

PRESBYTERIAN COLLEGE
GARNET BOOK

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THE 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, 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 **Vice President for Campus Life** 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 Vice 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 Vice President's judgment such action is required by the best interests of the College.
3. The **Associate Dean of Students/Director of Residence Life** is responsible to the Vice President for Campus Life for directing and implementing student judicial processes. As the chief conduct officer, the Associate Dean of Students/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 Associate Dean of Students/Director of Residence Life determines such sanctions are in the best interests of the College. The Associate Dean of Students/Director of Residence Life appoints and trains other members of the Campus Life staff to serve as **Conduct Officers** to assist in the implementation of the student conduct processes. Additionally, the Associate Dean of Students/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. Suspected Title IX violations may be reported directly to the Title IX Coordinator.

C. Jurisdiction

Students are expected to uphold the values expressed in the Honor Code and in the Code of Responsibility 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 Vice President for Campus Life, 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 Associate Dean of Students/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 Associate Dean of Students/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 Vice President for Campus Life has the authority to amend the Code of Responsibility. The Vice President for Campus Life 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 maintained for three years following a student's graduation.

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 III 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 Vice President for Campus Life, 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.
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 set forth on page 28 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 member 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.

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 Vice President for Campus Life, or the Associate Dean of Students/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.

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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 under the heading "Sexual Misconduct" in Section P. below. 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 Vice President for Campus Life or the Associate Dean of Students/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 Associate Dean of Students/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 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

Using or displaying glass bottles or containers in living and/or common areas of all College buildings and facilities with the exception of kitchens provided by the College. Students are prohibited from using or displaying glass bottles or containers in all 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

1. Engaging in any form of discrimination, harassment, or violence of a sexual nature, or on the basis of sex or gender.
2. Conditioning any form of College-related benefit, including any academic or workplace decision, on submission to or rejection of sexual advances or requests of a sexual nature (“Quid pro quo harassment”).

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.

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 Vice President for Campus Life or the Associate Dean of Students/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 special procedures for Sexual Misconduct.

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).

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 smoking, 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. 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 IV 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 Associate Dean of Students/Director of Residence Life or Vice President for Campus Life. 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 Vice President for Campus Life.

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 Associate Dean of Students/Director of Residence Life or Vice President for Campus Life. 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.

IV. 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 Associate Dean of Students/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 Associate Dean of Students/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 Associate Dean of Students/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 Sexual Misconduct Procedures set forth. 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 Procedures, the Title IX Coordinator may so direct.

3. **Notification of Student.** The Associate Dean of Students/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 Vice President for Campus Life 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 Vice President for Campus Life 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

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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. The student will sign a form acknowledging understanding of the student conduct process and acknowledging the outcomes of the conference.
- 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 Associate Dean of Students/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 Associate Dean of Students/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 Associate Dean of Students/Director of Residence Life and will consist of a student chairperson (non-voting), two student members (voting), and one faculty member (voting). (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 Associate Dean of Students/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 Associate Dean of Students/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 Associate Dean of Students/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 Vice President for Campus Life or his/her designee, and consisting of two additional Student Conduct Board members not previously involved in the case appointed by the Vice President for Campus Life.
 - a. To initiate the appeals process, the student must submit a written request to the Vice President for Campus Life 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 Vice President of Campus Life determines the appeal does not meet one of those criteria, the Vice President may dismiss the appeal. Otherwise, the Vice President 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.

V. PROCEDURES FOR CASES INVOLVING POSSIBLE SEXUAL MISCONDUCT

To ensure conformity with federal law, and in recognition of the special considerations that often arise from grievances or other matters involving allegations of Sexual Misconduct as defined in the Code of Responsibility (“the Code”), including but not limited to allegations of sexual discrimination, sexual harassment, stalking, sexual violence, or any other violation of the Code that includes sexual discrimination or violence as a substantial element (collectively, “Sexual Misconduct”), the College has established a separate Sexual Misconduct Board (“SMB”) to decide matters involving any such allegations. Sexual Misconduct may include conduct by—or directed toward—College employees or third parties present on campus or who are part of the College community, in addition to conduct by or directed toward students. The following procedures apply when a student is accused of Sexual Misconduct.

