bases on which the student is appealing. In order for an appeal to be reviewed by the President, the appeal must make some reasonable showing that at least one of the following criteria is present:
 - i. A substantive procedural error occurred that significantly affected the outcome of the hearing.
 - ii. There is new evidence that was not available at the time of the hearing, which, if introduced, would significantly affect the outcome of the hearing.
 - iii. The sanction is significantly inconsistent with institutional guidelines and/or past practices.
 - iv. The totality of evidence presented at the hearing does not support the decision.
 - c. If the President determines the appeal does not meet one of those criteria, the President may dismiss the appeal.
 - d. Otherwise, the President will review the record of the case. The President will not normally receive testimony, but may elect to do so in his sole discretion.
 - e. The President will take one of the following four actions:
 - i. Affirm the decision of the Appellate Panel.
 - ii. Uphold the finding of responsibility of the Appellate Panel but make changes to the sanctions.
 - iii. Overturn the decision of the Appellate Panel and find no violation.
 - iv. Remand the case to the Student Conduct Board for further appropriate proceedings (such as, for example, consideration of additional evidence).
 - f. All decisions of the College President are final.

IV. COLLEGE SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Code of Responsibility through the Student Conduct Procedures described in Section III below. Sanctions for violations of the Code are intended to serve an educational purpose. Sanctions may be imposed alone or in combination. Sanctions will appear in students'

conduct records.

A. Oral Reprimand

An oral reprimand is a verbal warning that the student's behavior fell below the expectations of a Presbyterian College student and violated the Code of Responsibility.

B. Written Reprimand

A written reprimand is a written warning that the student's behavior fell below the expectations of a Presbyterian College student and violated the Code of Responsibility.

C. Educational Assignments

Educational assignments include, but are not limited to, the following:

1. Required participation in or attendance at appropriate educational programs based upon the circumstances of the case. Cost for attendance or participation is borne by the student.
2. Required use of appropriate College and community services such as alcohol education classes or counseling. Cost is borne by the student.
3. Apologies, essays, or other related and appropriate discretionary assignments that will fulfill the goals of education and reconciliation.

D. Restitution

Restitution includes the following:

1. Financial reimbursement to replace items or repair damages.
2. Appropriate service to the College or community.

E. Restriction of Privileges

Restriction of privileges includes the following:

1. Relocation of the student within Residence Life facilities.
2. Loss of privilege to live in senior housing—student will be moved to another facility.
3. Revocation of guest privileges.
4. Revocation of access to specific buildings or residence halls.
5. Restriction of activity on College premises or attendance at College premises events.
6. Loss of social, parking, driving, or other College privileges.

F. No Contact Order

An order of "no contact" is a restriction of contact between parties, including direct and indirect contact through person and/or social media/technology.

G. Monetary Penalty

Fines not to exceed \$500 may be imposed for violations of the Code of Responsibility, including but not limited to, escalating fines for alcohol violations and vandalism.

Note: A first alcohol violation carries a minimum \$100 fine plus other sanctions as appropriate. A first vandalism violation carries a minimum \$100 fine plus other sanctions as appropriate.

H. Drug Screening

Drug screening is the requirement for a student to submit to random drug screening scheduled by the College at the student's expense.

I. Disciplinary Probation

Disciplinary probation is a specific period of review and adjustment during which the student, student group, or student organization is under an official warning that his/her/its violation was serious. While on disciplinary probation, a student or organization may face specific restrictions on his/her/its behavior and/or College privileges. Students or organizations involved in similar or additional disciplinary incidents while on probation will be referred to the Student Conduct Board, and violations occurring during the probationary period will probably result in more severe sanctions than those occurring outside probation.

J. Probated Suspension and Probated Deactivation

Probated suspension is notice to the student that further violation of the code will result in a recommendation for immediate suspension. Probated deactivation is notice to the student group that further violation of the code will result in a recommendation for immediate deactivation.

K. Eviction

Eviction is the loss of the privilege of living in College housing for a specific period of time, or permanently. Conditions for returning to College housing may be specified.

L. Suspension

Suspension is denial of enrollment, attendance, and other privileges at the College for a specified period of time. While under suspension, the student may not be on College premises or at any College-sponsored or College-authorized event without permission from the Director of Residence Life or the Dean of Students. Permission to apply for readmission upon the termination of the period may be granted with or without conditions/restrictions. The student must receive clearance for re-enrollment from the Dean of Students.

M. Expulsion/Dismissal

Expulsion is dismissal of a student from the College without the ability to apply for re-enrollment. A student who has been dismissed may not be on College premises or at any College-sponsored or College-authorized event without permission from the Director of Residence Life or the Dean of Students. A student who has been dismissed is deemed “not eligible to return” to the College.

N. Revocation of Admission or Degree

Admission to the College or a degree awarded by the College may be revoked for fraud, misrepresentation, or other College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

O. Withholding Degree

The College may withhold rewarding a degree otherwise earned until the completion of the process set forth in this Code, including the completion of any sanctions imposed.

P. Other Student Group Sanctions

The following sanctions may be imposed upon any group or organization found to have violated the Code of Responsibility.

1. Those sanctions for individual students listed in items A-G and I-K above.
2. Restriction of existing or future privileges normally extended to the group or organization, including use of a space (such as a fraternity house) on College premises.
3. Communication of violation to the group or organization’s sponsors.
4. Enforcement of sanctions imposed on the group or organization by its sponsor.
5. Deactivation which is loss of all privileges, including College recognition, for a specified time.

V. MEDICAL CARE AMNESTY POLICY FOR ALCOHOL TREATMENT

A. PHILOSOPHY

Presbyterian College urges those who choose to consume alcohol to do so safely and responsibly, and within the limits set by applicable law and College rules and regulations. Excessive alcohol consumption can place students at risk, and the College seeks to encourage immediate medical treatment where such risk is present.

The most important point to make here is that students who are in distress from alcohol consumption should seek medical attention, and students who see others in distress should call for medical help. The College also urges students to obtain assistance when there is doubt about whether assistance is needed; it is better to

make an unnecessary call for help than to “wait and see” when someone is in genuine distress. Student health and safety are always paramount concerns. (While this policy relates to alcohol consumption only, we hope it is obvious that appropriate medical attention should be sought whenever any member of the community or person present on campus needs such attention.)

B. PURPOSE

In recognition of these concerns, students who require and receive medical attention for excessive consumption of alcohol, as well as students who obtain help for students in distress, will not be referred through the Code of Responsibility process with respect to violations concerning their possession or consumption of alcohol related to that episode, provided they comply with this policy .

Please note that nothing in this policy precludes referral for other violations that may have occurred while under the influence of alcohol. Nor does the policy prevent an individual who is obligated by federal, state, or local law, or College rules, from reporting or taking action related to conduct otherwise subject to the policy.

C. STUDENT REGULATION AND POLICY

1. If any member(s) of the community and/or their guests is/are concerned with an individual’s health or safety as a consequence of alcohol consumption, he or she should call the proper authorities to obtain medical attention. Appropriate first responses would typically include calling 911 and notifying the Campus Police and Residence Life staff.
2. A student who (i) needs and receives medical treatment for alcohol consumption; or (ii) obtains assistance or treatment for any person in need of such treatment will not face any charges for violations of the Code of Responsibility related solely to that student’s possession or consumption of alcohol in connection with that episode, provided the student in question (a) agrees to meet with the Dean of Students or the Dean of Students’ designee to discuss the situation; and (b) agrees with the Dean of Students or the Dean of Students’ designee on, and then carries out, an appropriate program of education or counseling designed to help the student avoid excessive use of alcohol in the future.