A. Makeup of the Sexual Misconduct Board (SMB)

1. The Associate Dean of Students/Director of Residence Life shall appoint seven persons, to be drawn from Arts and Sciences and School of Pharmacy faculty and administration, to serve on the SMB. Each member will normally be expected to serve for at least three years, and may serve longer in the discretion of the Associate Dean of Students/Director of Residence Life. The Associate Dean of Students/Director of Residence Life may remove a member at any time.
2. All members of the SMB shall receive appropriate training regarding Sexual Misconduct and confidentiality requirements. The College's Vice President for Human Resources and Title IX (referred to herein as the "Title IX Coordinator") shall oversee such training.

B. Handling of Allegations Involving Sexual Misconduct and Appointment of a Three-Member Hearing Panel

1. **Reporting.** Any student believing that he or she is a victim of Sexual Misconduct, or wishing to report observing Sexual Misconduct, should immediately report the matter to the College's Title IX Coordinator, the Associate Dean of Students/Director of Residence Life, or the Assistant Dean for Professional and Student Affairs in the Presbyterian College School of Pharmacy. Any student, or any member of the faculty, staff, or College community, may report alleged or perceived Sexual Misconduct to the College's Title IX Coordinator, the Associate Dean of Students/Director of Residence Life, or the Assistant Dean for Professional and Student Affairs. In addition, any College personnel investigating or becoming aware of an incident or grievance that they conclude may involve Sexual Misconduct, should promptly report that conclusion to the Title IX Coordinator, the Associate Dean of Students/Director of Residence Life, or the Assistant Dean for Professional and Student Affairs. The Associate Dean of Students/Director of Residence Life and the Assistant Dean for Professional and Student Affairs will refer all such reports to the Title IX Coordinator.
2. **Treatment of a Matter as an Allegation of Sexual Misconduct.** The Title IX Coordinator shall make the determination of whether a matter involves a charge or allegation of Sexual Misconduct. If so, it is to be handled under these procedures. Otherwise, it will be handled according to the normal procedures for allegations of student misconduct.
3. **Notification of Student.** The Associate Dean of Students/Director of Residence Life will notify a student accused of committing Sexual Misconduct (the "referred student") in writing of the nature of the alleged violation and of these procedures within five days of receiving the report.
4. **Investigation**
 - a. The Title IX Coordinator will ensure that all reports of alleged Sexual Misconduct are immediately investigated in a thorough and appropriate manner.

- b. The Title IX Coordinator or his/her designee, shall serve as Investigator. The Investigator will interview the complainant, the referred student, and any witnesses. The complainant and the referred student may each invite an adviser to all interviews; the adviser shall be a person from the College community (student, faculty member, or staff member) selected by the person being interviewed, but not a lawyer or a relative of the person being interviewed. The Investigator will also gather any pertinent evidentiary materials and prepare a report detailing the content of the interviews and the evidentiary materials gathered. (For purposes of the policy, the term “complainant” shall refer to a person claiming to be a victim of Sexual Misconduct, and not to a person who was only a witness to Sexual Misconduct.)
 - c. Directly and promptly following the conclusion of the investigation, the Title IX Coordinator will determine whether some credible evidence exists to believe that Sexual Misconduct in violation of the Code may have occurred. The Title IX Coordinator may direct additional investigation if the Title IX Coordinator concludes such investigation is necessary or desirable.
 - d. If some credible evidence of Sexual Misconduct exists, the matter will be processed as set forth in the remainder of this policy.
 - e. If credible evidence of Sexual Misconduct does not exist, the matter will be concluded as to the referred student. However, the College, through the Title IX Coordinator, may still consider whether other forms of remedial or community-based steps are appropriate to educate the community or reduce the risk of future Sexual Misconduct.
5. **Confidentiality.** From the time a report is made, the referred student, the complainant, all identified witnesses who are interviewed in the investigation, any members of the SMB, and all other parties to the investigation or procedures will be notified of the College’s expectation of confidentiality and privacy. The College will make all reasonable efforts to maintain the confidentiality and privacy of the parties involved in investigations of an alleged Sexual Misconduct.
6. **Complainant Participation.** The Title IX Coordinator or his/her designee will, before a hearing is conducted, determine whether the complainant is willing to participate in a hearing. A complainant’s request that reports of Sexual Misconduct remain confidential will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the College’s legal obligation to ensure a working and learning environment free from sexual misconduct and harassment and the due process rights of the referred student to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the College will comply with requests for confidentiality to the extent possible. If the complainant requests confidentiality or asks that a complaint not be pursued, the College will inform the complainant that the College’s ability to respond consistent with the request would be limited, and that retaliation is prohibited and that the College will take steps to prevent retaliation and to respond if it occurs. Even if the complainant declines to participate in the investigation, the College will take reasonable steps to investigate and respond to the situation, consistent with its obligations to all students.