Examples of educational activities that might be assigned include attending an alcohol education course, meeting with the College’s Counselor, researching and writing a reflective essay, parental notification, or other activities that should help the student make better decisions in the future.

3. If a student complies with this policy, the incident will not be recorded as a reported or confirmed violation of the Code of Responsibility. Instead, the information will be maintained by the Residence Life staff for reference purposes only. Bad faith or repeated invocations of this policy may lead to a determination that amnesty is not available.

VI. PRESBYTERIAN COLLEGE’S CIVILITY AND ANTI-BULLYING STATEMENT

A. STATEMENT OF AIMS

Bullying and a lack of civility can foster a climate of fear and disrespect that seriously impairs physical and psychological health and creates conditions that can negatively affect any living, learning, and/or working environment. Presbyterian College’s Mission Statement affirms that “the compelling purpose of Presbyterian College, as a church-related college, is to develop within the framework of Christian faith the mental, physical, moral, and spiritual capacities of each student in preparation for a lifetime of personal and vocational fulfillment and responsible contribution to our democratic society and the world community.” This guiding statement specifically calls upon our community “to help students attain a sense of dignity, self-worth, and appreciation of other persons of diverse backgrounds.”

In accordance with these core aims, Presbyterian College is issuing this statement to educate our College community about bullying and to promote civility and respect for everyone. The College’s conduct policies are designed to protect community members from any such behaviors, as defined below, taken against a community member, including those based on any federally protected class, including race, gender, sexual identity/orientation, ability/disability status, class, religion or culture, or based on affiliation with any College recognized group or organization. Such behaviors are antithetical to our community and can cause substantial harm. Accordingly, serious cases could give rise to severe penalties. The purpose of this statement is to establish clear expectations, and to emphasize the applicability of the College’s longstanding rules to the particular problem of bullying.

B. DEFINITIONS

1. Bullying is defined as the unwelcome acts of an individual or group of individuals that are intended to humiliate, harass, mentally or physically injure or intimidate, and/or control another individual or group of individuals; and which are sufficiently severe or pervasive to have a material impact on the ability of a member of the community to participate in the living, learning, and/or working environment of Presbyterian College.
2. Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may be observed in the following forms, which are not exclusive:
 - a. **Physical Bullying** includes striking, pushing, shoving, kicking, and/or tripping another; assaulting or threatening a physical assault; or damaging a person’s work or living area, personal property, or work product.
 - b. **Verbal/Written Bullying** includes ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual’s known intellectual or physical vulnerabilities.
 - c. **Nonverbal Bullying** includes directing objectively threatening or intimidating gestures toward a person or invading personal space after being asked to move or step away. Nonverbal bullying may also involve

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stalking, unconsented photography or recording of private acts, and/or the disclosure of private facts or images of a person as to which the person has a reasonable expectation of privacy.

- d. **Cyber Bullying** is defined as bullying an individual using electronic media or devices, including but not limited to the internet, interactive and digital technologies, social media, and/or personal electronic devices. Cyber bullying may include verbal/written bullying and/or nonverbal bullying.

C. ACADEMIC FREEDOM, FREE SPEECH, AND NORMAL SOCIAL INTERACTION

Freedom of expression and thought are as essential for a thriving academic community as are the guiding principles of our mission statement that emphasize civil social conduct. As a community of imperfect human beings who learn, live, and work together, Presbyterian College must honor both goals. Honestly held and reasonable differences of opinion are protected at Presbyterian College, in and out of the classroom. Discussion of an academic subject, even when the ideas are controversial, is protected. Disagreements and criticism, even when strongly asserted, are not bullying if they are aimed at ideas and actions, rather than at hurting or humiliating individuals. And while kindness and civility are virtues and aims of the College, not every unkind or uncivil remark or act is punishable. Social interactions sometimes result in hurt feelings. This is always unfortunate, but a social slight, criticism, or rebuff is not bullying unless it satisfies the definition above.

D. REPORTING AND ADDRESSING INCIDENTS

The College will address conduct of students, faculty, or staff who engage in bullying. All incidents of bullying should be immediately reported to a member of the Campus Life Staff (Student incidents), the Faculty Advocate (Faculty incidents), and/or Human Resources (Faculty and Staff incidents). As in any case of emergency, immediately contact Presbyterian College Campus Police if you feel you are in danger

For Faculty and Non-Faculty Handbooks: Employee behavior that has been reported as bullying will be addressed under the appropriate handbook and policies as published by Human Resources

Garnet Book: Student behavior that has been reported as bullying will be referred to Student Conduct for handling. Charges for bullying conduct may include: Computer and Technology Misuse, Discrimination and Harassment, Disorderly Conduct and Disruption of College Activities, Harm to Person/Threat to Safety or Well-Being, and/or Stalking. These can be serious charges with sanctions up to and including Suspension or Expulsion as possible outcomes.

PRESBYTERIAN COLLEGE'S ANTI-RACISM STATEMENT

A. STATEMENT OF AIMS

Presbyterian College is a multicultural community of people from diverse racial and ethnic backgrounds. Each member of our community is valued, and each is responsible for behaving in ways that show respect for racial and ethnic differences. Bigotry directed at such differences will not go unchallenged, and no form of racial abuse, threat, intimidation, or violence will be tolerated. The College recognizes no right, individual or otherwise, to denigrate or favor another human being or group in a way that implicitly or explicitly demeans another group. Alcohol abuse, substance abuse, ignorance, or “just joking” are not excuses for racist behavior. Because each of us has chosen to be part of the PC community and uphold its values, we must commit to these principles and guard against racial misconduct. Doing so is consistent with the focus, goals, and mission of PC. It is in the context of these commitments that PC implements this Anti-Racism policy. Its purpose is twofold: first, to establish behavioral expectations around racial identity, and second, to provide an accountability structure for misconduct related to race.

B. DEFINITION AND EXAMPLES

As we declare ourselves an institution opposed to racism, it is essential that we be clear as to how we define and interpret the term.

1. Racism is the treatment of others differently on the basis of race or the expression (direct or implied) that one or more racial groups is superior to one or more other racial groups. Racism includes the celebration of cultures, subcultures, institutions, or states that were founded on and remain today associated with beliefs about the moral superiority or implied supremacy of one group of persons over another group of persons on the basis of race, ethnicity, and/or national origin.
2. Racism can occur as a single incident or repeated incidents, and may take the following forms, which are not exclusive:
 - a. Events, displays, or other acts or expressions using the cultural markers of a race or group in a way that can reasonably be understood as demeaning and which do not have legitimate educational, learning, or appreciation purposes.
 - b. Events or displays celebrating the Confederate States of America.
 - c. Artwork, clothing, or other objects that fall into any of the above categories.
3. Actions that value or celebrate underrepresented or historically marginalized cultures do not constitute racism, provided such acts do not assert the superiority or supremacy of the culture being celebrated over others.

C. ACADEMIC FREEDOM AND FREE SPEECH

Presbyterian College is committed to freedom of expression and thought as essential elements of an academic community. The College is also committed to encouraging a stimulating and honest exchange of opinions. Freedom of expression and thought are as essential for a thriving academic community as are the guiding principles of our

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mission statement that emphasize civil social conduct. As a community of imperfect human beings who learn, live and work together, Presbyterian College must honor both goals.

Students need to learn to be comfortable with the discomfort of new ideas – including ideas they may find offensive. Honestly held and reasonable differences of opinion are protected at Presbyterian College, in and out of the classroom. Discussion of an academic subject, even when the ideas are controversial, is protected. Disagreements and criticism, even when strongly asserted, are not bias incidents if they are aimed at ideas and actions, rather than at a person's characteristics. Nothing in the bias reporting process is intended to stifle academic freedom or the appropriate expression of (even controversial) ideas.

D. REPORTING AND ADDRESSING INCIDENTS OF RACISM

Racism is a type of bias, and any incidents of racism can be reported under the College's existing Bias Incident Report process. For the most current information on this process, please see <https://www.presby.edu/about/office-of-diversity-and-inclusion/bias-incident-reporting/>

We encourage all members of our community to report any incident of bias, whether you are a complainant, bystander/witness, or a concerned member of the PC community. Bias incidents may be reported using the BIAS INCIDENT REPORT FORM (at the link above) or by contacting the Vice President for JEDI (Justice, Equity, Diversity, and Inclusion), the Dean of Students, the Vice President for Human Resources and Title IX, and/or the Provost.

We encourage you to report any incidents that negatively impact our campus climate, especially those that are bias-related. We define bias as an intentional or unintentional display of hostility or bigotry in word or deed that a reasonable person would conclude is directed at a member of the PC community based on race, national origin, religion, citizenship, age, gender, sexual orientation, disability, or past or present service in the military.

Bias incidents can take on a variety of forms, including but not limited to discrimination, spoken or written hate speech or harassment, offensive visual representations, threats, vandalism, physical confrontation, and similar conduct or communications on or through social media.

The bias report form is not a substitute for a call to first responders. If you witness or experience any actual or threatened emergencies – such as violence, injured persons, a fire, or suspected crime, you should call 911 and/or contact Campus Police at 864-833-8911 immediately.

After a report is filed, it is reviewed by the Vice President for JEDI, the Vice President for Human Resources and Title IX, the Provost, and the Dean of Students. From there, it will be assigned to the appropriate college official for investigation. Student, faculty or staff behaviors that may violate the College's Sexual Misconduct Policy will be addressed through the procedures in that Policy. Faculty or staff behaviors that may violate academic or non-academic employment policies will be

addressed in accordance with procedures in the appropriate employment handbook (Faculty Handbook, Non-Faculty Handbook or other policy handbooks). Student behaviors that may violate the Student Code of Conduct will be addressed through the procedures outlined in the Garnet Book.

If you provide contact information on the Bias Incident Report Form, the college official assigned to investigate the incident will initiate contact with you within twenty-four hours of receipt of the report.

RESIDENCE LIFE POLICIES

I. GENERAL PRINCIPLES

A. Purpose

The Residence Life Office provides a safe environment that supports the academic endeavors of our students. Within our community, students have the opportunity to learn and develop in an atmosphere that enhances social and educational opportunities on campus, as well as fosters community within the halls. Each living area has Resident Assistants (RAs) to support and assist students. The following policies and procedures are intended to preserve community and foster civility and an environment that is conducive to the educational mission of the College.

B. Responsibilities and Authority

The Student Code of Responsibility is the guiding principle for the Residence Life Policies.

The Residence Life Office (RLO) Staff is a group of professionals responsible for oversight of the overall community hall/life program. The RLO staff provides guidance and supervision for the RAs; coordinates with Campus Services and other College officials regarding physical plant concerns within the community; and promotes a safe and conducive environment within the community to support the overall learning experience for students. Students should feel comfortable working with their RAs about most matters in their living area. The RLO staff should also be seen as a supportive resource for students. The RLO staff serves as hearing officers in the conduct process and adjudicates most infractions that occur within the residential buildings.

The Resident Assistants are student paraprofessional staff selected through an intentional application and interview selection process each Spring. RAs serve several roles within a community hall. RAs build community among their residents, provide information about campus resources to their residents, serve on On-Call Duty rotation, enforce college policies, assist students with the move-in and move-out processes, and assist students with roommate conflicts. The goal is for residents to appreciate their RA as a person who is approachable and helpful to them, and one who helps maintain order and safety within a hall.

All students are encouraged to seek the assistance of the Residence Life Staff, and/or RA when they have questions about the College, have concerns with their living environment, are unable to resolve a conflict with their roommate or floor mate(s), or need someone to talk to about a personal concern.

II. RESIDENCE LIFE STUDENT POLICIES AND PROCEDURES

Residence Life policies and procedures below are meant to provide for healthy and safe community living for all students. Students are expected to know the information and to abide by any rules established in these policies. Any person or group who violates the Residence Life policies is subject to the disciplinary processes set forth in the Code of Responsibility. Additional information can be found in the Presbyterian College Housing Contract.

A. Assignments

1. **New Students:** Room and roommate assignments are completed prior to Orientation for fall enrollees and in December for January enrollees.
2. **Upperclassmen:** Assignments are conducted through a spring semester housing selection process. Specific procedures for housing selection are provided via email and on the Residence Life website. Students are responsible for understanding the procedures and policies related to housing selection. Housing assignments made during the selection process may be changed by Residence Life, if needed, based on anticipated fall College enrollment or other necessary factors.
3. **Temporary Assignments:** In some cases it becomes necessary to assign students to temporary housing until another space becomes available. Students who are assigned to a temporary assignment must be aware that they may be given short notice to relocate.

B. Building Safety

1. Do not open doors or windows for strangers.
2. Report any suspicious persons to Campus Police (864.833.3949).
3. Students should keep their doors locked, whether they are inside or outside of their rooms.
4. Live trees are not allowed in any Residence Life facility.

C. Candles/Open Flames and Combustible Materials

Students are not permitted to use or store any open flames or combustible materials within a residential facility. This includes, but is not limited to, candles, candle warmers, incense, and oil lamps. Open-flame devices will be confiscated. Combustible materials including, but not limited to, lighter fluid, motor oil, fireworks, propane, and gasoline are prohibited inside all residential facilities.

D. Residence Life Meetings

1. Meetings scheduled by Residence Life staff for a floor, wing, or hall are **mandatory** at the discretion of the staff person involved.
2. Students must obtain prior approval to be absent from the mandatory meetings through their RAs.

E. Residence Life Room Keys

1. All students must attain their room key prior to moving into his/her assigned room. Only the student who is assigned to a specific room can receive a key.
2. Keys assigned to students are the property of the College and must be returned at the expiration or termination of the housing agreement.
3. In the event of a lockout during regular office hours (M-F, 8:30 a.m. - 5 p.m.), students can come to the Residence Life Office to borrow a lock-out key and must return the borrowed key upon gaining access to his/her room. Failure to return the lock-out key within 48 hours will result in a lost key charge of \$125.
4. If a student is locked out after office hours or on the weekend, RAs are able to let students into their rooms. If a student cannot locate an RA, he/she may contact Campus Police. Responses to lock-outs by Campus Police may be subject to a fee. If a student requests assistance for a lock-out more than twice from an RA, the student may be subject to a fee for any further assistance.
5. Students must report lost keys to the Residence Life Office immediately. Students will be charged \$125 for replacement of door lock and keys.

F. Courtesy Hours & Quiet Hours

1. Courtesy hours are in effect 24 hours a day, 7 days a week.
2. Quiet hours are from midnight to 8 a.m. from Sunday evening to Friday morning. Quiet hours are from 2 a.m. to 8 a.m. on Saturday and Sunday mornings.
3. Community members are expected to be mindful of these hours and to adjust

their behavior accordingly.

G. Display of Objects from Community Halls

Flags, banners, signs, and other objects may not be displayed in, on, or from College residence halls and windows without prior approval from the Residence Life Office.

H. Electrical Appliances & Equipment

Sharing a residential community includes sharing the utility capabilities of that facility. Outlets and overall electrical capacity in all student-housing areas can easily be overloaded if misused. As a result, this policy requires that students use caution and limit their use of electrical equipment in the residential buildings to minimize risk of harm to themselves and the community and to conserve energy. The following list is not an exhaustive list and additional limitations may be announced by the Residential Life Office. Appliances that cause a nuisance by consistently overloading the power supply to the room and tripping electrical breakers will be required to be removed.