7. **Notification of Law Enforcement.** The Title IX Coordinator shall determine whether local law enforcement or other authorities should be notified.
8. **Interim Sanctions and Suspension.** The Vice President for Campus Life, in consultation with the Title IX Coordinator, 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. Such sanctions are appropriate and should be promptly imposed where needed to protect any student or other person connected with the matter, or to prevent recurrence or retaliation pending completion of this process. Following the imposition of an interim sanction, the opportunity for a conduct hearing as described below will be provided as expeditiously as possible. The College shall not delay in taking interim steps due to an ongoing criminal investigation.
9. **Standard of Proof.** The standard for determining a student's responsibility for a Sexual Misconduct 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 in a way that constitutes Sexual Misconduct.
10. **No-Contact Directives.** The Vice President for Campus Life 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.

C. Conference with Associate Dean of Students/Director of Residence Life and Pre-Hearing Procedures

1. **Meetings with Referred Student and Complainant.**
 - a. Once the Title IX Coordinator determines that credible evidence of Sexual Misconduct exists, the Associate Dean of Students/Director of Residence Life or his/her designee, will meet one or more times with the referred student for a review of the charges being brought against the referred student, as well as for an overview of the hearing process. During this meeting or at a time determined by the Dean or designee, the referred student will indicate his/her plea of "responsible" or "not responsible."
 - b. The Dean will conduct a similar, separate meeting(s) with the complainant.
 - c. The complainant and referred student shall have equal rights of access to documents that may be introduced at the hearing.
2. **Accepting Responsibility and Sanctions.** The referred student may accept responsibility for violating policy, have the Associate Dean of Students/Director of Residence Life propose disciplinary sanctions, and waive the right to a SMB hearing. The referred student and the complainant will be informed of the proposed sanctions before the referred student is required to make a decision. If the complainant does not consent to the proposed resolution, the sanctions determination will be made by a Panel in a Sanctions-Only Hearing. If the complainant consents to the proposed sanction and resolution, and the referred

student accepts responsibility and sanctions, then neither the complainant nor the referred student may appeal the outcome of the conference, and the case will be considered to be resolved. The referred student and the complainant will each sign a form acknowledging understanding of the conduct process and acknowledging the outcomes of the conferences. In discussing the proposed resolution with the complainant, the Associate Dean of Students/Director of Residence Life shall inform the complainant that he/she need not consent to the proposed outcome.

3. **Requesting a Hearing.** Any referred student who denies responsibility for Sexual Misconduct or does not accept the sanctions proposed may request an SMB hearing.
 - a. The referred student may request a “Sanctions-Only” hearing, indicating that he/she accepts responsibility and requests that the Panel impose sanctions.
 - b. The referred student may request a “Full Hearing,” indicating he/she does not accept responsibility and requests that the Panel determine responsibility and any sanctions.
 - i. If the Panel finds the referred student responsible, the Panel will also determine the appropriate sanctions.
 - ii. If the Panel finds the referred student not responsible, the case and any judicial charges will be dismissed.
 - c. SMB decisions may be appealed by either the complainant or the referred student as provided below.
4. **Appointment of Panel.** Upon the determination that a hearing will be required to resolve the matter, the Associate Dean of Students/Director of Residence Life shall appoint a three-member hearing panel (the “Panel”) from the members of the SMB. Those three members will be identified to the referred student and to the complainant in advance of the hearing, and shall be responsible for hearing and deciding the matter.
5. **Potential Bias.** If either the complainant or the referred student feels that a member of the Panel would be personally biased against him/her or would be otherwise incapable of rendering an impartial decision, the affected party may bring this concern to the attention of the Associate Dean of Students/Director of Residence Life or his/her designee prior to the hearing. The Associate Dean of Students or his/her designee has the discretion to decide whether to remove the challenged Panel member and replace him/her with another member of the SMB. The Associate Dean of Students or his/her designee shall remove a Panel member if there is a substantial risk of bias, or of the appearance of bias. Once the Associate Dean of Students or designee makes a final decision about the make-up of the Panel or once the hearing has begun, the status of a Panel member may not be challenged.