1. All electrical items must be Underwriters Laboratory (UL) listed and in good operating condition.
2. Extension cords are not allowed. Use power strips for additional outlets.
3. Spread out appliances within a room or apartment to lessen the load on individual outlets. Do not overload outlets.
4. Microfridges, hair dryers, and other such appliances must be plugged directly into the wall outlet rather than a power strip.
5. Personal refrigerators are allowed but should be no more than 5.0 cubic feet.
6. Electrical equipment that is NOT allowed in residence hall rooms includes, but is not limited to: personal air conditioners, open coil burners (hot plates), griddles or grills, toasters (unless thermostatically controlled), electric hamburger cookers (Foreman grills), halogen lamps, indoor/outdoor grills or hibachis, lava lamps, and any high heat appliance with an exposed heating element or that is capable of heating grease to the boiling point.
7. Holiday lights or other strings of lights may not be strung through suspended ceiling tiles or near fire suppression sprinkler heads, and must not come into contact with any wrapping paper, metallic foil, etc. Decorative lights must be turned off and unplugged when no one is in the room.
8. Lighting may not be plugged in and strung through windows and doors.
9. Do not alter or repair electrical equipment or fixtures that belong to the College.

I. Furniture

Students are not permitted to remove, transfer, alter, or store any College property such as desks, chairs, dressers, beds, or mattresses provided in assigned rooms or any furniture or items provided in common areas.

J. Grills

Personal grills may **only** be used by students living at the New Apartments, Townhouses, Scottish Arms, the MSU House, and Fraternity Court during the fall and spring semesters of the academic year. Students in these facilities must abide by

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the following policies:

1. Only charcoal and wood-fired grills may be used. Grills that use propane or other flammable gas are not allowed on campus at any time.
2. The use of personal grills will be restricted to designated grilling areas that are at least 10 feet (three meters) from any building, overhang, trees, bushes, or other vegetation.
3. Do not leave lit grills unattended.
4. Grills must be extinguished immediately after use, and grills are not to be left out or allowed to cool over an extended period of time in the approved grilling areas.
5. Students must properly dispose of ash and used charcoal and all other grilling trash in the proper receptacles.
6. Grills, charcoal, and tools must be stored on or against the back porch/deck of the building, when not in use.

K. Guests & Visitation Policy

1. A Guest is defined as a person who is not a member of the PC community who is being hosted by a student. A visitor is another PC student or other member of the PC community.
2. Students may host overnight guests or visitors of the same gender; however, these guests **MAY NOT** stay for more than two consecutive evenings in any week and no more than three nights total during any two week period without written permission from the Residence Life Office.
3. Each resident in any Residence Life facility may only have two guests or visitors at any given time.
4. The following regulations are effective for all residence halls' visitation periods:
 - a. All guests must enter and leave through the exterior door(s). Entry and exit through windows (except in the case of an emergency) is prohibited.
 - b. The host must be a resident of the hall/room being visited.
 - c. Residence hall main lobbies are open for all students of both genders during non-quiet hours.
 - d. Students may not sleep in lobbies or common areas at any time.
 - e. In the event that violations of the Visitation Policy occur frequently on any floor or in an entire residential facility, the visitation privileges of that area may be revoked by the Residence Life Office.
 - f. Both individuals involved in a visitation violation may be sanctioned.
 - g. Guests not staying overnight and visitors are generally expected to depart from the residents room during designated Quiet Hours.
 - h. A roommate's right to privacy supersedes a student's right to have guests enter their assigned room.
 - i. The College retains the authority to revoke visitation privileges at any time.

L. Hall Closings

1. Residential facilities are closed for winter break and periods between academic terms.
2. Spring Term Closing:
 - a. Non-graduating seniors and underclassmen who do not have permission

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from Residence Life for late-stay are required to follow closing instructions and leave campus no later than 24 hours after their last exam or no later than the posted closing date, whichever is sooner.

- b. Graduating seniors and students with late-stay approval are required to be moved out and leave campus by 6 p.m. on the day of graduation.
- c. Students needing permission to reside in the halls while they are closed must obtain written permission from the Residence Life Office. Information for each break period will be posted on the Residence Life website and additional fees may be charged for students needing to stay past the designated closing date... No late stays will be approved past 6 p.m. on the day of graduation or while administrative offices are closed during the winter break.

M. Health and Safety Check

To assure that basic health standards are met, health and safety checks will be conducted at least once each academic term. Students will be notified in advance.

N. Inspection/Search of Rooms

Room inspection/searches may occur under the following conditions:

1. When there is a reasonable suspicion that an occupant may be physically harmed or endangered
2. When there is a reasonable suspicion that College regulations or state/federal laws are being violated

Determinations of what constitutes reasonable suspicion may be made by the President of the College, the Dean of Students, the Director of Residence Life, or a member of the Campus Life on-call staff.

O. Lofted Beds

1. Students may not build or install lofted beds in any other residential facility.

P. Maintenance

1. Maintenance problems within the rooms and community halls should be reported in a timely manner to Campus Services via School Dude, which can be accessed from www.presby.edu/campus-services/home/maintenance-request. Students are not authorized to repair damages to College-owned property.
2. In case of maintenance emergency
 - a. During Business Hours: Immediately contact Maintenance at 864.833.8404 or Residence Life at 864.844.8277 and enter a School Dude request.
 - b. After Business Hours: Immediately contact an RA or Campus Police to report the problem and enter a School Dude request.

Q. Move In/Move Out

1. Students must adhere to designated times to move in or out of their assigned rooms each term.
2. Students should not plan to arrive earlier or stay later than these designated times without specific approval from the Residence Life Office.
3. Each student is required to check in with a member of the Residence Life staff and must sign a Room Condition Report upon move in, acknowledging the condition of the room.
4. Each student must sign a Room Condition Report and check out properly with a member of the Residential Life Staff upon move out, acknowledging the current condition of the room.
5. Students are held accountable for any damages beyond normal wear and tear usage.

R. Notification of Enrollment Status Change

1. Students are responsible for notifying Residence Life regarding any enrollment status change as soon as possible.
2. Students who withdraw or are suspended during the semester must properly check out of their assigned room within 24 hours of their withdrawal/suspension notice.
3. Students are also responsible for communicating with roommates and suitemates.

S. Pets

Students may not have pets in any residential facility; this includes pets that students own as well as those pets that are not owned by, but are “visiting,” students.

T. Responsibility for Personal Property

1. Students are encouraged to maintain appropriate insurance to cover personal belongings (i.e., clothing, personal furniture, electrical equipment, etc.).
2. The College does not assume an obligation to pay for the loss of or damage to the personal property of students occurring in its buildings or on its grounds.

U. Responsibility for Rooms & Communal Property (hallways, baths, stairwells, elevators, lounges, studies, utility rooms, and kitchens)

1. Each student is responsible for all items and behavior occurring within his/her room.
2. Each student is responsible for the condition, including sanitation of his/her assigned room.
3. Students are not to use stickers or to tape, paint, mark on, drive nails or screws into, or otherwise deface or alter walls, ceilings, floors, windows, window screens, cabinets, woodwork, furnishings or any other part of the community halls or make any alterations, additions, or improvements in or to the building without written authorization from the Residence Life Office.

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4. Community members are responsible for removing all trash on a regular basis from their rooms and disposing it properly in the outside trash bins.
5. Community members are also responsible for keeping their halls and stairwells, other common areas, and surrounding grounds and parking lots free of trash and other items.
6. Excessive trash in or around residential facilities will be treated as common area vandalism.
7. When damage occurs in the hallway or some other public area and no one claims responsibility for the damage, the Residence Life Office bills the charge for repair, replacement, and/or cleaning to residents of the entire residence hall, floor/community, house or apartment as common damages. The total cost is split among the number of residents and is added to individual room damages in the regular billing process. The College bases this policy on two understandings:
 - a. Residents of a floor, house, or residence hall make up a community and, as such, have certain responsibilities to that community, such as keeping the community free from damages
 - b. The possibility of incurring a common damage charge encourages residents to hold one another responsible for behavior.

V. Room Changes

1. No room changes are allowed during the first two or last two weeks of each semester. Room changes are scheduled two (2) weeks into each semester.
2. Students must obtain written permission from the Residence Life Office prior to moving to another room.

VI. Roommate Conflicts/Disagreements

1. Community members are expected to attempt to work through conflicts with their roommates on their own.
2. If the conflict cannot be resolved between roommates, community members are expected to report the issue to their RA for assistance as soon as possible.
3. If the RA is unable to assist in the resolution of the conflict, the Residence Life professional staff should be notified so that they can assist in the process.
4. Students may be referred to other resources, such as counseling services, to assist them in resolving roommate conflicts.
5. If no resolution is accomplished, Residence Life staff will provide possible alternative campus accommodations and will assist with voluntary reassignment of a student who wishes to move. Alternative accommodations may be limited based on housing occupancy at the time of the conflict.

VII. Solicitation Policy

The College has a no solicitation policy.

Y. Storage of Personal Property

1. Students may not leave any personal items in any college property between official spring term closing and fall term opening.
2. The College is not responsible for the disposal of any personal items left behind in College properties after official closing of a term. Any personal property found in a residential facility after students have moved out at the end of spring term closing will be considered abandoned and will be discarded or donated, at the Residential Life staff’s discretion, with the cost of removal billed to the student.

STUDENT ORGANIZATION POLICIES

I. GENERAL PRINCIPLES

A. Philosophy

Every aspect of the PC experience contributes to the overall learning and growth of each student, whether in the classroom or through student involvement. With over fifty student organizations on campus to choose from, PC students have every opportunity to find their niche. It is within these organizations that students mature, gain valuable leadership skills and experiences, and create memories and lasting friendships.

A. Responsibility and Authority

1. The Student Code of Responsibility is the guiding principle for the Registered Student Organization (RSO) Policies.
 - a. RSOs governed by regulations from other bodies such as the NCAA, Inter/National fraternities and sororities, the Interfraternity Council, and the Panhellenic Council may have additional regulations that must be met.
 - b. RSOs that fail to abide by and uphold College policies are subject to the disciplinary sanctions set forth through the Code of Responsibility and/or the loss of recognition by their governing body.
2. The Student Government Association is the governing body that provides recognition, guidelines, and support for RSO.
3. The Interfraternity Council (IFC) is the governing body that provides guidelines and support for PC’s Inter/National fraternities.
4. The College Panhellenic Council (CPC) is the governing body that provides additional guidelines and support for PC’s Inter/National sororities.
5. All fraternities and sororities are required to maintain membership in their respective council (IFC or CPC.) for recognition by the college.

II. STUDENT ORGANIZATION OPERATIONS

Students are free to form registered student organizations and apply for recognition

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by the College so long as the aims and purposes of such RSOs are not in disagreement with the aims and purposes of the College. The Student Government Association is responsible for chartering, defining the rights and responsibilities, and approving fund distribution requested by RSOs. In addition to the policies outlined in the Student Code of Responsibility that apply to all students, the policies below apply to the operations of all RSOs.

A. Event Policies and Procedures

1. RSOs are to observe the following requirements when hosting events:
 - a. To promote personal responsibility and self-governance, RSOs that host events shall assume the responsibility of enforcing these policies.
 - b. RSOs must register any event where greater than 25% of RSO membership will be present, informal gatherings where 25% of members are present can be reasonably assumed to have met as an RSO.
 - c. RSOs and individuals that host an event on or off campus may be held responsible for the actions and well-being of their members and guests.
 - d. RSO events are not college sponsored events, the RSO remains responsible for its event, for enforcing these requirements, and for any outcomes from the event.
2. All events, whether on-campus or off-campus, must be registered and reviewed in advance.
 - a. Event Registration Forms must be submitted to Student Involvement at least seven (7) business days prior to the event. See below for events with alcohol policies.
 - b. Failure to register the event on time may result in denial of the request.
 - c. Student Involvement staff are available as a resource to review any RSO's event logistics, risk management plan, assist with contract coordination, marketing plan, etc.
3. All Events must abide by the following expectations:
 - a. Student Involvement must review all events before the RSO is eligible to reserve any space on campus. Student Involvement will provide a confirmation to the RSO once the event has been reviewed and the RSO is eligible to reserve space on campus.
 - b. Campus Police officers and Campus Life staff members may visit registered events or check with the persons responsible for the event to ensure compliance with college policies and procedures.
 - c. Events that do not align with the mission of Presbyterian College or violate Garnet Book policies (e.g. events with themes that are vulgar or contain sexually explicit language) will not be approved.
 - d. Any RSO and/or its members that hosts an unapproved event may be subject to discipline through the Student Conduct process.

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- e. On-campus marketing from RSOs must be reviewed by Student Involvement PRIOR to being posted or distributed. (Refer to Section IV for a full list of Marketing policies.)
 - f. No RSO or individual may sign any contract on behalf of the College. The RSO or student(s) must bring contracts to Campus Life staff for college approval and processing.
 - g. RSOs are responsible for cleaning up and returning the on campus event space to its original condition. RSOs will be responsible for any damages to an event space, including but not limited to loss of future reservation privileges and/or fines.
 - h. No RSO may have sponsors, co-sponsors, or advertisements for events that violate event guidelines or policies (e.g. promoting alcohol, tobacco, gambling, or sexually oriented content).
 - i. RSOs may not host events targeted at or for non-student audiences under the RSO Events Policy. They may choose to coordinate with the Office of Auxiliary Services to complete the College Events Contract process. These events must adhere to the terms outlined by the contract and all other relevant laws and policies.
4. Events with alcohol: In addition to the above policies, events with alcohol are subject to the following:
- a. Events with alcohol may only be scheduled on Friday and Saturday nights. The intent of this policy is to preclude any interference with classroom and other academic preparation.
 - b. An RSO can host only one (1) event where alcohol is present per day. An event where alcohol is present may last no longer than four (4) hours and must end no later than 2:00 am.
 - i. End of event is defined as: guests have departed, lights have been turned on in the event space, the band or DJ is departing, and the serving and consumption of beverages has concluded.
 - ii. Guests are not to linger in the event space or on the grounds after the conclusion of the event.
 - c. The RSO must maintain a guest list of event attendees. It is recommended that the RSO maintain no more than a 3:1 guest-to-member ratio for an event. Occupancy at any event shall not exceed fire code.
 - d. No alcoholic beverages may be purchased through RSO funds nor may the purchase of alcoholic beverages for members or guests be coordinated by any member in the name of or on behalf of the RSO. No RSO may co-sponsor, co-finance, attend, or participate in a function at which alcohol is collectively purchased by an RSO or its members.
 - e. No RSO may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is being given away, sold or otherwise provided to those present. This includes any event held in, at, or on the property of a tavern as defined above for purposes of fundraising.