D. Sexual Conduct Board Hearing Process

The College’s conduct hearings and appeals are not legal proceedings; therefore, neither the referred student, nor the complainant, 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. **Notice.** The referred student and the complainant 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 Sexual Misconduct;
 - b. A summary of the information upon which the allegations are based;
 - c. Time, date, and place for the hearing;
 - d. The members of the Panel;
 - e. A copy of these procedures.
2. **More Than One Accused.** If a charge involves more than one referred student, the Title IX Coordinator may determine whether the proceedings as to each referred student shall be conducted separately or jointly.
3. **Record.** The Panel must maintain documentation of the hearing. This requirement may be met by detailed notes taken by a member of the SMB not on the Panel, a transcript, or by audio recordings of the hearing. At the conclusion of a case (that is, after the resolution of the final appeal or the expiration of the time to appeal), recordings and other documentation will be discarded. Any documentation of a proceeding, in whatever form, shall be the property of the College.
4. **Confidentiality.** Hearings and deliberations are confidential, and participants should not discuss these matters, except as is reasonably necessary or desirable to facilitate this policy, including training.
5. **Closed Hearing.** Hearings are closed except to the members of the SMB hearing the case, the referred student, the referred student's adviser, the person presenting the College's case, the complainant, and the complainant's adviser.
6. **Adviser.** The complainant and the referred student may each 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 student he or she is advising, and the adviser may not directly participate in the hearing or ask questions of witnesses or Panel members. The adviser may not be an attorney or a relative of the party.
7. **Failure to Appear.** The referred student shall appear before the SMB for the hearing. If the referred student elects not to appear (including by withdrawing from the College), the Board will proceed and make its decision in the absence of the referred student, with the information available to it.
8. **The Panel.** The Panel will select one of its members as Chair. The Chair oversees the hearing, maintaining order and making certain that the process is followed. The Chair 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 Chair will have a vote. The members of the Panel have the right to question any and all witnesses, will deliberate to determine responsibility (in "Full Hearings"), and will determine appropriate sanctions.
9. **Presentation of Evidence.**
 - a. The Associate Dean of Students/Director of Residence Life will serve as the representative for the College at the hearing. The Associate Dean of Students/Director of Residence Life or a faculty or staff member designated by the Associate Dean of Students/Director of Residence Life will present the case on behalf of the College in the interest of justice—that is, this presentation will not advocate for one party or the other, but will endeavor to present all pertinent evidence objectively.
 - b. After the presentation by the Associate Dean of Students/Director of Residence Life, the complainant will have the opportunity to call and

- present witnesses, including himself/herself, and to present any other relevant materials that the Panel may accept.
- c. The referred student will then have the opportunity to call and present witnesses, including himself/herself, and to present any other relevant materials that the Panel may accept.
 - d. The referred student and the complainant shall each have the opportunity to submit questions to the Panel Chair to be asked of each witness at the hearing. The Chair shall have discretion not to ask inappropriate questions. The members of the Panel may also question each witness.
 - e. The referred student or the complainant may decline to answer questions posed by the Panel. However, the Panel shall make its decision based on the information available at the hearing and may draw inferences from any refusal to respond.
 - f. Nothing in this policy shall be construed to provide access by any person to materials protected from disclosure by FERPA, such as the referred student's prior disciplinary records, even if such materials are part of the case presented by the College.
 - g. If the referred student is contesting the charges against him/her, the referred student can normally have a maximum of five competent witnesses to give testimony related to the specific charges in a hearing to determine whether the referred student is responsible for the alleged Sexual Misconduct (a "Full Hearing") and/or a maximum of three character witnesses for the Sanctions-Only hearing, if applicable. The complainant will normally be allowed a like number of witnesses in each hearing. The Panel may allow additional witnesses if the interests of justice make this necessary.
 - h. The referred student and the complainant must each submit the names of the witnesses to the Associate Dean of Students/Director of Residence Life or his/her designee at least 24 hours prior to the hearing in question. The Associate Dean of Students or his/her designee will promptly provide the names of witnesses to the other party.
 - i. Witnesses will be present only during the portion of the hearing in which they are providing information to the Board and are required to 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 Chair's discretion when extenuating circumstances prevent the witness from appearing, and where doing so will not result in injustice. 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.
 - j. In cases where there are concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, referred 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 Associate Dean of Students/Director of Residence Life (his/her designee) or by the Board to be appropriate.
10. **Sanctions-Only Hearing.**
- a. If the referred student admits responsibility, he/she can have a maximum of