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- f. On-campus, RSOs cannot serve or sell alcohol.
 - i. RSOs may request PC Dining to serve or sell alcohol at an event as the third party vendor.
 - a. Events must be reviewed by Student Involvement no less than fifteen (15) business days prior to the event.
 - b. RSOs must provide the following materials to Student Involvement within one (1) business day of registering the event.
 - i. Anticipated guest list.
 - ii. Confirmation of event date and time from PC Dining.
 - iii. Confirmation from Campus Police of event security requirements and RSOs agreement to cover cost of those security requirements.
 - c. PC Dining is licensed to serve or sell beer and wine at four (4) locations on campus: Belk, Bailey Stadium, Harper, MSY.
 - i. For PC Dining to serve or sell alcohol in any other campus location a temporary license must be purchased by PC Dining. The cost of securing the temporary license must be paid by the requesting RSO.
 - ii. RSOs may request to host a BYOB (bring your own beverage) event via the Event Registration Form. These events must be reviewed by Student Involvement at least fifteen (15) business days prior to the event.
 - a. In order to host a BYOB event, a copy of the host organization's certificate of insurance with a minimum of one million dollars (\$1,000,000) of general liability insurance must be on file. The certificate of insurance must name as additional insured and certificate holder (at a minimum) the organization and the College.
 - b. RSO event organizers must meet with Student Involvement for BYOB event management training.
- g. Off-campus, RSOs are expected to follow all relevant federal, state, local laws, Garnet Book policies, and organizational policies.
- h. For events with alcohol, the RSO must designate members in good standing to serve as and execute Risk Reduction Manager (RRM) duties. All students serving in the RRM role must have completed the appropriate training with Student Involvement within the academic year.
 - i. The RSO is required to have a minimum of three (3) students, serving as RRM, unless approved to have fewer by the Campus Life staff. The recommended ratio for RRMs to guests is one (1) monitor per fifteen (15) guests.
 - ii. One (1) Executive Board Member from the RSO is required to be present at any event. This Executive Board Member may serve as one of the RRMs.
 - iii. RRMs must not consume alcoholic beverages six (6) hours prior to the event, during the event, and for one hour after the conclusion of the event.

- iv. RRM's must ensure that policies are being enforced and situations or incidents addressed responsibly.
- v. All RRM's must be members of the RSO. If an event is co-sponsored between two (2) or more RSO's, all RSO's should have Risk Reduction Managers present to ensure the safety of all guests.
- vi. RRM's have the responsibility of monitoring events in order to provide a safe social environment. These responsibilities may include:
 - a. Checking identification cards and guest lists upon entry to the event. There should be a system for identifying attendees who are over the legal drinking age. (i.e. wristbands, hand stamps, etc.)
 - b. Responding to crisis situations; including seeking assistance from Campus Life staff, Campus Police, or emergency personnel.
 - c. Responding to any disruptions that take place at the event.
 - d. RRM's may ask guests to leave the event if they violate any policies.

B. Additional Fraternity/Sorority Life Policies

1. Only those fraternities and sororities recognized by their governing councils are permitted to host social events with or without alcohol. Events held at Fraternity Court are subject to the event policies and procedures stated above, as well as the following exceptions and additions:
 - a. At all times other than during designated nights that are properly registered, there shall be no events involving alcohol. During this time, Fraternity Court is open to brothers of each chapter, as well as a maximum of 10 non-members. All Event and Residence Life policies apply.
 - b. On Friday and Saturday nights between the hours of 10:00 pm and 2:00 am:
 - i. Fraternities are permitted to host registered events with alcohol on designated nights. The IFC will work in conjunction with Student Involvement to create a calendar prior to the start of each semester that designates a maximum of eighteen (18) nights that fraternities may open or register to host events with alcohol in Fraternity Court facilities.
 - ii. Nights in which Fraternity Court is designated for events, chapters may elect to host a registered event without alcohol. Events without alcohol must have a minimum of two (2) RRM's. RSO's are held responsible for those in and around the house. For events registered without alcohol, it is the responsibility of the RSO to monitor their guests to ensure no alcohol enters the premises of the organization, including the front and back porch area.
 - iii. Nights in which Fraternity Court is designated for events and the chapter is not hosting a registered event, or if a chapter ends their registered event prior to 2 a.m., no more than 10 people including residents are permitted to be in the facility.

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All Residence Life policies apply.

- iv. Nights in which Fraternity Court is not designated for events, each individual facility is permitted to have a maximum of ten (10) people (including residents.) All Residence Life policies apply.
 - c. RRM's should be stationed at the chapter house entrances and within the event gathering. RRM's are required to check to make sure guests have obtained the appropriate wristband. RRM's must not allow guests to enter the event without the appropriate wristband. Prior attendance to another on-campus event where wristbands have been distributed does not excuse a student or guest from checking in at Fraternity Court.
 - d. Chapter members must clean all major trash from inside the house, the front, back, and side yards as well as the front porch, rear deck, and adjacent parking areas within thirty (30) minutes after the event.
 - e. Interior and Exterior Chapter house decorations must be approved prior to display.
 - i. Decoration requests must be included in event registration form submission and within all college policies and guidelines.
 - ii. Decorations must be removed and properly disposed of no later than 5:00 p.m. on the day following the event. Unless otherwise approved by the Student Affairs staff.
 - f. Music may not be played from vehicles during an event. Speakers may not be placed in doorways, in windows, on decks, or hung from anywhere on the exterior of the chapter house.
2. Hazing is inconsistent with the values of Presbyterian College and is a violation of South Carolina law. No organization, student, alumnus, or advisor shall conduct or condone Hazing, regardless of any person's willingness to participate in hazing activities. "Hazing" is defined as any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. Refer to Section II.M of the Garnet Book for the College Hazing Policy.
 3. New Member Recruitment and Initiation.

The officers of each fraternity and sorority are responsible for ensuring recruitment and new member activities, as well as chapter activities, are educational and comply with all College and Inter/National organization regulations.

 - a. Student Involvement will approve the dates for fraternity and sorority recruitment, so that these activities support the educational pursuits of all members.
 - b. All recruitment activities associated with any chapter will be alcohol-free. No recruitment activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor.

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- c. All chapters must complete all new member activities and initiate all new members within a six (6) week time frame immediately following bid distribution. Each chapter's new member program (detailed) is due to Student Involvement for review two (2) weeks prior to the start of recruitment.
4. Insurance Requirements
All fraternities and sororities are required to indemnify the College and maintain insurance in order to remain as a recognized chapter on PC's campus.
 - a. Indemnification Agreement — Each fraternity and sorority is required to sign an indemnification agreement in acceptable form to the effect that it will defend and hold harmless Presbyterian College, its trustees, officers, and employees against any claim, suit, action, or proceeding relating to the fraternity, sorority, or its members without regard to whether the same is covered by applicable insurance.
 - b. Insurance Coverage — Each fraternity and sorority is required to maintain insurance in force at all times, providing property damage coverage in such amounts as Presbyterian College deems appropriate for damage to the property of the fraternity, sorority, and others, and comprehensive general liability coverage. The limits required are listed below:

• Per Occurrence	\$1,000,000
• General Aggregate	\$2,000,000
• Products/Completed Operations	\$2,000,000
• Personal & Advertising Injury	\$1,000,000
• Damage to Premises Rented to You	\$100,000
• Medical Pay	\$5,000

If above limits are not met, an umbrella policy with equal coverage is required.