three witnesses to address the referred student's character or other matters pertinent to the sanction, and the complainant may have the same number of witnesses concerning the appropriate sanction.

- b. Each of the referred student and the complainant must submit the names of the witnesses to the Associate Dean of Students/Director of Residence Life or his/her designee at least 24 hours prior to the hearing in question. The Dean or his/her designee will promptly provide the names of witnesses to the other party.
11. **Deliberations.**
- a. **Responsibility Determinations.** In a "Full Hearing," after all information has been presented, the Panel will go into closed deliberations to determine whether the referred student is responsible for Sexual Misconduct. The determination shall be made on the basis of whether it is more likely than not that the referred student is responsible.
 - b. **Sanction Determinations.** If the Panel finds the referred student is responsible for Sexual Misconduct (or if the Panel is conducting a "Sanctions-Only Hearing"), the Panel will consider information presented by the College, the referred student, and the complainant to determine appropriate sanctions for the referred student's violation of policy, including any character witnesses. After all character witnesses have been heard, the Panel will go into closed deliberations to determine appropriate sanctions for the referred student.
 - c. **Record and Reporting.** No record will be made of Panel deliberations, and the Panel will not issue a written decision, beyond reporting its results. The vote of individual Panel members will not be reported.
 - d. **Majority Vote.** A majority vote of the Panel (two votes out of three) will be required for a finding of responsibility, and for the imposition of sanctions.
 - e. **Standard of Proof.** The Panel shall apply a preponderance-of-the-evidence standard. In other words, the determination shall be made on the basis of whether it is more likely than not that the referred student committed Sexual Misconduct.
12. **Notice of Determination.** The Chair of the Panel shall report its decision to the Associate Dean of Students/Director of Residence Life within 24 hours of beginning its deliberations, absent circumstances making this impossible. Unless such communication is prohibited by law, the Associate Dean of Students/Director of Residence Life shall provide written notice of the Panel's determination of responsibility or non-responsibility, and of sanctions, to both the complainant and the referred student. (Under the law existing at the time this policy was written, the complainant may be informed of all sanctions imposed for a crime of violence or a non-forcible sex offense, and may be informed of sanctions for sexual harassment if the sanction directly relates to the complainant—such as, for instance, a no-contact directive.) Every reasonable effort shall be made to provide these communications concurrently.

E. Appeals

1. **Appealing SMB Panel Decisions.** Appeals from the decision of the Panel shall be handled according to the procedures established for appeals of Student Conduct Board hearing decisions for the College of Arts and Sciences, with

the exception that decisions concerning alleged Sexual Misconduct may be appealed by the complainant as well as by the referred student, on the same criteria and following the same procedures as those applicable to a referred student. References in those procedures to the Student Conduct Board shall be understood to refer to the SMB Panel.

2. **Appealing SMB Appellate Panel Decisions.** The referred student or the complainant may appeal to the President of the College according to the procedures established for appeals of Student Conduct Board Appellate Panel decisions for the College of Arts and Sciences, with the exception that decisions concerning alleged Sexual Misconduct may be appealed by the complainant as well as by the referred student, on the same criteria and following the same procedures as those applicable to a referred student. References in those procedures to the Student Conduct Board Appellate Panel shall be understood to refer to the SMB Appellate Panel. Appeals to the President of matters involving Sexual Misconduct are not limited to cases involving a sanction of suspension or expulsion.

F. Timing

1. The College is committed to resolving accusations of Sexual Misconduct in prompt fashion, consistent with ensuring a full investigation and other material considerations. Of course, some matters are more complex than others. Accordingly, the following time frames shall apply unless varied by the Associate Dean of Students/Director of Residence Life or the Title IX Coordinator, who may do so for good cause.
2. The Title IX Coordinator shall designate a matter as involving alleged Sexual Misconduct, and shall specify any additional investigation to be undertaken by the College, within 7 days of receipt of notice of the offense.
3. From the date the report of the incident is received by the Title IX Coordinator, the Title IX Coordinator will have no more than 60 days to determine whether there is credible evidence that the referred student has committed Sexual Misconduct.
4. The Associate Dean of Students/Director of Residence Life shall appoint the Panel to hear the matter within 5 days of determination by the Title IX Coordinator that there is credible evidence that an alleged Sexual Misconduct has been committed.
5. The Panel will conduct its hearing within 10 days of its appointment. It shall render its decision regarding responsibility of the referred student and any sanction determination no later than 24 hours after beginning deliberations, unless circumstances make this impossible.
6. Normally, the existence of a criminal investigation shall not be a reason for the College to hold its procedures in abeyance, although concerns arising out of the criminal process may be taken into account in varying the timing of the College's process.

G. Steps to Prevent Recurrence

The Chair of the Panel shall submit a report on the hearing to the College's Title IX Coordinator. The report shall focus on steps the College could take to prevent recurrence of any improper conduct revealed in the hearing, as well as to correct any impact of such conduct. The Title IX Coordinator will use this report to determine

any steps the College will take to prevent recurrence, as well as to prevent retaliation, and the Title IX Coordinator will present a plan for implementation of those steps to the Associate Dean of Students/Director of Residence Life for the College of Arts and Sciences and/or the Assistant Dean of Professional and Student Affairs for the PC School of Pharmacy within 30 days from receiving the Panel's report. That determination will be communicated to the complainant and the referred student, to the extent permitted by law.

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 a Resident Director (RD), and 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. RDs and RAs serve several roles within a community hall. RAs build community among their residents, provide information about campus resources to their residents, serve on

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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, their RD 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.

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 \$25.
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 \$10 fee. If a student requests assistance for a lock-out more than twice from an RA, the student may be subject to a \$10 fee for any further assistance.
5. Students must report lost keys to the Residence Life Office immediately. Students will be charged \$25 for replacement of a lost key.

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

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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 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 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 of the same gender; however, these guests MAY NOT stay for more than two consecutive evenings in any week 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 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 Vice President for Campus Life, the Associate Dean of Students/Director of Residence Life, or a member of the Campus Life on-call staff.

O. Lofted Beds

1. Lofted beds are available and provided by the College at the Townhouses and Fraternity Court only. There is a limited supply of lofting kits which are distributed on a first-come, first-served basis.
2. 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.
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

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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. All parties affected by a room change must sign the Room Change Form.
2. Students must obtain written permission from the Residence Life Office prior to moving to another room.

W. 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 and/or RD are 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.

X. 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 Residence Life staff's discretion, with the cost of removal billed to the student.

MEDICAL CARE AMNESTY POLICY FOR ALCOHOL TREATMENT

I. 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.)

II. 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.

III. STUDENT REGULATION AND POLICY

- A. 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.
- B. 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 Vice President for Campus Life or the Vice President’s designee to discuss the situation; and (b) agrees with the Vice President or the Vice President’s 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.

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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.

- C. 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.

STUDENT ORGANIZATION POLICIES

I. GENERAL PRINCIPLES

A. **Philosophy**

B.

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, become leaders, and create memories and lasting friendships.

C. **Responsibility and Authority**

1. The Student Code of Responsibility is the guiding principle for the Student Organization Policies. Organizations 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. Student organizations 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 student organizations.
3. The Interfraternity Council of Presbyterian College (IFC) is the governing body that provides guidelines and support for PC's Inter/National fraternities. The Panhellenic Council of Presbyterian College (PHC) is the governing body that provides guidelines and support for PC's Inter/National sororities. All fraternities and sororities are required to maintain membership in IFC or PHC, as appropriate.

II. STUDENT ORGANIZATION OPERATIONS

Students are free to form student organizations and have them recognized by the College so long as the aims and purposes of such organizations are not in disagreement with the aims and purposes of the College. The Student Government Association is responsible for chartering registered student organizations (RSO's), defining the rights and responsibilities of student organizations, and approving funds distribution requested by RSO's. 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 student organizations.