- c. Insurance Carrier Qualifications — All insurance policies must be placed with insurance carriers licensed to do business in South Carolina, having A.M. best ratings of at least A-. The policies of insurance must name both Presbyterian College and the College Adviser as additional insured.
- d. Certificate of Insurance — A valid Certificate of Insurance, providing 30-day notice of cancellation or non-renewal, must be on file with the Vice President for Finance and Administration at all times before the chapter may be recognized to conduct business at Presbyterian College. Each policy must provide a waiver of subrogation in favor of Presbyterian College and the College Advisor.
- e. Limiting Endorsements Stated — The Certificate of Insurance is required to show any limiting endorsements to the standard Comprehensive General Liability form. Presbyterian College may reject any insurance containing limiting endorsements unacceptable to it.

ADDITIONAL CAMPUS LIFE AND COLLEGE POLICIES

I. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Although Presbyterian College does not have a special program for students with disabilities, the College makes every reasonable effort to accommodate students with disabilities and to assist them in obtaining an education. All students must take the required courses for a B.A. or B.S. degree.

The Vice President of Justice, Equity, Diversion, and Inclusion's Office will assist students with disabilities to be made aware of the accommodations that the College is able to provide. If a student has a disability that affects academic performance, he/she should inform the JEDI's Office in writing of the disability as well as the nature of its effect on his/her academic performance. Contact the their office for more information and to apply for accommodations.

II. CLASS ATTENDANCE POLICY

Each academic department will set and administer its own absence policy; therefore, students should read carefully the absence policy as described in each professor's course syllabus. Students whose absences exceed the number allowed may be dropped from the class with a grade of "F." When an absence is unavoidable, students should notify their professors, in advance when possible, by telephone or email to make them aware of their absence and to coordinate any missed work. Students should be prepared to offer medical or other documentation to substantiate the need for their absence.

Students may contact the Provost's Office, Academic Affairs, or the Dean of Students' Office to report an illness or other emergency that will require the student to miss class. Representatives from either department will, if requested, communicate this information to the student's professors, advisor, and other appropriate parties.

While representatives from the Provost's Office or Student Affairs' Office may communicate this information to professors, it is the student's responsibility to coordinate any make up requirements with each professor. Further, students should be aware that each academic department sets and administers its own absence policy; therefore, students should read carefully the absence policy as described in each professor's course syllabus. Absences due to illness or other emergencies usually will not result in a waiver of absence policies. Questions about continuing in a course and/or documentation needed to verify illness or other emergencies should be directed to each professor.

III. FERPA, THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

- A. **Directory Information.** The College has designated certain information contained in a student's educational record as directory information pursuant to the Family Educational Rights and Privacy Act (FERPA). Directory information at Presbyterian College consists of:

- Student's full name
- Addresses (campus, permanent, email)
- Telephone numbers
- Major field of study
- Photograph
- Participation in officially recognized activities/sports
- Weight and height (for members of athletic teams)
- Dates of attendance
- Classification
- Degree(s) and awards/honors received

This information may be disclosed by the College for any purpose deemed as legitimate without the consent of a student. However, a student has the right to refuse the disclosure of this information. For more information or to request that information not be disclosed, a student must complete the required form in the Registrar's Office.

- B. **Student Records.** Presbyterian College maintains different types of records: admissions, academic, financial, disciplinary, health, etc. The following records that are maintained in the Provost's Office and the Registrar's Office are considered confidential student records:
1. **Active Academic Records:** Those academic records retained by the Registrar's Office and required by the Provost's Office to account for the enrolled student's academic performance and status, including records maintained by instructors.
 2. **Inactive Academic Records:** Those records retained by the Registrar's Office that pertain to the academic performance of persons no longer enrolled at Presbyterian College.
 3. **Records Pertaining to Academic Accommodations:** Those records retained by the Provost's Office that pertain to students' requests for and award of academic accommodations.
 4. **Records Related to Violations or Potential Violations of the Honor Code:** Those records retained by the Provost's Office that pertain to violations or potential violations of the Honor Code as it relates to academics.
- C. In addition to education records as defined by FERPA, it is the College's policy to treat the following student records as confidential:
1. **Admissions Records:** Those records assembled by the Admissions Office to provide for the screening and selection of students.
 2. **Financial Aid Records:** Those records maintained by the Financial Aid Office that relate to a student's eligibility for receipt of financial assistance, except that information considered confidential to a parent.

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3. Career Programs Records: Those records maintained by the Career Programs Office that have been compiled for the purpose of career planning and job placement.
4. Disciplinary Records: Those records maintained by the Student Affairs Staff that relate to a student's conduct, behavior, or social habits.
5. Health Records: Those records that provide information on the medical or psychological treatment of a student. (Note: Records on a student that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and are used only in connection with the provision of treatment to the student are not available to anyone other than the persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.)
6. Campus Police Records: Those records maintained in the Campus Police Office that relate to a student's contact with security and law enforcement officials.
7. Financial Records: Those records maintained by the Business Office that relate to a student's financial account.

D. Access to Confidential Information

It is the policy of the College that information contained in official student records will not be released to the parent(s) or guardian(s) without the consent of the student unless the student is a valid dependent of the parent(s) or guardian(s).

Students are allowed access to their official records to ensure that information contained therein is not inaccurate, misleading, or otherwise in violation of their rights or privacy. A student who wishes to review his/her record will make a request directly to the Registrar for academic records or to the Provost for records pertaining to academic accommodations or Honor Code violations. Such requests should be made 24 hours in advance to the respective official.

Access to confidential student records is the responsibility of the officers of the College, or their designee, as specified below.

Academic Records (active/inactive)	Provost
Admissions Records	Dean of Enrollment
Financial Aid Records	Dean of Enrollment
Career Programs Records	Dean of Students
Disciplinary Records	Dean of Students
Health Records	VP for JEDI
Public Safety Records	VP for Finance and Administration
Financial Records	VP for Finance and Administration

1. The officers or their designee responsible for confidential student records shall maintain a record kept with the confidential record of each student, which will indicate all individuals (other than parents or guardians of a dependent student or others specifically authorized by the student), agencies, or organizations outside Presbyterian College that have requested or obtained access to the student's record. The record will indicate specifically the legitimate interest that

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- each such person, agency, or organization has in obtaining this information. Such record of access shall be available only to the subject student and College officials who are responsible for the custody of such records. Records are typically kept for seven (7) years following a student's graduation.
2. Student Access to Records: A student who wishes to review his/her student record will make a request directly to the person in charge of the office in which the record is maintained. A time for the review which is satisfactory to both parties will be announced by the person in charge of the file. If, during the review of the record, the student finds information or data that he/she believes is inaccurate, misleading, or otherwise inappropriate, he/she should bring it to the attention of the person in charge of the office and request the desired correction. If the matter cannot be resolved between the student and the person responsible for the maintenance of the record, the student will submit a written request to the President of the College for a hearing on the disputed information. The request will contain sufficient justification to support a charge that erroneous or improper information is contained in the file. The President will appoint three members from the staff and faculty to act as a special committee to review the challenged information and to forward to the President their findings and recommendations. Upon review of the committee's report, the President will advise the complainant of the action he has taken regarding the complaint.
 3. It is the policy of the College that students may obtain non-notarized, machine duplicated copies of College documents contained in the official student records at no cost. Students who have outstanding financial obligations to the College cannot receive documents until all accounts are paid in full.

IV. MARKETING AND FUNDRAISING POLICY

- A. All forms of on-campus marketing must be reviewed by Student Involvement. Marketing that does not follow these requirements may be removed and/or submitted through Student Conduct.
 - i. Marketing materials may only be displayed in approved locations
 - a. Marketing materials may not be posted on doors, windows, or painted surfaces.
 - b. RSO(s) name must be listed in a prominent location on all marketing material.
 - c. Marketing should not be posted more than two-weeks prior to the event.
 - ii. RSOs may use chalk drawings to advertise events, as long as the sponsoring RSO is listed per above statement.
 - a. Sidewalk chalk is permitted only on sidewalks exposed to weather and not covered by a roof.
 - iii. With approval from the director of Dining Services, table tents may be placed on tables in Springs Food Court or in Greenville Dining Hall.
- B. Materials advertising alcohol, drugs, bars, or drinking games/contests may not be posted anywhere on campus. The college shall have the option to deny a specific sponsor's support from appearing in any marketing.
- C. All marketing should be in line with Garnet Book and College policies.