A. Event Policies and Procedures

Organizations are to observe the following requirements when hosting events. To promote personal responsibility and self-governance, organizations that host events shall assume the responsibility of enforcing these guidelines. Registration or notification of an event per Campus Life procedures does not make the event a College event. Organizations 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. The host organization remains responsible for its event, and for enforcing these requirements.

All events, whether on-campus or off-campus, must be registered and reviewed in advance. Event Registration Forms must be submitted to the Office of Student Involvement seven (7) days prior to the event. Failure to register the event on time may result in denial of the request. The Office of Student Involvement staff will be available as a resource to review any organization's event logistics regarding risk management, contract coordination, and community relations.

1. All Events must abide by the following expectations:
 - a. Campus Police officers and Campus Life staff members may visit registered events periodically to check with the persons responsible for the event and ensure compliance with event policies and procedures.
 - b. Events with themes that are vulgar, contain sexually explicit language, or do not align with the mission of Presbyterian College will not be approved.
 - c. Advertisements, posters, or invitations from student organizations that are intended for public viewing and posting on campus must be approved by the Office of Student Involvement PRIOR to being posted or distributed.
 - d. No organization or individual may sign any contract on behalf of the college. Students and organizations must bring contracts to Campus Life staff for college approvals and processing.
 - e. The host organization will be held responsible for any damages to an event space, as well as for ensuring the event space is cleaned up at the end of the event.

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1. Social Events Involving Alcohol: In addition to the above policies, events with alcohol are subject the following:
 - a. Events involving 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 organization can host only one (1) social event where alcohol is served per day. A social event where alcohol is served may last no longer than four hours. These events must end no later than 2:00 am.

The end of the 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. Guests are not to linger in the event space or on the grounds after the conclusion of the event.

- c. The host organization is responsible for maintaining a guest list of who is present at the event. It is recommended that each member be allowed three (3) guests for an event. However, occupancy at any event shall not exceed fire code.
- d. The host organization will be held responsible for any damages to an event space, as well as for ensuring the event space is cleaned upon the end of the event. It is recommended to designate at least two (2) individuals to be responsible for ensuring the event space is both undamaged and cleaned.
- e. No alcoholic beverages may be purchased through organization funds nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. No organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host organizations.
- f. No organization 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. However, an organization may rent or use a room or area in a tavern as defined above for a closed event if they are using a third party vendor and guest list.

An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

- g. On-campus, organizations cannot serve or sell alcohol.
 - i. Organizations may request PC Dining to serve or sell alcohol at an event as the third party vendor. These events must be reviewed by a staff member of the Office of Student Involvement at least ten (10) days prior to the event. Organizations must provide the following materials to said staff member within

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twenty-four (24) hours of registering the event. Note: PC Dining is licensed to serve or sell beer and wine at four (4) locations on campus: Belk, Bailey Stadium, Harper, MSY. 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 organization.

- ii. Organizations may request to host a BYOB (bring your own beverage) event via the Event Registration Form. These events must be reviewed by a staff member of the Office of Student Involvement at least ten (10) days prior to the event. 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.
- h. Off-campus, organizations are expected to follow all relevant federal, state, local laws, Garnet Book policies, and organizational policies.
- i. For events with alcohol, the host organization shall designate a minimum of three students, unless approved to have fewer by the Campus Life staff, to serve as and execute Risk Reduction Managers duties. The recommended ratio for Risk Reduction Managers to guests is one (1) monitor per fifteen (15) guests. One (1) sober officer from the group for each event is strongly recommended.
 - i. Sober monitors must not consume alcoholic beverages six (6) hours prior to the event, during the event, and for one (1) hour after the conclusion of the event to ensure that policies are being enforced and situations or incidents addressed responsibly.
 - ii. All sober monitors should be members of the host organization. If an event is co-sponsored between two (2) organizations, both organizations should have sober monitors present to ensure the safety of all guests present.
 - iii. Sober monitors have the important responsibility of helping to monitor events in order to provide a safe social environment. These responsibilities may include:
 - iv. Checking identification cards and guests list upon entry to the event. There should be a system for identifying attendees who are over the legal drinking age.
 - v. Responding to crisis situations, including seeking assistance from Campus Life staff, Campus Police, or emergency personnel.
 - vi. Responding to any disruptions that take place at

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the event. Sober monitors may ask guests to leave the event if they become too intoxicated and behave inappropriately.

- vii. Assisting in making arrangements for the safety of those who appear to be impaired.

B. Additional Fraternity/Sorority Life Policies

1. Social Events held at Fraternity Court are subject to the event policies and procedures stated above, as well as the following exceptions and additions:
 - a. From Sunday through Thursday, there shall be no social events involving alcohol at the houses. During this time, Fraternity Court is open to brothers of each chapter, as well as a maximum of 10 non-members. All Residence Life policies apply.
 - b. Risk Reduction Managers should be stationed at the chapter house entrances and within the event gathering. Risk Reduction Managers are required to check to make sure guests have obtained the appropriate wristband. Party monitors 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.
 - c. 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 one (1) hour after the event. By 8:00 am on the day following the event, all remaining trash must be picked up.
 - d. If an event has been approved for decorations on the outside of a Chapter House, the Chapter will have until 5:00 pm on the day following the event to remove the decorations and properly dispose of them.
 - e. 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 fraternity house.
2. New Member Recruitment and Initiation.

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

 - a. The Office of Student Involvement will approve the dates for fraternity and sorority recruitment, so that these activities support the educational pursuits of the new members.
 - b. All recruitment activities associated with any chapter will be non-alcoholic. No recruitment activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor.
 - c. All chapters must complete all new member activities and initiate all new members within an 8 week time frame immediately following Bid Day. Each chapter's new member

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program (detailed) is due to the Office of Student Involvement for review two (2) weeks prior to the start of recruitment.

- d. Presbyterian College does not condone the consumption/distribution of alcohol during any new member activities, including Bid Day, Bid Night, big/little events, new member education processes, or initiation. Use of alcohol in any new member activities will be reported to the individual chapter's inter/national organization.

3. 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 of not less than \$1 million per person and \$3 million annual aggregate.
- 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.
- 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

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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 Provost'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 Provost's Office in writing of the disability as well as the nature of its effect on his/her academic performance. Contact the Provost's 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 Vice President of Campus Life's 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 Campus Life 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

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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.
 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 Campus Life Office 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 Safety Records:** Those records maintained in the Campus Safety 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.

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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	VP for Campus Life and Dean of Students
Disciplinary Records	VP for Campus Life and Dean of Students
Health Records	VP for Campus Life and Dean of Students
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 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 three (3) 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

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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. SIGN/POSTING POLICY

- A. Signs, posters, banners, table tents, campaign flyers, and other forms for publicity must be approved by through the Student Involvement Office in Springs Student Center. Signs, posters, banners, and other forms of publicity may be hung in approved locations by any organization of the College, as long as the sponsoring organization is listed in a prominent location on the flyer. Similarly, any organization may use chalk drawings to advertise events, as long as the sponsoring organization is listed. Each sign, poster, or other form of publicity should have an expiration date written or stamped at the bottom left corner. When signs, posters or banners are out of date, a representative from the organization will remove them.
- B. Outside agencies or individuals must obtain written permission from the Student Involvement Department in Springs Campus Center to hang flyers on campus.
- C. Materials advertising alcohol or drugs, bars, or drinking games and/or contests may not be posted anywhere on campus.
- D. Consistent with College policies, all publicity should be in good taste and should not be in violation of Discrimination and Harassment policies.
- E. Failure to comply with the sign/posting policy may result in immediate removal of the postings. Repeated violations of the policy may result in loss of posting privileges and/or judicial action.
- F. Approved publicity may be located at the following locations on campus:
 1. Bulletin boards are provided in the Springs Student Center, on every floor of PC residence halls, and in academic buildings for student organization flyers.
 3. Table tents may be placed on tables in Springs Food Court or on tables in GDH in coordination with the Director of Dining Services.
 4. Banners placed on any buildings on campus must be approved through the Student Involvement Office in Springs Student Center.
 5. Chalk is permitted only on sidewalks exposed to weather and not covered by a roof.

V. 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 VP for Campus Life for campus life 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.

VI. 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 and the Vice President for Campus Life. 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 Campus Life 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. 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 VP for Campus Life.

VII. College Alcohol Police

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 the Aramark Corporation (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, Vice President for Campus Life (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 Vice President for Campus Life, and the Campus Police Director.

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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 2018.