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D. Fundraising

1. All fundraising events must be registered events.
2. Marketing cannot begin until registration has been reviewed by Student Involvement.
3. Fundraising events that include non-student participants must complete the facility rental process through the Office of Auxiliary Services. This includes all facility reservations fees and contract requirements.

V. COMMERCIAL SOLICITATION

No soliciting, canvassing, or peddling is permitted by anyone on campus without specific written permission from the Dean of Students or their designee.

VI. STUDENT COMPLAINTS/GRIEVANCES

Any student filing a complaint or grievance (excluding complaints concerning Sexual Misconduct) must first attempt to resolve the issue by consulting with the involved faculty or staff member. In the event no resolution is reached, the student should bring or send the complaint or grievance, in writing, to the appropriate officer of the College (e.g., the Provost for academic matters, the Dean of Students for student affairs matters, the Vice President for Finance and Administration for problems with fees or business matters, or the Vice President for Enrollment Management for financial aid concerns) or to the College President's Office, which will assign the complaint or grievance to the appropriate officer. Complaints concerning Sexual Misconduct should be reported immediately in accordance with the Sexual Misconduct Policy.

VII. WITHDRAWAL AND LEAVE OF ABSENCE

Withdrawal from College. A student who wishes to withdraw from the College during a semester may do so only with the approval of the Provost. In these cases, a grade of "W" will be recorded for all courses that have not been completed at the time of withdrawal.

The student should contact either the Provost's Office or the Student Affairs Office to initiate withdrawal procedures. Students who stop attending classes or leave the College without following the appropriate procedures will receive grades of "F" in their course work and jeopardize their opportunity to return in the future.

Students granted a withdrawal must apply for readmission and will be in competition with other students for space.

Withdrawal from a Course. In addition to the normal reasons for withdrawing from a class (refer to "Registration" on page 22), a student may, at any time during a term, withdraw from individual courses due to medical or psychological reasons if approved by the Provost in consultation with the appropriate medical/psychological professionals. A grade of "W" will be assigned for courses dropped due to such reasons.

Leave of Absence. A student may request a leave of absence in advance of a semester.

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This request must be approved by the Provost. The student must present evidence to show that such a leave of absence is justifiable. Normal justification will include medical and psychological reasons, family and financial circumstances, etc.

A student who is granted a leave of absence will not be required to reapply in order to return to the College; however, the student must notify the Provost in writing of his/her intention to do so at least one month prior to the beginning of the term in which he/she plans to return. Normally, a leave of absence will not be granted for more than two terms.

Students who have been absent from the College voluntarily or involuntarily for medical or psychological reasons, including those granted a leave of absence or a partial withdrawal, will be required to provide medical or psychological clearance acceptable to the College before being allowed to return to the College.

A student who is on medical leave from the College is not permitted to return to the College for social events, unless authorization is given by the Provost and/or the Dean of Students.

VIII. COLLEGE ALCOHOL POLICY

Overview

Members of the campus community and visitors at Presbyterian College are expected to comply with South Carolina State Law and exercise responsible behavior when consuming alcoholic beverages on campus.

In accordance with South Carolina State Law, the College does not permit persons under the age of 21 to purchase, possess, consume, or be served alcohol. Prior to being served, the age of persons consuming alcohol must be verified by AVI (hereafter referred to as “PC Dining”) servers, Campus Police, or contracted professional events management personnel.

PC Dining is the College’s exclusive food and beverage service provider (including alcoholic beverages) on campus and alcohol service is subject to PC Dining’s beer and wine license. PC Dining is not licensed to serve or sell liquor.

Campus Police officers or additional contracted security personnel may be required at any event where alcohol is served. Officer coverage is determined in consultation with the Campus Police Director and is based on the size and nature of the event in relation to other events occurring on campus simultaneously. Officers scheduled for events have the authority to call in additional staffing at the expense of the department or organization hosting the event if crowd size or College security needs necessitate.

Service may be suspended to any person who, in the judgment of the PC Dining server or the College Police, is at risk for over-consumption. Persons may not leave an approved service area with alcoholic beverages, and no alcoholic beverages may be brought into an approved service area during the scheduled event.

Sponsored Events Where Alcohol is Served

Non-alcoholic beverages and food must be available for the duration of the event when alcohol is served. The cost of food and non-alcoholic beverages is the responsibility of the sponsoring department or organization.

Alcohol may not be served before 4:00 p.m. Monday through Friday or 12:00 p.m. on Saturday or Sunday. Service will cease one-half hour before the end of the event or closing. Alcohol may not be consumed until the event coordinator and security personnel (when required) are present and the non-alcoholic beverage and food are readily accessible to those in attendance.

All event sponsors are cautioned that the condition of the facility/area used is their sole responsibility. Sponsors will be assessed the cost of cleaning and/or repairing all damages that occur during the event unless the responsible person(s) can be identified.

Changes to service hours must be requested in writing and approved by the Vice President for Finance and Administration, Campus Police Director, the Dean of Students (if students are attending the event) and Vice President of the area requesting the waiver.

Events which permit participants to bring their own beverages require approval in writing by PC Dining, the Dean of Students, and the Campus Police Director.

Policy Compliance

Failure to comply with these or any other Presbyterian College regulations or policies may result in event cancellation or termination. Additionally, College disciplinary action may be initiated in accordance with the procedures outlined in the Student Code of Responsibility (students), Non-Faculty Handbook (staff), or Faculty Handbook (faculty). Disciplinary action imposed by the College is separate and may be in addition to any violations noted by law enforcement authorities and reviewed by the legal system.

Review

The College Alcohol Policy is reviewed biannually. The next review will occur in June 2024.

IX. PRESBYTERIAN COLLEGE COVID-19 ACKNOWLEDGMENT OF RISK AGREEMENT

Upon enrollment at Presbyterian (“PC”) during the 2022-2023 academic year and to participate in academic, athletic, extra-curricular, and other PC-sponsored activities (collectively, the “Program”), the student recipient of this document agrees to the following:

- (i) I agree to abide by all the health and safety-related protocols, rules, and regulations that PC shall adopt (the “Rules”).
- (ii) I may face disciplinary consequences if I fail to abide by the protocols and rules set forth.

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- (iii) As a result of the COVID-19 pandemic, there are substantial risks and uncertainties from engaging in activities like the Program that involve contact with other persons, including the risk of contracting COVID-19 or infecting others with COVID-19, and I acknowledge that infection with COVID-19 carries with it increased risk of serious illness or death, including illnesses not currently known to be associated with COVID-19. (As used in this Agreement, the term COVID-19 refers to the virus SARS-CoV-2, any variation or mutation thereof, and any disease caused thereby including the disease commonly referred to as COVID-19).
- (iv) My participation in the Program is purely voluntary. No one is requiring or forcing me to participate, and I am electing to participate in spite of the risks, both known and unknown.
- (v) PC cannot guarantee that the Program (or any portion thereof) will occur as planned and reserves the right to cancel or modify any or all of the Program (including but not limited to the right to close any or all residence life, athletic, dining or other facilities, close the entire PC campus or portions thereof, and/or transition all or part of instruction to online/distance learning) if circumstances require.

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